



Participant Funding Guide

Mary River Project - Phase 2 Development
Northern Participant Funding Program
December 2018



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1 Preface

This document has been prepared specifically for use by participants seeking funding to participate in the Nunavut Impact Review Board’s reconsideration of the terms and conditions of Project Certificate No. 005 for **Baffinland Iron Mines Corporation’s (Baffinland) “Phase 2 Development” Project Proposal** under both the Nunavut Agreement (Article 12, Section 12.8.2) and relevant assessment provisions of the *Nunavut Planning and Project Assessment Act* (NuPPAA) (Section 112) as required under that Act’s transition provisions (Section 235) (“the assessment”).

Note: The abbreviations ‘NIRB’ and ‘the Review Board’ are used interchangeably throughout this document in reference to the Nunavut Impact Review Board.

2 Purpose of this guide

This guide has been prepared by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), with input from the Nunavut Impact Review Board (NIRB), to provide:

- an overview of the objectives of and procedures for participant funding for the NIRB’s assessment of **Baffinland Iron Mines Corporation’s Phase 2 Development Project Proposal**,
- step-by-step guidance on applying for participant funding associated with the assessment process; and,
- consistent, clear and transparent information regarding the process administered by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) to provide the funding necessary to allow affected parties to participate fully in the NIRB’s process (participant funding).

3 Intended users of this guide

This guide is intended for eligible individuals (see Section 7.3) and organizations interested in applying for participant funding to facilitate their effective participation in the Review Board’s assessment process.

4 Content of this guide

This guide contains the following main parts:

- Overview of participant funding for the assessment of the Baffinland’s **Phase 2 Development Project Proposal**
- Guidance on how to complete your application

5 Contact

For information regarding the submission of applications, please contact:



Nunavut Impact Review Board

Environmental Administration
Nunavut Impact Review Board
29 Mitik St., P.O. Box 1360
Cambridge Bay, NU, X0B 0C0
Tel: 1-866-233-3033
Fax: (867) 983-2594
Email: info@nirb.ca

For information about the Northern Participant Funding Program, please contact:

Crown-Indigenous Relations and Northern Affairs:

Environmental Assessment, Land Use Planning and Conservation
Environment and Renewable Resources, Northern Affairs Organization
15/25 Rue Eddy, 10th Floor
Gatineau, Quebec
K1A 0H4

EALUPC 1-613-355-7285
participant.funding@canada.ca
aidefinanciere.participants@canada.ca

6 Overview of Participant Funding

6.1 What is Participant Funding?

Description of Participant Funding

Participant funding supports effective public participation in development impact assessments undertaken by the NIRB in accordance with both the Nunavut Agreement (Article 12, Section 12.8.2) and relevant reconsideration provisions of NuPPAA (Section 112) as required under the transition provisions of NuPPAA (Section 235). When, as in the case of this assessment process, participant funding is made available, it is administered by the federal department of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC).

Funding may be made available to individuals, Indigenous organizations, and incorporated not-for-profit organizations interested in participating in the assessment. The funding can cover eligible expenses not covered by other sources, including travel costs and fees for experts to support participation.

Limits to funding



CIRNAC may provide financial contributions for participation in the assessment; however, it may not cover all expenses incurred by the participant.

Funding is limited and is based on a review of each participant's submission. Some applicants may not receive funding. Interested parties seeking funding are encouraged to investigate other sources of available funding.

Benefits of public participation

Effective public participation can help ensure that public concerns and values, as well as Indigenous knowledge and rights as well as local knowledge, are taken into consideration during the assessment process.

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, as well as regulatory and review agencies, to better understand and address public concerns and priorities;
- improve project planning;
- provides Indigenous people with an opportunity to discuss potential impact of proposed project on their rights,
- reduce the potential for adverse effects by identifying Indigenous Traditional Knowledge and Inuit Qaujimaningit and how it may be applied in the assessment of the project; and,
- Reinforce public trust in the NIRB assessment processes and in the decisions that result from these processes.

Participant funding is an important tool for promoting these benefits.

6.2 When Is Funding Available?

Participant funding will be made available to Indigenous Peoples and other Northerners for the impact assessment of large or complex resource development or regional infrastructure projects. Some of the factors considered in determining the application of the program include the level of public concern, the scale and scope of the project, and the extent of anticipated regional and transboundary impacts.

6.3 Who is Eligible for Funding?

Parties Eligible for Funding

Individuals, Indigenous 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 considered for participant funding. Parties that are eligible for funding are those that:

- have a direct, local interest in the project, such as living or owning property in, or using the project area;
- have an interest in potential impacts to related claims and rights;
- have Information relating to climate change;
- have local community knowledge, Indigenous knowledge, or Inuit Qaujimaningit relevant to the assessment; or
- plan to provide expert information relevant to the anticipated ecosystemic and socio-economic effects of the Project.

Parties Ineligible for Funding

Individuals and organizations are ineligible for participant funding if they:

- are the proponent of the Project, 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 Mary River Project; or
- represent another level of government, other than an Indigenous government.

Although parties may be ineligible for participant funding, they may still be eligible to participate in the assessment, including formal registration as an intervenor.

An exception to the restriction on funding participants that have a direct commercial interest in a project will be considered if the applicant is an organization that represents rights holders or an organization that has been designated any responsibility, power, function or authority under a historical treaty or modern land claims agreement.

If you have questions about eligibility please contact NIRB or CIRNAC (see: Section 5).

6.4 What Activities may be Funded?

Activities Eligible for Funding

The following activities may be considered for funding:

- review of the Environmental Impact Statement (EIS) or EIS Addendum submitted by the project proponent and preparation of information requests and technical comments;
- preparation for and participation in public engagement sessions;



- review of the proponent’s response to the technical review comments;
- preparation for and participation in the Joint Technical Meeting in Iqaluit;
- preparation of final written submissions; and
- preparation for and participation in the Public Hearing in Pond Inlet.

Activities Ineligible for Funding

Funding will not be provided for activities that duplicate services, studies or written materials being funded by other public or private sources. This includes information prepared by the responsible authority(ies), proponent, or, in the case of the assessment, by the NIRB itself.

6.5 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 (e.g. consultants, lawyers)
- 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 Committee will give higher priority to expenses associated with:

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

Expenses Ineligible for Funding

General operations and maintenance expenses are not eligible for funding under the program.

Related Guidance

For more detailed guidance on eligible expenses, see Identification of the Funding Request (Section 8.4: Step 4).



6.6 How Does The Participant Funding Process Work?

Determination of Funding Level

The total participant funding allocation for the assessment will be determined by CIRNAC. Factors that will be considered may include:

- the potential ecosystemic and socio-economic effects of the project;
- the size, complexity and location of the project;
- the diversity of issues likely to be involved in the assessment;
- Participant Funding levels that may have been established for similar projects in the past; and
- available resources.

Public Notice Announcing Funding

Once the NIRB has been advised by CIRNAC of the availability of participant funding, a public notice will be circulated. 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., scoping, guidelines preparation, technical review, public hearing, etc.);
- the role of the Funding Review Committee;
- the deadline for applications; and
- how to obtain an application form and further information.

The notice will accompany the NIRB project notification to local media and made available online by the NIRB at www.nirb.ca.

Timing for Submitting Participant Funding Application

For the assessment of **Baffinland's Phase 2 Development Project Proposal** an application form for participant funding for the assessment must be received by NIRB no later than **11 January 2019** to apply for funding. The application form associated with the assessment process is available in Annex A of this guide or from the NIRB's public registry (www.nirb.ca). Guidance on developing a funding request is also provided in the form of a suggested format for expense estimation.

Establishment of Funding Review Committee

An independent Funding Review Committee (Review Committee) will be established by CIRNAC to review applications for participant funding related to the assessment. The Review Committee, appointed by CIRNAC, will consist of approximately three individuals who have a reasonable knowledge of the Project,



are aware of the needs of interveners, and have no interests or stake in the Project. CIRNAC will work with the NIRB, the Government of Nunavut and Nunavut Tunngavik Incorporated to select the Review Committee. The Review Committee will then work independently to review funding applications, identify intervenors whose contribution is important for the assessment of the proposed project, and assign a level of funding required to facilitate their participation.

The review committee is ultimately responsible for considering all applications and recommends funding allocations to CIRNAC.

Allocation of Funding and Announcement of Awards

The Review Committee's recommendations are forwarded to CIRNAC, who then determine final allocations and forwards recipient list and funding amounts to the NIRB. 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.

Upon receipt of the funding decision, the NIRB posts and distributes the list of successful applicants and amounts awarded on the NIRB's public registry (www.nirb.ca).

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 (i.e. report how funding was used).

There are three funding types now available for potential Indigenous recipients: set, fixed and flexible contribution arrangements. Non-indigenous recipients are potentially eligible for set funding arrangements. Funding approach options are made available to recipients based on discussion between departmental officers and the recipient and considering factors such as the nature of the program, the level of funding and recipient goals, priorities and capacity. Each funding agreement includes certain terms and conditions as outlined in CIRNAC's national funding agreement models.

There are key elements for each funding approach that may or may not be available depending on the type of funding agreement a recipient or organization enters into. These include the ability to do the following:

- carry forward funds to the next fiscal period,
- redirect funds to related activities; and,



- retain unexpended funds.

Further explanation of the funding approaches used by CIRNAC for Indigenous peoples and other northern stakeholders and be found at the following link:

<https://www.aadnc-aandc.gc.ca/eng/1322746046651/1322746652148>

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 may require funding recipients to seek the approval of CIRNAC before making any modifications to the original budget statements submitted with their applications.

Under the contribution agreement, recipients may also be required to submit an audited financial statement.

7 How to Complete Your Application Form

This section of the guide presents step-by-step directions for completing the application form for participant funding.

This section contains the following sections:

- Step 1. Eligibility Checklist
- Step 2. Applicant Information
- Step 3. Description of Proposed Activities
- Step 4. Identification of the Funding Request
 - Expense Category Descriptions and Supporting Information Requirements
- How and where to submit your application
- Checklist for Completing the Funding Application Form
- For a copy of the application form, please refer to **Annex A**



7.1 Step 1. Eligibility Checklist (Section A)

Purposes of Step 1

The purpose of Step 1 is:

- To preliminarily assess whether an applicant meets the basic criteria of eligibility to acquire participant funding for the assessment.

Section A: Eligibility Checklist

In Step 1 of the Application Form, complete the checklist. If all your answers correspond to the requirements laid out under section 7.3 entitled, “Who is Eligible for Funding”, proceed to Step 2 of the Application Form.

7.2 Step 2. Applicant Information (Sections B – D)

Purpose of Step 2

The purpose of Step 2 are:

- to identify the applicant and phases of the assessment for which funds are being requested. For a detailed description of the steps involved in the assessment process, applicants are encouraged to review **Annex B**, as well as any project-specific correspondence issued by the NIRB.

Sections B & C: Applicant Information and Certification

In Step 2 of the application form, if you are an individual seeking funding, complete **Section B**. If you are seeking funding on behalf of an organization, proceed directly to **Section C**. *If you represent an entity (incorporated or otherwise), supporting documentation endorsing you as the entity’s representation must be attached to this application.*

Section D: Identify Your Interest in the Project

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;
- knowledge of potential impacts on land claims or rights;
- community knowledge, Indigenous Traditional Knowledge or Inuit Qaujimaningit (including Traditional Knowledge and local contemporary knowledge) relevant to the assessment;
- expert information relevant to the anticipated effects of the project.



You should provide sufficient information to support the above referenced statements.

The review committee is also interested in understanding the financial requirements of an individual and organization and if support for an intervention is being provided by multiple sources. This information is required to fully understand an individual or organization's financial need and to help avoid duplication. If you have applied for, or received funds, from any other source to participate in the assessment, please provide information relative to the funding source and the level of support.

7.3 Step 3. Description of Proposed Activities (Section E)

Purposes of Step 3

The purposes of Step 3 are:

- to identify how the applicant proposes to contribute to the assessment; and
- to provide supporting information regarding the applicant's capacity to carry out the proposed activities.

Section E: Describe Your Proposed Contribution to the Assessment

In this section, provide a clear statement of your proposed contribution to the assessment, including:

- the objectives of your participation;
- your proposed activities for each phase of the assessment (see Annex B) for which you are seeking funding; and
- how these proposed objectives and activities may contribute to the NIRB's understanding of the anticipated effects of the project.

For a detailed description of the phases and steps involved in the assessment process, applicants are encouraged to review **Annex B**, and any project-specific correspondence issued by the NIRB.

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 assessment. 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 or your organization would be able to play an important and distinct role in the assessment. This is important to help avoid duplication of effort and ensure that the funding supports participation from your distinct perspective. 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 requesting funding to avoid duplication. Please indicate in your application any efforts you have made to cooperate with other individual(s) and/or organization(s).

7.4 Step 4. Identification of the Funding Request (Sections F–P)

Purposes of Step 4

The objectives of Step 4 are:

- to characterize and describe 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, specifically in the Expense Category Descriptions and Supporting Information Requirements section.

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, specifically in the Expense Category Descriptions and Supporting Information Requirements section.

Priority Designations

In order to reflect the priorities and values of applicants, the application form includes a prioritization scheme that allows individuals and organizations to assign a high, medium or low priority designation to each expense category. The Funding Review Committee will review funding applications requests and expense types with the following understanding of priority:

High Priority



High priority expenses, in the view of the Funding Review Committee, are those that are associated with expenses that directly relate to the provision of community and Traditional Knowledge, Inuit Qaujimaningit, and/or subject matter expertise to the assessment process. Such expenses may include: professional fees for expert advice, staff salaries, translation/interpretation services and travel expenses to assist in attending public participation events.

Medium Priority

Expenses assigned as medium priority, in the view of the Funding Review Committee, are generally associated with expenses that facilitate interventions by funded participants in the assessment. Such expenses may include; office supplies, office space and meeting room rentals, and administrative and reporting costs.

Low Priority

Expenses assigned low priority, in the view of the Funding Review Committee, are generally associated with expenses that help facilitate but do not directly support the applicant's participation. Such expenses may include; media advertising or promotional activities, and the purchase of information material.

The priority of an expense or expense category may be viewed differently by an individual or organization applying for funding relative to that of the Funding Review Committee. If such a discrepancy exists please provide an explanation of why an expense priority level may be viewed differently and warrants consideration by the Funding Review Committee.

7.5 Expense Category Descriptions 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.

Section F: Travel Expenses

The travel expense category includes expenses related to traveling to attend public participation events held as part of the assessment. 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 Government of Canada Treasury Board Web site for these directives (<http://www.tbs->



sct.gc.ca/pol/doc-eng.aspx?id=27228).

- You should explain why you must travel to the event, and, if applicable, why more than one person is needed to represent the organization.
- Itemized details should be provided regarding travel mode, accommodations and duration.

Section G: 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, Indigenous 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 assessment.
- Details should be provided on the proposed approach and costs.

Section H: Section 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 assessment.

This will include per diem fees or honoraria for experts providing Indigenous Traditional Knowledge or Inuit Qaujimaningit (including Traditional Knowledge and local contemporary knowledge) or community knowledge relevant to the assessment.

Also covered are professional services, such as accounting or translation/interpretation 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 assessment;
 - 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.

Section I: 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 considered a low priority by the Funding Review Committee.

Supporting information requirements are:

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

Section J: Office Supplies and Communications Charges

The office supplies category covers the cost of office supplies, such as photocopying, postage and communication charges such as telephone, teleconferencing, and information technology expenses, which support your participation in the Assessment.

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

Supporting information required is:

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

Section K: 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 Assessment.

Any office operations and maintenance expenses that do not support your participation in the Assessment, 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 meeting/event and rental costs.

Section L: 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 devote their efforts to work activities related to your participation.

Supporting information requirements are:

- For each individual:
 - a statement that the individual's time will be spent on activities related to their participation in the Assessment (*i.e.* not using participant funding salary support for staff to work on other organizational priorities);
 - a brief explanation of the individual's expertise and the direct relevance of this expertise to the Assessment; and
 - salary expenses and duration.

Section M: General Media Advertising and Promotion

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

The advertising must have a specific purpose not already addressed by other parties involved in the Assessment whose responsibility is to promote awareness of the Assessment and/or public participation opportunities.

Supporting information requirements are:

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

Section N: Purchase of Information Material

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

Supporting information required is:

- A brief explanation of how this action will contribute to the objectives of the assessment.



Section O: Other Expenses

Any other expense item that is needed to support an individual's or group's participation in the assessment may be covered by this category.

Supporting information required is:

- A clear explanation of how this item will contribute to the objectives of the assessment.

Section P: Certification and Consent

You must also certify that the information is accurate to the best of your knowledge, and agree to allow CIRNAC to provide copies of your application to members of the Funding Review Committee. Please use the certification form provided with the application package.

7.6 How and Where to Submit Your Application

How to submit your application

Submit your application to NIRB after completing all items in the checklist (Section 8.7). Applications must be received at NIRB by facsimile, electronic mail, or by mail on or before the closing date to be considered for funding. If you have any further questions or concerns about your application, **please contact NIRB for direction**. All contact information can be found under section 6 entitled "Contact Information".

The closing date provided in the public notice inviting applicants to submit a request for funding in this Reconsideration is (Insert Date).

The CIRNAC assumes no responsibility for submissions misdirected or delayed.



7.7 Checklist for Completing the Funding Application

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

1. Step 1 (Eligibility Checklist) is completed with the detailed information recommended in the Participant Funding Guide
2. Step 2 (Applicant information) is completed with the detailed information recommended in the Participant Funding Guide
3. Step 3 (Description of activities) is completed with the detailed information recommended in the Participant Funding Guide
4. Step 4 (Funding request) is completed with the detailed information recommended in the Participant Funding Guide. Detailed information regarding costs and a proposed budget must be included in your submission.
5. There are no calculation errors in the proposed budget and supporting information is provided that details a breakdown of proposed costs.
6. Budget calculations are clearly explained where appropriate (e.g., per diems, salary rates).
7. 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).
8. The proposal must be submitted to NIRB prior to the closing deadline.
9. The application has been signed by the applicant or a person authorized to represent the applicant.



8 Annex A: Participant Funding Application Form

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

Step 1: Eligibility Checklist

A Eligibility Checklist		
1	Are you, your group or the organization you represent a for-profit organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you, your group or the organization you represent have a direct commercial interest in the development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you, your group or your organization represent another level of government, other than an Aboriginal government?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If the answer to any of the above questions is yes, you are <u>ineligible</u> for participant funding. If not, proceed with A.2.</i>		
2	Do you have a direct, local interest in the development, such as living or owning property in the development area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have an interest in potential impacts to related claims and rights?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have community knowledge, Indigenous Traditional Knowledge or Inuit Qaujimajatuqangit relevant to the environmental assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you plan to provide expert information relevant to the anticipated environmental impacts of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Voluntary Disclosure: Are you an Indigenous person or do you represent an Indigenous Organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If the answer to any of the above questions is yes, you are <u>eligible</u> for participant funding, proceed with A.3.</i>		
3	Do you, your group or the organization you represent have any involvement, personal, family, or business relationship with the proponent of the project for which the funding is being offered, and/or any government departments or agencies involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If so, please explain (1 page maximum)	
	Is the applicant a former public servant who is required to abide by <i>the Conflict of Interest and Post-employment Guidelines of the Values and Ethics Code for the Public Service</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Step 2: Applicant Information

B For Completion by Individual Applicants (see instructions)			
Surname (Last name)		Full given names	
Mailing Address		City/Town	Territory
Telephone Number	Fax Number	Email Address	Language of Correspondence

C For Completion by Organization (see instructions)			
Name of Organization or Unincorporated Entity			
Mailing Address		City/Town	Territory
Telephone Number	Fax Number	Email Address	Language of Correspondence
Is your organization incorporated? Yes <input type="checkbox"/> No <input type="checkbox"/>		Federal No.	Provincial No.
Business number (Canada Customs and Revenue Agency)		GST/HST rebate #	GST/HST rebate %
Describe your or your organization's major goals and mandate			

D Project Information	
Project Name	Project Location
Please specify which phases and steps of the assessment you intend to participate in:	
Describe your interest in the assessment	
Have you applied or will be applying for funds from other sources to participate in the assessment process? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please specify funding level and the source.	



Step 3: Description of Proposed Activities

E Description of Proposed Activities
Describe your proposed contribution to the assessment. Include your objectives, proposed activities and how they may contribute to the assessment.
Identify your capacity to carry out the proposed activities.
Describe relevant experience, expertise and skills you or your organization has 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 assessment.
Have you or your organization made an effort to cooperate with other individuals or organizations in preparing a funding application? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify the name(s) of individual(s) and/or organization(s).
How are the proposed activities related or contribute to your ongoing business? How do they affect your workload?



Step 4: Funding Requested

F Travel Expenses		
Item	Rationale	Estimated Cost
1)		
2)		
3)		
Summarize the objective of the travel		
No. of Travelers	Rationale for the number of travelers	

G Collection or Distribution of Information			
Activity	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			

H Professional Fees					
Name of Company/Firm/Individual	Priority Level (low/moderate /high)	Activity	Daily Rate	# of Days	Total Cost
1)					
2)					
3)					
Brief Explanation of each Company/Firm/Individual's expertise and relevance to the assessment:					
1)					
2)					
3)					
Justification of daily rate, if necessary:					
Related expenses:					



Justification of the number of experts involved, if necessary:

I Legal Fees					
Name of Company/Firm/Individual	Priority Level (low/moderate /high)	Activity	Daily Rate	# of Days	Total Cost
1)					
2)					
3)					
Brief Explanation of each Company/Firm/Individual's expertise and relevance to the assessment:					
1)					
2)					
3)					
An explanation of why legal research or representation is important to your participation in the assessment:					
Justification of per diem rate, if necessary					
Related expenses:					

J Office Supplies and Telephone Charges			
Office Supplies and Telephone Supplies	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			

K Office Rental Space and Meeting Rooms			
Office Rental Space and Meeting Rooms	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			



L Staff Salaries				
Name of Individual	Priority Level (low/moderate /high)	Daily Rate	# of Days	Total Cost
1)				
2)				
3)				
Brief explanation of each individual's expertise and relevance to the assessment:				
1)				
2)				
3)				
For each individual, attach a statement that the individual will be working full time on activities related to their participation in the assessment.				

M General Media Advertising and Promotion			
Action/Item	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			

N Purchase of Information Material			
Action/Item	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			

O Other Expenses			
Action/Item	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			



Total Requested Funds: _____



P 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 CIRNAC standard Contribution Agreement.

I/we hereby consent to CIRNAC providing a copy of this Application Form and of the aforementioned Contribution Agreement to any person that CIRNAC deems appropriate in the circumstances. I/we further consent to CIRNAC and the NIRB posting and distributing any written submissions I/we provide during the assessment 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 assessment. All information collected in association with the Participant Funding Program will be subject to the *Access to Information Act*.

Name: _____

Title: _____

Authorized Signature: _____

Date: _____



9 Annex B: Anticipated Process for NIRB assessment of BIMC's Phase 2 Development Proposal Application

Step 1: Conformity Review and Information Requests

Oct 9, 2018	NIRB Acknowledges Receipt of FEIS Addendum
Oct 12, 2018	Conformity Review Accepted
Nov 23, 2018	NIRB receives IRs
Nov 30, 2018	NIRB forwards IRs to Proponent for response
Dec 11, 2018	Call for Participant Funding Issued
Dec 17, 2018	NIRB receives IR Response Package and Initiates 60+ day technical review period.



Step 2: Technical Meetings and Review (these dates are tentative)

Dec 18, 2018	NIRB technical review period begins
Jan 11, 2019	Participant Funding applications due
Jan 14, 2019	NIRB forwards applications to CIRNAC
Jan 14-29, 2019	NIRB conducts community information sessions in Pond Inlet, Clyde River, Arctic Bay, Resolute, Grise Fiord, Igloolik and Hall Beach.
Feb 18, 2019	NIRB receives technical review comments from parties
Feb 20, 2019	Technical Review comments forwarded to Proponent for response
Mar 6, 2019	NIRB receives Proponent response to technical review comments
Mar 12-15, 2019	NIRB Joint Technical Meeting in Iqaluit
TBD	Intervenor applications due, NIRB sends letters accepting intervenors
Apr 5, 2019	NIRB receives final written submissions
Apr 26, 2019	NIRB receives Proponent response to final written submissions
May 7-11, 2019	NIRB Public Hearing in Pond Inlet
Jun 25, 2019	NIRB Final Report to Minister

