



Participant Funding Guide

Imperial Oil Norman Wells Operations

Northern Participant Funding Program

Fiscal Year 2024-2025



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Purpose of this guide

This guide has been prepared by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), a federal department, with input from the Mackenzie Valley Environmental Impact Review Board (MVEIRB), for use by participants seeking funding to participate in the environmental assessment of Imperial Oil Resources N.W.T. Limited's proposed Norman Wells Operations Project (EA2425-02) under relevant assessment provisions of the [Mackenzie Valley Resource Management Act](#).

CIRNAC staff are happy to provide advice on the Northern Participant Funding Program (NFPF) as you prepare your application, and we strongly recommend that you contact us at aidefinanciereparticipants-participantfunding@rcaanc-cirnac.gc.ca.

Intended users of this guide

This guide is intended for eligible individuals (see page 4) and organizations interested in participant funding to help them effectively participate in the MVEIRB process.

Content of this guide

This guide contains the following main parts:

- overview of participant funding for MVEIRB's environmental assessment of Imperial Oil Resources N.W.T. Limited's proposed Norman Wells Operations Project;
- application form; and
- guidance on how to complete your application.

Contact

For information about the NFPF, please contact aidefinanciereparticipants-participantfunding@rcaanc-cirnac.gc.ca.



Overview of Participant Funding

What is Participant Funding?

CIRNAC's NPPF supports effective public participation in environmental assessments undertaken by the northern resource management boards in the territories. CIRNAC can only provide funding for projects in the three territories; projects in the provinces can be funded by the [Impact Assessment Agency of Canada](#), the [Canada Energy Regulator](#), or the [Canadian Nuclear Safety Commission](#).

Funding may be made available to Indigenous governments and organizations, or other Northerners interested in participating in the environmental assessment process. The funding can cover expenses to support participation such as the costs of conducting studies and fees for experts. Please note that participant funding is limited and CIRNAC may not be able to cover all expenses incurred by the participant. In order to make best use of program dollars, we encourage every applicant to seek ways of collaborating with other affected parties as well as other sources of available funding.

How and When is Funding Available?

Participant funding can be made available to Indigenous governments or organizations and other Northerners for the environmental assessment of major resource development or regional infrastructure projects. Some of the factors considered in determining the application of the program include:

- the level of public interest;
- the scale, scope and complexity of the proposed project; and
- the extent of anticipated regional and transboundary impacts.

CIRNAC will announce the availability of participant funding for a project proposal undergoing an assessment at the earliest possible step in the assessment process.

Who is Eligible for Funding?

Participants eligible for funding are:

- Indigenous governments;
- First Nations;
- Inuit;
- Métis;
- non-status Indigenous peoples;
- Indigenous organizations;
- community groups;
- incorporated not-for-profit organizations;
- experts able to contribute specialized knowledge; and
- other northern residents or interested affected parties.



The applicant must demonstrate that they meet **at least one** of the following criteria:

- have Indigenous or Traditional Knowledge, Inuit Qaujimagatuqangit (IQ), Indigenous perspective, or community knowledge, relevant to the environmental assessment;
- have an interest in potential impacts to Indigenous claims, rights, or title;
- plan to provide expert information relevant to the anticipated environmental impacts of the proposed development; or
- have a direct, local interest in the proposed development, such as living or owning property in the development area.

Parties Ineligible for Funding

Individuals and organizations are ineligible for participant funding if they:

- are the proponent of the project proposal, or are one of its subsidiaries 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 proposal; or
- represent another level of government, other than an Indigenous government (note: municipal governments may be eligible for funding under certain circumstances).

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

An exception to the restriction on funding groups with a direct commercial interest in a project proposal will be considered if the applicant is an organization that represents Indigenous rights holders or an organization that has been designated any responsibility, power, function or authority under a historical treaty or modern land claim or self-government agreement.

If you have questions about eligibility please contact CIRNAC staff at aidefinanciereparticipants-participantfunding@rcaanc-cirnac.gc.ca.

What Activities may be Funded?

The following activities may be considered for funding:

- technical reviews of information;
- research;
- data collection;
- community meetings;
- honoraria;
- collection, translation, documentation or transmission of Indigenous knowledge or Inuit Qaujimagatuqangit (IQ);
- preparation of submissions and presentations;
- preparation of witnesses; and



- retention of experts, including legal representation.

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 responsible authorities, the proponent, or, in the case of the assessment, by MVEIRB itself. Similarly, participant funding cannot pay multiple recipients for substantially identical products or services (for instance, the same report or Indigenous Knowledge study).

What expenses may be funded?

Eligible expenses include:

- travel expenses;
- professional fees (e.g., consultants, lawyers, Honoraria);
- non-core staff salaries;
- office supplies or telephone charges; and
- media advertising, and promotion.

Please note that core operations and maintenance expenses are not eligible for funding under participant funding.

How Does The Participant Funding Process Work?

Timing for Submitting Participant Funding Application

To apply for funding to support participation in MVEIRB's environmental assessment of the proposed Norman Wells Operations Project, an application form must be submitted to aidefinancierparticipants-participantfunding@rcaanc-cirnac.gc.ca no later than **11:59pm MDT on Sunday, January 12, 2025.**

The application form associated with the assessment process is available in Annex A of this guide, or by emailing aidefinancierparticipants-participantfunding@rcaanc-cirnac.gc.ca. Additionally, Annex B contains detailed information on how to complete the application form.

Establishment of Application Review Committee

An Application Review Committee will be established by CIRNAC to review applications for participant funding. The Application Review Committee will consist of 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. The Committee will then work independently to review funding applications, identify groups whose contribution is important for the assessment of the proposed project, and recommend a level of funding required to facilitate their participation.

The Application Review Committee will consider all applications and recommend funding allocations to CIRNAC, with a justification for their recommendations.



Funding Limit and Annex C

A recipient can receive up to \$150,000 per project within the fiscal year, depending on their application and the level of funding available. Due to program demands, even if a full \$150,000 is requested, the allocated funding may be less.

CIRNAC is constantly trying to improve the NFPF. To help us in this task, should your funding needs exceed the \$150,000 limit, please fill out Annex C.

**Please note that information provided in Annex C is currently for data-collection purposes; recipients will not be awarded these additional funds.

Allocation of Funding and Announcement of Awards

The Application Review Committee's determinations and recommendations are forwarded to CIRNAC, who then determine final allocations and send a list of recipient and funding amounts to MVEIRB. Subject to available funding and due diligence—primarily ensuring that all activities and expenses are eligible—CIRNAC will generally base its decision on the Application Review Committee's funding recommendations on who is to be funded. A justification will be documented for any departure from the Application Review Committee's recommendations. As funds are limited, some applicants may not be awarded funding, or may receive less than the amount for which they applied.

Upon receipt of the funding decision, MVEIRB posts and distributes the list of successful applicants and amounts awarded on MVEIRB's public registry <https://reviewboard.ca/registry/ea2425-01>.

Please note that expenses cannot be incurred prior to funding agreement signature date.

Administration of Funding Agreement

Funding is provided by way of a funding agreement, which:

- identifies the nature of the work to be funded;
- specifies conditions for payment;
- indicates what reporting the recipient is to submit; and
- includes CIRNAC's standard terms and conditions for contribution agreements.

Recipients are strongly encouraged to discuss with CIRNAC before making any changes to the original budget submitted with their applications, in order to ensure the changes are eligible and to reduce the administrative burden during the reporting stage.

As part of the funding agreement, recipients will have to submit an activity report and a financial report, which may include an audited financial statement. Contribution



agreements signed with the program for the above-mentioned project will allow for carry forward of unused funds into the 2025-26 fiscal year, should work for the environmental assessment be extended past March 31, 2025.

Funding Approaches (Carry Over and Retaining Unexpended Funds)

There are three funding approaches available for Indigenous recipients: Set, Fixed and Flexible.

The three funding approaches are explained below:

Set	No carry-over of funds between fiscal years	Any unspent funds at the end of the fiscal year must be returned to the department
Fixed	Carry-over of funds is possible with the department's approval If carry-over is not approved, funds must be returned to the department	Unspent funding that remains at the end of the agreement can be used in the following fiscal year to further achieve results towards the objective. These carried over funds must be reported in the next fiscal-year's financial and activity report. Any unspent funds that remain at the end of that following fiscal year must be returned to the department.
Flexible	Carry-over of funds is automatic without department's approval Flexible funding allows carry forward of unexpended funding at the end of the fiscal year, provided that the program is not in its last year and the overall funding agreement is also not about to expire.	Any unspent funds at the end of the agreement must be returned to the department.

Further explanation of the funding approaches used by CIRNAC can be found at:

<https://sac-isc.gc.ca/eng/1322746046651/1618142957561>.



Annex A: Participant Funding Application Form

When completing this application, please refer to “How to Complete Your Application Form” of the Participant Funding Guide.

CIRNAC staff are happy to provide advice on the program as you prepare your application, and we strongly recommend that you contact us at aidefinancierparticipants-participantfunding@rcaanc-cirnac.gc.ca.

Part A: Eligibility Checklist

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 Indigenous government?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Under certain circumstances, municipal governments may be eligible. For more information, please email program staff at aidefinancierparticipants-participantfunding@rcaanc-cirnac.gc.ca .	

If the answer to any of the above questions is yes, you are **ineligible** for participant funding.

Do you have Indigenous or Traditional Knowledge, Inuit Qaujimagatuqangit, Indigenous perspective, or community knowledge, relevant to the environmental assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposed project have potential impacts on your asserted claims, rights, or title?	<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
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

If the answer to any of the above questions is yes, you are **eligible** for participant funding.

Do you, your group, or the organization you represent have any personal, family, or business involvement with the project proponent, or any government departments or agencies involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please explain	



Part B: Applicant Information

Participation in MVEIRB's environmental assessment of Imperial Oil Resources N.W.T. Limited's proposed Norman Wells Operations Project.

Organization Applicants

Name of Organization or Unincorporated Entity				
Mailing Address		City/Town	Territory	Postal Code
Telephone Number	Fax Number	Email Address		
What unique perspective or role do you (or the organization you represent) bring to the assessment of the project? (see Annex B for more information)				



Individual Applicants

Surname (Last name)		Full given names		
Mailing Address		City/Town	Territory	Postal Code
Telephone Number	Fax Number	Email Address		
What unique perspective or role do you bring to the assessment of the project? (see Annex B for more information)				

Signing Authority for Contribution Agreements, Amendments, and Financials

Name	Title
Email	Telephone



Part C: Work Plan

Describe your proposed activities and objectives and how they will contribute to MVEIRB's understanding of the anticipated effects of the project. Please specify:

- objectives of the proposed activities;
- proposed activities; and
- intended outcomes of the proposed activities.



Will you be working with any other groups or organizations involved in the assessment or affected by the proposed project? If so, please list.



What steps will you take to ensure that the activities proposed in the work plan incorporate the views of women, gender-diverse people, youth, elders, 2SLGBTQIAA+, people with disabilities, people of colour, or people affected by colonial institutions or intergenerational trauma, as well as the different effects the project being assessed might have on them?

Please note that while this question is optional, addressing it can support you in ensuring meaningful participation in the environmental assessment, and that the answers you provide will contribute to improving the Northern Participant Funding Program. It can also help you ensure that equality, diversity and inclusion considerations are integral parts of the information available to MVEIRB, and that the views, concerns, and unique issues facing all of those you represent are included, in a culturally competent manner, in assessment processes.

Part D: Expenses

Note – Given the timing of the proposed Norman Wells Operations Project, CIRNAC will offer a flexible funding approach allowing the approved funding, of no more than \$150,000, to carry over into fiscal year 2025-2026 for any work on the environmental assessment extending past March 31, 2025.

Travel Expenses

Item	Description	Rate (\$/day, # of days, and # of people)	Estimated Cost
Transportation			
Accommodation			
Per diems*			
Other (please specify)			
Summarize the objective of travel			



No. of travelers

*We can currently provide up to \$156.15/person/day in per diems, according to the [National Joint Council Directive](#). (Note: these rates are updated every fiscal year April 1 and October 1)

Professional Fees (including legal experts and honoraria)

Type of professional	Other Expenses (e.g., travel or accommodations)	Fees or Rate (e.g., \$/day, # of days, and # of people)	Total Cost

Please note that the Northern Participant Funding Program does not subject Honoraria to a \$200 limit.

Staff Salaries

Position Title	Rate (e.g., \$/day, # of days, and # of people)	Total Cost

Office Supplies and Telephone Charges

Office Supplies and Telephone Supplies	Description	Rate (\$/day, # of days)	Total Cost



Media, Advertising, and Promotion

Action/Item	Description	Rate (\$/day, # of days)	Total Cost

Other Expenses (including community meetings, childcare, catering, hospitality, and participation incentives)

Action/Item	Description	Rate (\$/day, # of days)	Total Cost

Part E: Other Funding Sources

<p>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</p>
<p>If yes, please specify funding level and the source.</p>
<p>Total Requested Funds*: _____</p> <p><i>* Please note that no more than \$150,000 per recipient within a fiscal year can be funded, however funding provided may be less given program demands even if a full</i></p>



\$150,000 is requested. For any requests greater than \$150,000, please add the additional requested funding to Annex C on page 24 of this document.

Fill in the following table for how you would like to receive your payment(s) if the funding is approved (i.e., Lump sum, monthly, etc.):

January 2025	February 2025	March 2025	April 2025		

We will do our best to accommodate your preferred payment method but cannot guarantee it will be possible.

If you have questions please contact aidefinancierparticipants-participantfunding@rcaanc-cirnac.gc.ca or you can call Nicholas Pfeiffer at (819) 431-3956.

The collection, use and disclosure of personal information by the Northern Participant Funding Program is authorized under the *Department of Crown-Indigenous Relations and Northern Affairs Act*. This collection, use and disclosure of personal information is in accordance with the requirements of *Privacy Act*. Information collected will be used exclusively to make funding decisions, to establish and administer funding agreements, to evaluate and report on the program’s activities, to inform program design and implementation, and to improve service delivery and program administration. The collection, use, and disclosure of your personal information is required to fully assess applications for program-related funding and to support efficient program design and implementation. Should you decline to provide the information requested, the Department may be unable to assess the completeness, eligibility, or relevance of your applications, which may result in the rejection of your application.

To support the purposes outlined above, your personal information can be disclosed to other departments and agencies within the Government of Canada; to the governments of Yukon, Nunavut, or the Northwest Territories; to the members of the program’s Application Review Committee; or to the Yukon Environmental and Socio-economic Assessment Board, the Nunavut Impact Review Board, the Environmental Impact Review Board, or the Mackenzie Valley Environmental Impact Review Board.

Personal information will be retained pursuant to the *Privacy Act* and its *Regulations*. The collection of information is described in the Class of Records for the Environmental Assessment, Conservation and Land Use Planning (AANDC NAO 1401) located in the departmental InfoSource publication online at infosource.gc.ca.

Individuals have the right to the protection of, access to and request the correction of their personal information under the *Privacy Act*. If you require clarification concerning this Privacy Notice Statement, please contact the Departmental Access to Information and Privacy Office at 1-819-997-8277 or by email at aadnc.upvp-ppu.aandc@canada.ca. For more information on privacy issues, your right to file a complaint and the *Privacy Act* in general, you can consult the Privacy Commissioner at 1-800-282-1376



Pre-submission checklist

Please use this checklist to help ensure that your application is complete so that there are no delays in reviewing your application for funding.

Checklist

- Part A: Eligibility Checklist is completed
- Part B: Applicant Information is completed
- Part C: Work Plan is completed
- Part D: Expenses is completed and detailed information regarding costs and a proposed budget is included in your submission.
 - Budget calculations are complete, correct, and clearly explained where appropriate.
- Part E: Other Funding Sources is completed
- Ensure your proposal is submitted to aidefinanciereparticipants-participantfunding@rcaanc-cirnac.gc.ca **before 11:59pm MDT on Sunday, January 12, 2025**



Annex B: How to Complete Your Application Form

This section of the guide presents step-by-step instructions for completing and submitting the Participant funding Application Form:

- **Part A:** Eligibility Checklist
- **Part B:** Applicant Information
- **Part C:** Work Plan
- **Part D:** Expenses
 - Travel Expenses
 - Professional Fees
 - Staff Salaries
 - Office Supplies and Telephone Charges
 - Media, Advertising, and Promotion
 - Other Expenses
- **Part E:** Other Funding Sources
- 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**

We will make our best efforts to announce our funding decisions within 2-3 weeks of the deadline for proposals.

Thank you for applying to the Northern Participant Funding Program

Thank you | Merci | Mársı | Kinanāskomitin | Haj' | Quana | Qujannamiik | Quyanainni | Máhsı | Máhsı | Mahsi



Part A: Eligibility Checklist

This checklist helps identify if your organization is eligible to receive participant funding.

If you meet the eligibility for funding requirements in the checklist, please proceed to the next section.

Part B: Applicant Information

- If you are seeking funding on behalf of an organization, complete the information for “Organization Applicants” only.
- If you are an individual seeking funding, complete the information for “Individual Applicants” only.

As part of this section, we ask that you please describe the unique and important perspective or role that you or your organization bring to this assessment.

Applicants should also demonstrate that they have *at least one* of the following:

- a direct, local interest in the development, such as living or owning property in the development area;
- an interest in potential impacts to related claims and rights;
- Indigenous or Traditional Knowledge, Inuit Qaujimaqatunqangit, Indigenous perspective, or community knowledge, relevant to MVEIRB’s assessment; or
- expert information relevant to the anticipated environmental impacts of the development.

Part C: Work Plan

Provide a clear statement of your proposed funding for the assessment, including:

- the objectives of your participation;
- your proposed activities for each phase of the assessment; and
- how these objectives and activities may contribute to MVEIRB’s understanding of the project’s anticipated effects.



Part D: Expenses

Travel Expenses

This includes expenses related to traveling to attend public participation events held as part of the assessment, including transportation, meals, lodging, and incidentals.

Under “Description”, provide itemized details on the transportation, accommodation, per diems (daily allowances for meals and incidentals while on travel status, subject to the maximum rates set out by the National Joint Council [Travel Directive](#)) and any other travel-related expense

In the last two rows of this section, summarize the objective of travel and the number of travelers.

Please keep in mind that travel expenses should be reasonable and in accordance with federal government travel directives.

Professional Fees (including legal experts and Honoraria)

This covers expenses for legal advice, and expert advice or assistance on environmental, technical, or social issues relevant to the objectives of the assessment.

This includes per diem fees, Honoraria, or fees for experts providing Indigenous Traditional Knowledge, or community knowledge relevant to the assessment.

Professional services directly related to your participation, such as accounting, translation, or interpretation, are also covered.

For each expert, provide:

- the type of professional;;
- professional’s fees (including rates and number of days, or the like);
- other expenses (including per diems, travel, and accommodations for the professional, and number of days); and
- the total cost.

*Please note that the Northern Participant Funding Program **does not** subject Honoraria to a \$200 limit.*

Staff Salaries

This includes the salaries of individuals employed for the purpose of researching and preparing materials related to your participation (e.g., research staff and secretarial services). Note that we can only fund salaries for an individual who is not currently receiving a salary, or to temporarily cover the costs of replacing an individual who is receiving salary. Please provide the position title and the total cost for each individual.



Office and Telephone Expenses

This covers the cost of office expenses such as photocopying and postage, and communication charges such as telephone, teleconferencing, and information technology expenses.

Any office expenses that do not support your participation in the assessment (e.g., normal supplies and overhead) are not eligible for funding under the program.

Please provide the name of each expense, a brief description of how it relates to your participation in the assessment, and the total cost of the expenses.

Media, Advertising and Promotion

This covers advertising for the purpose of publicizing meetings and activities related to the assessment (e.g., posters, newspaper advertisements, radio announcements, etc.).

The advertising should have a specific purpose that has not already been addressed by other parties with the responsibility to promote awareness of the assessment or public participation opportunities.

Please specify what type of media, describe how it contributes to the objectives of the assessment, and the total cost.

Other Expenses

Any other expense that is needed to support your participation in the assessment may be covered by this category. This includes community meetings, childcare, catering, hospitality, and participation incentives (e.g., door prizes).

Please specify the action or item, provide a clear explanation of how this item will contribute to the objectives of the assessment, and show the total cost associated with the expense.

Part E: Other Funding Sources

In order to assess the level of funding, please state whether you have applied for financial support from any other source to fund your participation in the assessment. Please provide information about the funding source and their level of support. Also, please let us know what payment method you would prefer and funding approach.

How to submit your application

Submit your application to aidefinanciereparticipants-participantfunding@rcaanc-cimac.gc.ca after completing all items in the checklist on page 15. To be considered for funding, **applications must be received by 11:59pm MDT on Sunday, January 12, 2025**. If you have any further questions or concerns about your application, please contact aidefinanciereparticipants-participantfunding@rcaanc-cimac.gc.ca for direction.



For more information on the proposed Norman Wells Operations Project, please refer to the project registry at [Norman Wells Operations - EA2425-02 | Review Board](#).

For more information on MVEIRB's general step-by-step processes, please refer to MVEIRB's website at https://reviewboard.ca/process_information/process_diagrams and https://reviewboard.ca/process_information/step_by_step_information.



Annex C: Funding Requests Exceeding \$150,000 (For Data-Collection Purposes Only)

If you believe that you require over \$150,000 to participate in MVEIRB’s environmental assessment of the proposed Norman Wells Operations Project please fill out this Annex.

**Please note that the information provided in Annex C is meant to track data and help us improve the NFPF; however, recipients cannot be awarded these additional funds - the requested funds will be assessed from the form in Annex A.

This table is a template to communicate the need for funding greater than \$150,000; please feel free to share this information in any format you’d like.

Eligible Activities and Expenses Please select a box if applicable	Additional Amount Per Activity	Description Please tell us why is the amount in Annex A not enough?
<input type="checkbox"/> Technical reviews of information		
<input type="checkbox"/> Research		
<input type="checkbox"/> Data Collection		
<input type="checkbox"/> Community Meetings		
<input type="checkbox"/> Honoraria		
<input type="checkbox"/> Indigenous Knowledge or Inuit Qaujimajatuqangit (Collection, translation, documentation or transmission)		
<input type="checkbox"/> Preparation of Submissions and Presentations		
<input type="checkbox"/> Preparation of Witnesses		
<input type="checkbox"/> Retention of Experts (Professional Fees)		
<input type="checkbox"/> Travel Expenses (Transportation, accommodation, per diems, etc.)		
<input type="checkbox"/> Non-core Staff Salaries		
<input type="checkbox"/> Office Supplies		
<input type="checkbox"/> Telephone Charges		
<input type="checkbox"/> Media Advertising/Promotion		
<input type="checkbox"/> Other Expenses (Including childcare, catering, hospitality, and participation incentives)		

