

Nunavut Water Board  
Nunavut Impact Review Board

Participant Funding Guide

# Guide Overview

## Purpose of this guide

This guide has been prepared by the Nunavut Water Board (“NWB”) and the Nunavut Impact Review Board (“NIRB”) to provide:

- an overview of the objectives and operations of Participant Funding for hearings of the NWB and reviews of the NIRB; and
- step-by-step guidance on applying for participant funding.

## Focus of guide

This guide aims at providing greater consistency, clarity and transparency during the review of applications and the allocation of funds.

## Intended users of this guide

This guide is intended for individuals and organizations interested in applying for participant funding in a NWB hearing or NIRB review.

## Contents of this guide

This guide contains the following main parts:

[Part 1. Overview of Participant Funding](#)

[Part 2. How to Complete Your Application Form](#)

## Contact

For additional information about Participant Funding or the application form, please contact:

Executive Director  
Nunavut Water Board  
Box 119  
Gjoa Haven NU X0B 1J0  
Tel: (867) 360-6338  
Fax: (867) 360-6369  
Email: [exec@nwb.nunavut.ca](mailto:exec@nwb.nunavut.ca)

or      Executive Director  
Nunavut Impact Review Board  
Box  
Cambridge Bay NU X0B  
Tel: (867) 983-  
Fax : (867) 983-  
Email: [sbriscoe@nirb.nunavut.ca](mailto:sbriscoe@nirb.nunavut.ca)

# **Part 1. Overview of the Participant Funding**

Part 1 of the guide presents an overview of the objectives and operations of Participant Funding.

- [1.1 What Is Participant Funding?](#)
- [1.2 When Is Funding Available?](#)
- [1.3 Who Is Eligible for Funding?](#)
- [1.4 What Expenses May Be Funded?](#)
- [1.5 How Does the Program Work?](#)

## **1.1 What Is Participant Funding?**

### **Description of Participant Funding**

Participant Funding supports public participation in hearings of the NWB and reviews of the NIRB. If available, it is administered by both the NWB and NIRB, as the case may be.

Funding may be made available to individuals and not-for-profit organizations interested in participating in NWB hearings and NIRB reviews. The funding can cover eligible expenses, such as travel costs and fees for experts, in support of their participation.

### **Limits to funding**

The NWB or NIRB may provide financial contributions for a recipient's participation in NWB hearings and NIRB reviews. It is not meant to cover all expenses incurred by the participant throughout the process.

Funding is limited and not all applications will be successful. Interested parties seeking funding are encouraged to investigate other sources of funding from different organizations.

### **Benefits of public participation**

Effective public participation can help ensure that public concerns and values are taken into consideration during the hearing or review processes.

Public participation can:

- provide interested persons and organizations with a fair opportunity to contribute to the planning of projects that may affect them;
- allow proponents and regulatory and review agencies to better understand and address public concerns and priorities;
- improve project planning;
- reduce the potential for adverse effects by identifying community knowledge and Aboriginal traditional knowledge that may be applied in the assessment of the project; and

- build greater public trust in the water licensing and hearing or review processes and in the decisions that come out of those processes.

Participant Funding is an important tool for promoting these benefits.

## **1.2 When Is Funding Available?**

The Minister of Indian Affairs and Northern Development (the Minister) may decide to award participant funding on a project-by-project basis. Some of the factors that may be considered are the level of public concern, participants that may be directly impacted by the project, the scale and scope of the project, and the extent of anticipated regional and transboundary impacts.

Participant funding may be available when a project is undergoing:

- a review by NIRB pursuant to Article 12, Part 5 of the NLCA;
- a hearing of the NWB.

## **1.3 Who Is Eligible for Funding?**

### **Parties eligible for funding**

Individuals, Aboriginal organizations and incorporated not-for-profit organizations may apply for Participant Funding. Only parties who can demonstrate that they meet at least one of the following criteria will be eligible:

- have a direct, local interest in the project, such as living or owning property in, or using the project area;
- have community knowledge or Aboriginal traditional knowledge relevant to the project; or
- plan to provide expert information relevant to the anticipated effects of the project.

### **Parties ineligible for funding**

Individuals and organizations are ineligible for Participant Funding if they:

- are the project's proponent or are one of its subsidiary or parent organizations, or have direct or indirect holdings in the proponent's organization;
- are a for-profit organization;
- have a direct commercial interest in the project; or
- represent another level of government, other than an Aboriginal government or a municipal government of Nunavut.

*Note:* Although these parties are ineligible for participant funding, they still may participate in the NWB hearing or NIRB review.

## **1.4 What Expenses May Be Funded?**

### **Expenses eligible for funding**

The following expenses may be considered for funding:

- travel expenses;
- local collection/distribution of information;
- professional fees;
- office supplies/telephone charges;
- rental of office space/meeting rooms;
- staff salaries;
- general media advertising/promotion; and
- purchase of information material.

In reviewing applications, the funding review Panel will give higher priority to expenses associated with:

- supporting the participation of local parties; and
- the provision of value-added expertise by other parties.

### **Expenses ineligible for funding**

The program will not fund activities that duplicate services, studies or written materials being funded by other public or private sources. In addition, general operations and maintenance expenses are not eligible for funding under the program.

### **Related guidance**

For more detailed guidance on eligible expenses, see section [2.3 Step 3. Identification of the Funding Request](#).

## **1.5 How Does it Work?**

### **Determination of funding level**

The NWB or NIRB, as the case may be, will recommend to the Minister the total amount of participant funding that should be made available on a project by project basis. The Minister will decide on the total participant funding allocation for the project. Determining factors may include:

- the potential environmental effects of the project;
- the size and location of the project;
- the diversity of issues likely to be involved in the hearing or review;
- participant funding levels that may have been established for similar projects in the past; and
- available resources.

### **Public notice announcing funding**

Once the NWB or NIRB have been advised of the amount of participant funding determined by the Minister, a public notice will announce the availability of funding. The notice provides the following information:

- a brief description of the project;
- the purpose of the participant funding;
- the phases for which funding will be made available (e.g., environmental assessment -such as scoping, guidelines preparation, etc.- licensing, etc.);
- the total amount of funding available;
- the role of the funding review Panel;
- the deadline for applications; and
- how to obtain application forms and information.

The notice is distributed to local media, and is made available on the NWB or NIRB Web or ftp site.

#### **Timing for submitting funding application**

An application form must be completed to apply for funding. The [application form](#) for the program is available in Annex A of this guide or from the NWB or NIRB web or ftp site. Applications which do not follow the prescribed application format may be rejected.

#### **Establishment of funding review panel**

A funding review panel (“Panel”) is established for each NWB hearing or NIRB review. The Panel, appointed either by the NWB or NIRB, usually consists of three individuals who have a fair knowledge of the project, are aware of the needs of interveners, and have no interests or stake in the project.

The Panel reviews all funding applications and recommends funding allocations.

#### **Allocation of funding and announcement of awards**

The Panel’s recommendations are forwarded to the Executive Director of the NWB or the NIRB, who will review them and make recommendations to the Minister of DIAND. As funds are limited, some applicants may not be awarded funding, or may be recommended for an award less than the amount for which they applied.

The NWB or NIRB informs all applicants of the funding decision within three days of that decision being communicated. The decision is distributed to all applicants, and is made available on the NWB or NIRB web or ftp site.

#### **Administration of contribution agreement**

All funding recipients must sign a contribution agreement. The contribution agreement:

- specifies the responsibilities of each party;
- identifies the nature of the work to be funded;
- specifies conditions for payment; and
- requires the recipient to be accountable for public funds received.

Under the contribution agreement, recipients may request an advance payment of up to 75 percent of their total funding award, based on their work plan and a cash flow forecast for the fiscal year period.

The contribution agreement also requires funding recipients to seek the approval of the NWB or NIRB before making any modifications to the original budget statements submitted with their applications.

Under the contribution agreement, recipients are also required to submit an audited financial statement for contributions greater than \$20,000, though DIAND reserves the right to request an audit on smaller contributions.

## Part 2. How to Complete Your Application Form

### Purpose of Part 2

Part 2 of the guide presents step-by-step directions for completing the application form for participant funding.

### Contents of Part 2

This part contains the following sections:

- 2.1 Step 1. Applicant Information
- 2.2 Step 2. Description of Proposed Activities
- 2.3 Step 3. Identification of the Funding Request
  - 2.3.1 Expense Category Descriptions and Supporting Information Requirements
- 2.4 How and where to submit your application
- 2.5 Checklist for Completing the Funding Application Form

### Copy of the application form

For a copy of the application form, please refer to [Annex A](#).

## 2.1 Step 1. Applicant Information

### Purposes of Step 1

The purposes of Step 1 are:

- to identify the applicant and the phase in the hearing or review for which funding is requested; and
- to establish that the applicant is eligible for participant funding.

### Applicant information and certification

In Step 1 of the application form, identify yourself as either an individual or a representative of an organization.

Provide information on your organization to ensure that you are eligible for funding consideration. For example, please specify whether you applied or intend to apply for funds from other sources.

For information on who is eligible, please see section [1.3 Who Is Eligible for Funding?](#) in this guide.

You must also certify that the information is accurate to the best of your knowledge, and agree to allow the NWB or NIRB to provide copies of your application to members of the

funding review Panel. Please use the [certification form](#) provided in with the application form.

#### **Identify your interest in the hearing or review**

You must be able to demonstrate that you have at least one of the following:

- a direct, local interest in the project, such as a residence in the area or historical or cultural ties to the area likely to be affected by the project;
- community knowledge or Aboriginal traditional knowledge relevant to the hearing or review; or
- expert information relevant to the anticipated effects of the project.

You should provide sufficient information to support the statement.

## **2.2 Step 2. Description of Proposed Activities**

#### **Purposes of Step 2**

The purposes of Step 2 are:

- to identify how the applicant proposes to contribute to the hearing or review; and
- to provide supporting information on the applicant's capacity to carry out the proposed activities.

#### **Describe your proposed contribution to the hearing or review**

In this section, provide a clear statement of why you want to participate in the hearing or review (e.g., the objectives of participation).

Describe the proposed activities for which funding is requested. A work plan may be a convenient way of summarizing these activities.

You should describe how your proposed objectives and activities will contribute to the hearing or review's understanding of the anticipated effects of the project, as expressed in:

- the application (in the case of NWB hearing); or
- the description of the scope of the project, and the description of the factors to be taken into consideration and of the scope of those factors (in the case of a NIRB review).

#### **Identify your capacity to carry out proposed activities**

Demonstrate that you have the ability to carry out the proposed activities in accordance with the timelines of the hearing or review. This could include:

- a description of your or your organization's relevant specific expertise and/or knowledge;
- a description of skills, capacity and/or experience of the organization; and
- past experience on participation in hearings or reviews of similar projects.

You should consider providing a detailed budget and work plan, to indicate that the proposed activities are practical in scale and realistic in terms of scheduling and cost.

#### **Describe your distinctive role**

Describe how you would be able to play an important and distinct role in the hearing or review. This is important to help avoid duplication of effort and ensure that the funding supports participation from distinct perspectives since participant funding is limited and there are often applications from individuals or organizations with similar interests and objectives.

In some cases, one or more applicants may wish to consider jointly request funding to avoid duplication.

## **2.3 Step 3. Identification of the Funding Request**

#### **Purposes of Step 3**

The purposes of Step 3 are:

- to identify the requested funds; and
- to provide supporting information on specific expenses, as necessary.

#### **Identify your funding request and provide supporting information**

Identify your funding requests in accordance with the expense categories described in this guide in [2.3.1 Expense Category Descriptions and Supporting Information Requirements](#).

You should provide the requested supporting information.

#### **Provide supporting information**

Provide detailed information to support your requests, in accordance with the supporting information requirements outlined in this guide in [2.3.1 Expense Category Descriptions and Supporting Information Requirements](#).

#### **Priority designations**

The application form assigns a high, medium or low priority designation to each expense category. The funding review Panel will assess requests as follows:

#### **Designation Review Process**

### High priority

In reviewing all applications for funding, the funding review Panel will give first priority to these expenses. Such expenses are generally associated with the kind of participation that the program seeks to support, such as participation of local parties in communities affected by the project, and of those parties with specific expertise that can contribute to the hearing or review.

### Medium priority

These expenses will be given medium priority, and generally will not be funded until requests for high priority have been accommodated.

### Low priority

These expenses will be given low priority, and generally will not be funded until requests for high- and medium priority expenses have been accommodated.

## **2.3.1 Expense Category Descriptions and Supporting Information Requirements**

### **Expense category description and supporting information requirements**

The purpose of this section is to provide an overview of the expense categories that may be used by participants.

Each of the following sections provides a description of an expense category and the supporting information requirements that should be included in the funding request.

#### **Travel expenses**

The *travel expense* category includes expenses related to travelling to attend public participation events held as part of a hearing or review. Such expenses may include transportation, meals, lodging and incidentals.

Supporting information requirements are:

- Travel expenses must be reasonable and in accordance with [federal government travel directives](#). Please refer to the Treasury Board Web site for these directives ([www.tbs-sct.gc.ca](http://www.tbs-sct.gc.ca)).
- You should explain why you must travel to the event, and, if applicable, why more than one person is needed to represent the organization.
- Details should be provided regarding travel mode, accommodations and duration.

#### **Collection or distribution of information**

The *collection or distribution of information* comprises costs of activities related to collecting and/or distributing relevant information to specific local groups, such as community residents, Aboriginal members or an organization's membership.

Supporting information requirements are:

- A brief explanation of the need to collect or distribute the information and of the proposed local target group, and how this action will contribute to the objectives of the hearing or review.
- Details should be provided on the proposed approach and costs.

#### **Professional fees (excluding legal fees)**

The *professional fees* category covers per diem fees and expenses for expert advice or assistance on environmental, technical or social issues relevant to the objectives of the hearing or review.

This will include per diem fees or honouraria for experts providing Aboriginal traditional knowledge or community knowledge relevant to the hearing or review.

Also covered are professional services, such as accounting services, directly related to your participation.

Supporting information requirements are:

- For each expert, provide:
  - a brief explanation of the individual's expertise and the direct relevance of this expertise to the hearing or review;
  - per diem rate and number of days;
  - justification of per diem rate, if necessary;
  - related expenses; and
  - justification of the number of experts involved, if necessary.

#### **Legal fees**

The *legal fees* category includes the per diem fees and expenses for expert legal advice or assistance directly related to your participation. The costs for legal advice are eligible expenses, but legal representation at public hearings and other public participation events is not encouraged.

Supporting information requirements:

- An explanation of why legal research or representation is important to your participation in the hearing or review.
- For each legal expert:
  - a brief explanation of the individual's expertise and the direct relevance of this expertise to the hearing or review;
  - per diem rate and number of days;
  - justification of per diem rate, if necessary; and
  - related expenses.

### **Office supplies and telephone charges**

The *office supplies* category covers the cost of office supplies, such as photocopying, postage and telephone charges, which are important to support your participation in the hearing or review.

Any operations and maintenance expenses that do not support your participation in the hearing or review, including normal supplies and overhead, are not eligible for funding under the program.

Supporting information requirements are:

- A brief explanation of the need for the specific supplies.

### **Office rental space and meeting rooms**

The *office rental space and meeting rooms* category includes expenses associated with the costs of office space, meeting rooms and office equipment directly related to your participation in the hearing or review.

Any operations and maintenance expenses that do not support your participation in the hearing or review, including normal rent and overhead, are not eligible for funding under the program.

Supporting information requirements are:

- A summary of the need to rent the facilities and details on the event and rental costs.

### **Staff salaries**

The *staff salaries* category includes salaries of individuals employed for the purpose of researching and preparing materials related to your participation (e.g., research staff and secretarial services), providing that:

- the individual is not currently in receipt of a salary from the applicant; or
- if the individual is in receipt of a salary from the applicant, that the requested funds are designated temporarily to cover the costs of replacing the individual, so he/she can work full-time on activities related to the your participation.

Supporting information requirements are:

- For each individual:
  - a statement that the individual will be working full time on activities related to the your participation in the hearing or review;
  - a brief explanation of the individual's expertise and the direct relevance of this expertise to the hearing or review; and

- salary expenses and duration.

### **General media advertising and promotion**

The *general media advertising and promotion* category covers advertising for the purpose of publicizing your meetings and activities related to the hearing or review (e.g., posters and newspaper advertisements).

The advertising must have a specific purpose not already addressed by other parties involved in the hearing or review responsible for promoting awareness of the hearing or review and public participation opportunities.

Supporting information requirements are:

- A brief explanation of how this action will contribute to the objectives of the hearing or review, and the intended audience and costs.

### **Purchase of information material**

The *purchase of information materials* category is to cover the cost of materials relevant to your participation in the hearing or review. This material is otherwise not available free of charge from the proponent, the NWB, NIRB, or other party (e.g., maps, documents and reports).

Supporting information requirements are:

- A brief explanation of how this action will contribute to the objectives of the hearing or review.

### **Other expenses**

Any other expense item that you believe is needed to support the individual or group's participation in the hearing or review may be covered by the *other expenses* category.

Supporting information requirements are:

- Must be supported by a clear explanation of how this item or action will contribute to the objectives of the hearing or review.

## **2.4 How and Where to Submit Your Application**

### **How to submit your application**

Submit your application to the NWB or NIRB after completing all items in the [checklist](#) (Section 2.5). Applications must be received at the NWB or NIRB by facsimile, electronic mail, or by mail on or before the closing date in order to be considered for funding.

The closing date is provided in the public notice inviting applicants to submit a request for funding.

The NWB or NIRB assume no responsibility for submissions misdirected or delayed.

**Send your documents to:**

Executive Director  
Nunavut Water Board  
Box 119  
Gjoa Haven NU X0B 1J0  
Tel: (867) 360-6338  
Fax: (867) 360-6369  
Email: [exec@nwb.nunavut.ca](mailto:exec@nwb.nunavut.ca)

or  
Executive Director  
Nunavut Impact Review Board  
Box  
Cambridge Bay NU X0B  
Tel: (867) 983-  
Fax : (867) 983-  
Email : [sbriscoe@nirb.nunavut.ca](mailto:sbriscoe@nirb.nunavut.ca)

Following receipt of a complete application package, the NWB or NIRB will send the applicant an acknowledgement and will forward the application package to the funding review panel.

## **2.5 Checklist for Completing the Funding Application Form**

### **Before submitting the form**

To help ensure that there are no delays in reviewing your application for funding, please make sure that you have addressed all of the following points before submitting your application form.

#### **Checklist**

Step 1 (Applicant information) is completed with the detailed information recommended in the *Participant Funding Guide*.

Step 2 (Description of activities) is completed with the detailed information recommended in the *Participant Funding Guide*.

Step 3 (Funding request) is completed with the detailed information recommended in the *Participant Funding Guide*, and provides detailed information about budget costs.

The amount requested does not exceed the amount made available for the project indicated in the announcement.

There are no calculation errors in the budget and supporting information is provided corresponding with the detailed budget breakdown.

Budget calculations are clearly explained where appropriate (e.g., per diems, salary rates).

Declaration-Amounts Owing in Default to the Government of Canada is completed and signed by an authorized person (only applies for requests above \$20,000).

Original copy mailed to the NWB or NIRB is not stapled or bound.

The proposal is forwarded to the NWB or NIRB in time to meet the closing deadline.

The application has been signed by a person authorized to represent the applicant.

## **Annex A: Participant Funding Application Form**

*NWB/NIRB Use Only*

*Date Received:* \_\_\_\_\_

*File Number:* \_\_\_\_\_

## **Participant Funding Application for Funding**

*Please refer to “Part 2 How to Complete Your Application Form” of the guide entitled “Participant Funding” when completing this application.*

### **Step 1: Applicant Information**

Name and location of project:

Is the application is for a NWB hearing or a NIRB review, or both?

NIRB Review: \_\_\_\_\_

NWB Hearing: \_\_\_\_\_

Both: \_\_\_\_\_

If for a NIRB review, please specify which phases of the review you intend to participate. If you also apply for funding to participate in both a review and a hearing, please specify.

Name of applicant (individual or organization):

Web site address:

Legal name of applicant (if different):

Mailing address:

City / Town:

Province:

Postal Code:

Telephone number:

Fax number:

E-mail address:

If the application is for an individual or a law firm, indicate on whose behalf you are submitting this application.

Applying on behalf of him/herself or law firm \_\_\_\_\_

Applying on behalf of an unincorporated entity\_\_\_\_\_

Name of unincorporated entity:

*(Note: Applications will not be accepted from unincorporated entities in their own name.)*

Name and title of contact person for corporation/ organization/ group/ association:

*If you represent an entity (incorporated or otherwise) supporting documentation, endorsing you as the entity's representation must be attached to this application.*

Language of correspondence

English\_\_\_\_\_

French\_\_\_\_\_

Telephone number (if different):

Fax number (if different):

Is your organization incorporated? Yes\_\_\_\_\_No\_\_\_\_\_

Federal No.: \_\_\_\_\_ Provincial No.: \_\_\_\_\_

Business number (Canada Customs and Revenue Agency):

GST/HST rebate number: \_\_\_\_\_

GST/HST rebate %: \_\_\_\_\_

Have you applied or will be applying for funds from other sources to participate in the hearing or review process? No\_\_\_\_\_Yes\_\_\_\_\_

If yes, please specify how much and the source.

Describe your or your organization's major goals and mandate.

Describe your interest in the hearing or review.

## **Step 2: Description of Proposed Activities**

Describe your proposed contribution to the hearing or review, including:

- the objectives of your participation;
- your proposed activities for which you are seeking funding; and
- how these proposed objectives and activities may contribute to the hearing or review's understanding of the anticipated effects of the project.

Identify your capacity to carry out the proposed activities.

(Describe relevant experience, expertise and skills you or your organization have that will help you to carry out your proposed activities.)

Describe why you believe your participation will bring an important and distinct perspective to the hearing or review.

Have you or your organization made an effort to cooperate with other individuals or organizations in preparing a funding application?

No \_\_\_\_\_  
Yes \_\_\_\_\_

If yes, please specify name of individual / organization

How are the proposed activities incremental to your ongoing business?

### **Step 3: Funding Requested**

Please summarize your request for funding of eligible expenses, using the following table (see part 2 of the guide entitled *Participant Funding* for information on each expense category):

#### **Priority Expense Category Funding Requested**

Local collection / distribution of information	\$ _____
Professional fees (excluding legal fees)	\$ _____
Travel expenses	\$ _____
Office supplies	\$ _____
Rental of office space / meeting rooms	\$ _____
Staff salaries	\$ _____
Legal fees	\$ _____
General media advertising / promotion	\$ _____
Purchase of information material	\$ _____
Other (specify)	\$ _____
<b>TOTAL funding requested</b>	\$ _____

**With respect to each expense, please provide additional information to support your request. Use additional sheets if needed.**

Local collection / distribution of information:

Professional fees (excluding legal fees):

Travel expenses:

Office supplies:

Rental of office space / meeting rooms:

Staff salaries:

Legal fees:

General media advertising / promotion:

Purchase of information material:

Other:

## **How did you hear about the Participant Funding Program?**

NWB or NIRB	_____
Federal government	_____
Territorial government	_____
Newspaper	_____
Email to your organization	_____
Word of mouth	_____
Other: specify	_____

# Participant Funding Program

## Application for Funding: Certification Form

### Certification and Consent:

I/we hereby certify that the information I/we have provided in this application is accurate to the best of my/our knowledge. In the event that a participant funding award is to be made based on this application, I/we agree that no funding will be payable unless I/we sign the DIAND standard Contribution Agreement. I/we understand that I/we was/were entitled to review a copy of the Contribution Agreement before signing this Application Form.

I/we hereby consent to the NWB or NIRB providing a copy of this Application Form and of the aforementioned Contribution Agreement (once signed by me/us and by DIAND) to any person that the NWB or NIRB deems appropriate in the circumstances. I/we further consent to the NWB or NIRB making copies of any written submissions during the hearing or review process, by me/us or by the corporation, organization, group or association that I/we represent and to use those copies for purposes related to the hearing or review. The information collected will be subject to the *Access to Information Act*.

---

Name

---

Title

---

Authorized signature

---

Date