

Application Guide for the Aboriginal Participation Fund

Mineral Development Advisor Position Sub-Stream

What You Need to Know Before You Apply

Before completing your application to the Aboriginal Participation Fund (APF), please read the entire program stream guide, as well as the guidance document titled “Overview of the Mineral Development Advisor Positions and Support Funding Stream.”

Inquiries about program guidelines may be directed to:

Funding Coordinator
Strategic Services Branch
Mines and Minerals Division
Ministry of Northern Development and Mines
Level B6, 933 Ramsey Lake Road
Sudbury ON P3E 6B5
(705) 670-5826
Toll free: 1 (888) 415-9845 ext. 5826
Email: aboriginalparticipationfund@ontario.ca

Grants Ontario – Getting Registered

Applicants using Grants Ontario for the first time must create a “ONE-key” account and should register for access at least three weeks in advance of the APF’s application deadline. If an applicant has previously submitted an application for funding from other programs through Grants Ontario, a new ONE-key account is not required.

Technical questions regarding Grants Ontario may be directed to the

Customer Service Line at:

Email: GrantsOntarioCS@Ontario.ca

Telephone: (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time

Since applicants must register with Grants Ontario in order to access APF applications, most of the information requested in the first few sections of the application form (such as address, contact information, etc.) will be automatically filled in using data from the registration process.

Please note that the ONE-key account is registered at the individual level and not the organization level. If someone in your organization has an account that is used for a different grant application, but you are the one submitting a new application, a separate account will be required.

Once an application has been started, it may be saved or downloaded at any point and returned to later. Please refer to the “Grants Ontario System Reference Guide for Applicants” for instructions on how to save and submit the application.

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1. Introduction

This guide provides information and details on completing an application for a Mineral Development Advisor (MDA) position. Additional information around the APF objectives relating to this and other sub-streams, reporting obligations, and Grants Ontario is found in the “Overview of the Mineral Development Advisor Positions and Support Funding Stream” guide. Both guidance documents should be read in their entirety before applying for funding.

2. Who is eligible?

Aboriginal communities or organizations (see below) in Ontario who may benefit from funding to support capacity needs arising as a result of experiencing high mineral exploration and/or development activity evidenced by having received 10 or more exploration permit applications in the previous fiscal year (i.e. April 1 to March 31).

Please note that in certain circumstances, communities that receive fewer than 10 exploration permit applications may be eligible for this sub-stream if they are engaged in reviewing one or more closure plans or closure plan amendments.

Aboriginal communities should discuss this sub-stream with one of the ministry’s Mineral Exploration and Development Consultants (MEDC) before applying.

Eligible applicants may be:

- **Single Applicants:** Aboriginal communities in areas of high mineral exploration and/or development activity;

OR

- **Joint Applicants:** Aboriginal communities and organizations (e.g., Tribal Councils) in areas of high mineral exploration and/or development activity. Joint applicants must have the support of the communities they represent and a substantiated record of representing member communities on local lands and resources issues. To meet this criterion a Band Council Resolution or Board Motion is required with the application. Eligible applicants include:
 - A group of First Nation communities in Ontario;
 - A group of Métis communities in Ontario;
 - Tribal Councils in Ontario, who have the support of the member communities they represent; or
 - In specific circumstances and at the discretion of the ministry, other Aboriginal organizations, such as a Provincial-Territorial Organization or economic development organization, if they have the support of the communities they represent.

The ministry will consider funding up to a maximum of \$130,000 per year for a three-year term and will give priority to two or more communities applying jointly.

Applicants are encouraged, wherever possible, to work together to maximize the benefits of available funding. Joint applications that link two or more Aboriginal communities are

encouraged to promote the development of collaborative relationships, regional activities and economies of scale.

3. What Expenses are Eligible?

- Salary wages and mandatory employer-related costs (MERCs) (see Appendix A for reasonable salary ranges).
- Professional fees, consultants and/or technicians for technical expertise, if required.
- Costs for introductory and advanced training, as well as costs associated with attending training, for MDAs related to mineral exploration and development.
- Community outreach for such activities as community meetings, presentations and workshops.
- Costs associated with meetings, site visits or honoraria to Elders on specific early exploration projects where those costs are not otherwise covered by the proponent.
- Equipment purchase or rental costs specifically linked to project implementation, such as office equipment (e.g., desks, chairs, printers, computers, software, etc.).
- Costs related to administration (see Appendix A), such as space and equipment rental, utilities, telephone/fax charges, network charges, postage/courier charges, photocopying charges, financial institution service fees and office supplies (Note: only a small portion of costs may be allocated to this expense).

4. What Expenses are Ineligible?

- Any proposal that falls outside of the parameters of the program stream objectives (refer to the overview guide).
- Costs related to any initiative that is already fully funded through other sources, including project-specific proponent costs and contributions, including in-kind.
- Costs related to initiatives that do not meet the program stream objectives or are not related to mineral exploration and development.
- Salary or honoraria to individuals who are already receiving a salary from the applicant in another capacity.
- Capital asset costs.
- Business development costs.
- Costs related to the Government of Canada's consultation or engagement initiatives and/or costs related to other provinces' consultation or engagement activities.
- Costs related to research undertaken for the purposes of pursuing land claims or litigation.

5. About the Application Form and Process

This section provides additional information on how to fill out the application form. It also provides details on application processing.

How to fill out the Application Form

Applicants are encouraged to read this section thoroughly as the information provided is intended to support completion of the application form.

General Guidance on Application Questions

The ministry encourages applicants to be as detailed and descriptive as possible in answering these questions. Some general tips to remember:

- 1) Reflect the program stream objectives:** Be sure that the answers provided relate to the sub-stream's objectives, show how the community or member communities will benefit from the MDA position and, as a result, be able to participate more effectively in all aspects of mineral exploration and development activities.
- 2) Provide examples wherever possible or appropriate:** The applicant may wish to include examples to help make their point and round out their answers. Be specific and ensure that the chosen examples reflect the sub-stream's objectives and reflect the information that the ministry is seeking.
- 3) Outline long-term plans, goals and objectives wherever possible or appropriate:** Several questions ask applicants to outline objectives, desired results and plans needed to achieve specific aims, such as an approach to sustaining the MDA position, or learning goals with any mineral exploration and development-related training opportunities that will be pursued. Applicants are encouraged to be as specific as possible and consider any tools, resources, supports, examples or other evidence that will help provide enough detail for a robust answer.

Guidance for Answering Specific Application Questions

For the purpose of planning your answers, this guide includes the character counts. All questions have a limited character count. **Character counts include spaces and punctuation.**

As soon as a complete application is submitted through the Grants Ontario system, an email is sent to the primary applicant, confirming receipt of the application. It is your responsibility to ensure that your application has been successfully submitted. Please ensure that this confirmation email is not sent to your junk mail folder.

In many questions, the rows in the application will expand to include additional entries or responses—simply click the “+” sign. Similarly, to remove a row, click the “X” sign.

Section A to C – Organization Information, Address Information and Contact Information

- These sections are explained directly in the application form. Sections A and B are pre-populated, to make a change to this information please submit an assistance request through the Grants Ontario System.

Section E – Grant Payment Information

- These sections are explained directly in the application form.

Section F – Application Contact Information

- Please insert the name of the person who will be managing the Aboriginal Participation Fund file and the name of the person who will be the main contact if they are different.

Section G2 – Project Information

- Applicants must complete all questions in this section, unless otherwise instructed.

Question 1 - Project Description – Describe your project in detail. Address all of the specific requirements in the Program Guidelines. (maximum 4900 characters)

- Describe, in detail, why your community or member communities are applying for a MDA position. Consider including information about:
 - The volume of exploration plan submissions, exploration permit applications, closure plans and closure plan amendments you receive;
 - Any desire your community or member communities have to carry out mineral exploration and development-related training and educational opportunities;
 - How the MDA role will assist your community or member communities in participating in a range of activities related to mineral exploration and development;
 - How will a MDA position assist you in processing and responding to exploration plan submissions, exploration permit applications, closure plans or closure plan amendments; and
 - Any consideration the community has given to sustaining capacity built through this funding with regard to mineral exploration and development and associated regulatory activities into the future, particularly if the ministry is no longer able to provide this specific funding.

Question 2 - Project Objectives – Describe the project objectives making sure to address all the specific requirements in the Program Guidelines. (maximum 4900 characters)

- Describe the specific goals and objectives that your community or member communities hope to achieve by having a MDA:
 - Do your community or member communities wish to respond more quickly and effectively to plan and permit and closure plan requests?
 - Do your community or member communities hope to build knowledge and understanding around the economic opportunities associated with mineral exploration and development?
 - Do your community or member communities wish to improve relationships with industry proponents and government?

Consider these and other objectives that are specific to your community or member communities, when completing this section.

Question 3 - Are your community/member communities receiving funding through other Ontario government consultation capacity programs? (maximum 4900 characters)

- Applicants should note that they will not be disadvantaged if they receive funding from other Ontario government ministries, if they can demonstrate a need for capacity. This question is intended to determine the level of capacity of the community or member communities in responding to mineral exploration and development and related regulatory activities.

Question 4 - Describe how your community or Tribal Council has successfully managed the MDA position in the past, or if approved for funding, how you will successfully manage the MDA position moving forward. (maximum 4900 characters)

- All applicants must answer this question.

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- **Applicants re-applying for an MDA position** should reflect on the existing MDA position and any lessons learned when answering this question. Applicants should consider the following questions:
 - Have there been any challenges with this position? If yes, how have you responded to or addressed them?
 - What challenges do you anticipate for the MDA position in the future? How do you intend to mitigate or address these challenges as they arise?
 - Did the community or member communities experience difficulties in meeting the regulated timelines?
 - Was community engagement successful?
 - Did the community or member communities build the relationships that were needed to engage positively and productively with industry and government?
 - How has the MDA position helped your community or member communities to build knowledge about mineral exploration and development? How has the MDA position helped to enhance your community's or member communities' ability to participate in consultation and engagement on exploration plans and permits and closure plans?
 - What specific role does the MDA play in these activities, as well as activities more broadly related to mineral exploration and development (e.g., this may include relationship-building activities with industry or government, or even economic development opportunities arising from mineral exploration and development)?

 - **Applicants applying for a new MDA position**, should consider the following questions:
 - What challenges do you anticipate for the MDA position in the future? How do you intend to mitigate or address these challenges as they arise?
 - Do your community or member communities experience difficulties in meeting the regulated timelines?
 - Has your community or member communities been able to build the relationships that were needed to engage positively and productively with industry and government?
 - Has your community or member communities been able to build knowledge about mineral exploration and development? How will the MDA position help to enhance your community's or member communities' ability to participate in consultation and engagement on exploration plans and permits and closure plans?
 - What specific role will the MDA play in these activities, as well as activities more broadly related to mineral exploration and development (e.g., this may include relationship-building activities with industry or government, or even economic development opportunities arising from mineral exploration and development).

Question 5 - Part of the role of an MDA is to coordinate and/or deliver education and training opportunities related to mineral exploration and development. **Describe any learning goals, objectives and outcomes your community or member communities hope to achieve in enhancing their understanding of Ontario's mineral sector. (maximum 4900 characters)**

- All applicants must answer this question.
- **Applicants re-applying for an MDA position**, consider:
 - What knowledge or information would your community like to gain about mineral exploration and development, the regulatory process or working with proponents?

- Are there any skills that would be useful to acquire to facilitate better participation in the regulatory processes, such as the review of exploration plan submissions, exploration permit applications, closure plans or closure plan amendments?
- **Applicants applying for a new MDA position** consider what previous education and training opportunities the MDA or community members have participated in:
 - What was learned?
 - How has this knowledge been applied?
 - Are there opportunities to further build on or enhance this knowledge, or acquire new information, understanding and/or skills to support participation in the regulatory processes?

Question 6 - How does your community or Tribal Council currently process requests for comment on exploration plans, exploration permits or closure plans? Please describe your process. (maximum 4900 characters)

Section G3 – Work Plan

The work plan is designed to provide the ministry with a clear idea of how the applicant will carry out the activities described in Questions 1-6. The work plan should demonstrate key objectives identified in the questions with clear milestones on how any project phases will be accomplished, how and when training and education opportunities will be pursued, and what activities the MDA will engage in to support the review of exploration plan submissions, exploration permit applications, closure plan or closure plan amendments. When drafting the work plan, complete all fields in the row as each cell is mandatory. Applicants are required to prepare a work plan for each year that they are applying for funding for (e.g., if applying for a three-year funding term, three work plans should be completed).

Please indicate **N/A** (“not applicable”) under the performance indicators column.

For sample work plan activities, please refer to Appendix B.

Section H2 – Project Financial Information

The funding request must include a budget based on the anticipated costs associated with the Tribal Council or community’s work plan.

A sample budget is provided in Table 1. All of the fields indicated in Table 1 should be completed in full by the applicant. The applicant should note that Year 1 is only provided as an example and that those applying for three-year funding terms must complete a budget for each year of funding. The applicant is not expected to know the specifics for each expense category at this time, but should provide a reasonable allocation for what might be required in a fiscal year. Be sure to:

- List each expense by category (e.g., staffing expenses, administration costs, training costs, etc.);
- Record the total anticipated amount and itemize all expenditures that will be required for the MDA position for each year;
- Provide a holistic picture of the total annual cost associated with training opportunities, community outreach and education opportunities, meeting expenses and other associated expenditures; and

- Consult Appendix A for guidance on reasonable costs, cost categories, and eligible and ineligible expenses.

Table 1: Sample Budget

YEAR 1					
Staffing Expenses	Eligible Expense?	Revenue Type (from Applicant and Other Sources)	Revenue Source	Amount	Total Expense
Mineral Development Advisor – John Smith – 52 weeks @ \$25.11/hr. per 40-hr. week = \$52,228.80	Yes	Confirmed Cash	DO NOT USE		\$52,228.80
		Anticipated Cash	DO NOT USE		
		Confirmed In-Kind	DO NOT USE		
		Anticipated In-Kind	DO NOT USE		
		Requested funding from this program			
TOTAL STAFFING EXPENSES		Confirmed Cash	DO NOT USE		\$52,228.00
		Anticipated Cash	DO NOT USE		
		Confirmed In-Kind	DO NOT USE		
		Anticipated In-Kind	DO NOT USE		
		Requested funding from this program			
Benefits Expenses	Eligible Expense?	Revenue Type (from Applicant and Other Sources)	Revenue Source	Amount	Total Expense
Mandatory Employer Related Costs (calculated at 15% of annual salary - \$52,228.80 x 0.15 = \$7,843.32)	Yes	Confirmed Cash	DO NOT USE		\$7,843.32
		Anticipated Cash	DO NOT USE		
		Confirmed In-Kind	DO NOT USE		
		Anticipated In-Kind	DO NOT USE		
		Requested funding from this program			
TOTAL BENEFIT EXPENSES		Confirmed Cash	DO NOT USE		\$7,843.32
		Anticipated Cash	DO NOT USE		
		Confirmed In-Kind	DO NOT USE		
		Anticipated In-Kind	DO NOT USE		
		Requested funding from this program			
Project Expenses	Eligible Expense?	Revenue Type (from Applicant and Other Sources)	Revenue Source	Amount	Total Expense
Training costs include: participation in training workshops, conferences, seminars and materials directly related to the project.	Yes	Confirmed Cash	DO NOT USE		\$10,000.00
		Anticipated Cash	DO NOT USE		
		Confirmed In-Kind	DO NOT USE		
		Anticipated In-Kind	DO NOT USE		
		Requested funding from this program			

6. Evaluation Criteria

MNDM will consider applicants that meet the basic eligibility criteria (see the “Who is Eligible?” section) and whether the applicant has:

- Successfully managed the MDA position over the previous funding period by demonstrating engagement, efficiency and effectiveness when participating in the regulatory decision-making process associated with reviewing exploration plans and permits;
- Demonstrated a clear plan for building knowledge and understanding of the mineral sector and its related activities in their community or with the member communities that they represent;
- Provided evidence that shows a clear understanding of the program objectives and how the MDA position plays a role in the above-described areas.

The evaluation criteria used to review applications is weighted as follows:

- 1) Applicant Profile (30%):** Applicants will be required to identify funds received from existing capacity funding sources from MNDM, other Ontario ministries and other external sources. Applicants are expected to describe the skills that they see as being essential for an MDA to have and any challenges they have encountered while managing the role in the past. Applicants will also be expected to describe a mitigation strategy for managing any challenges that may arise in the future. MNDM will also evaluate the mineral exploration and development activity (e.g., number of claims staked over the past year, number of anticipated exploration projects moving towards advanced exploration or mine development within the next year, etc.) in the area.
- 2) Stream Objectives and Proposed Work Plan (50%):** Applicants are required to demonstrate how they will meet the stream objectives by participating in regulatory decision-making, building community capacity and improving relationships with industry proponents and government. Applicants are also required to complete a detailed proposed work plan for MDA activities for each desired funding year.
- 3) Proposed Budget (20%):** Applicants will be expected to outline a proposed budget that is reasonable and based on anticipated activities and cost guidelines as outlined in Appendix A.

Applications will be evaluated by a panel of internal ministry reviewers. The evaluation criteria outlined in this guide will be applied to all applications. Funding will be awarded at the ministry’s discretion, based on:

- A demonstrated need for support;
- The capacity to successfully manage the MDA position; and
- A demonstrated commitment to:
 - Participating in the regulatory process;
 - Building knowledge and capacity at the community level; and
 - Building relationships with industry and government.

The ministry will also undertake a risk assessment and financial appraisal of all applicants to confirm that they have the capacity to manage an MDA.

Please note that meeting the evaluation criteria does not guarantee funding or a particular funding amount.

7. Submission Deadline and Checklist

Applications must be submitted through Grants Ontario.

Please ensure that you have:

- Reviewed this guide and the Mineral Development Advisor Positions and Support Streams Overview document;
- Reviewed the frequently asked questions (FAQs);
- Consulted with a Funding Coordinator if you have any questions; and
- Completed the entire application form and have submitted the required supporting information, such as Band Council Resolution/Board Motion, and other requested documentation, as applicable.

Appendix A: Guidelines of Reasonable Costs

Typical Budget Lines	Reasonable % Range of Budget	Typical Expenses and Approximate Costs
Salary and wages	50% to 60%	<ul style="list-style-type: none"> Level 1 (less experience/technical experience) MDA position: \$22.13-\$25.11 per hour or \$52,229 per year. Level 2 (more experience/technical experience) MDA position: \$27.48-\$29.00 per hour or \$60,320 per year.
Mandatory employer related costs (MERCs)	8% to 12%	<ul style="list-style-type: none"> Employer's contribution to Employment Insurance (EI), Canada Pension Plan (CPP) and Workplace Safety and Insurance Board (WSIB): \$9,140.00-\$10,556.00 (up to a maximum of 17.5% of salary).
Training	5% to 10%	<ul style="list-style-type: none"> Training, workshops and conferences: costs vary by subject and delivery mode (e.g., Prospectors and Developers Association of Canada Conference attendance costs – maximum \$5,000 per person).
Travel, meal and accommodation ¹	5% to 25%	<ul style="list-style-type: none"> Food: \$40.00 per day. Community or meeting travel, or conference/training travel (airfare, taxi or gas)
Meeting and related expenses*	5% to 25%	<ul style="list-style-type: none"> Honoraria: \$500 per day or \$250 per half day. Venue rental: \$350-\$850 per day. Food and refreshments: varies by event.
Facilities, equipment, supplies and other charges	5% to 10%	<ul style="list-style-type: none"> Computer hardware or software: \$800-\$1,500 (eligible in the first year only). Desk and office furniture and filing cabinets: \$2,000-\$3,500 (eligible in the first year only). Personal safety equipment: \$250-\$500 (as required). Camera and GPS equipment: \$600-\$1,200.
Professional services/fees	5% to 15%	<ul style="list-style-type: none"> Translation: \$32.00-\$41.15 per hour. Facilitator: \$32.00-\$41.15 per hour. Interpretation: \$41-38-\$82.76 per hour. Other technical services – varies per project and prior MNDM approval is required. Legal services to review the Transfer Payment Contribution Agreement: \$200-\$350 per hour (maximum of \$2,000).
Subtotal	90%	<ul style="list-style-type: none"> Up to 10% of the budget total.
Administration Fee	Up to 10%	<ul style="list-style-type: none"> Up to 10% of the budget subtotal.
Total (not to exceed)	100%	

* Where the cost is not covered by a proponent.

¹ Refer to Ontario's Travel, Meal and Hospitality Directive, 2014.

<http://www.ontario.ca/document/travel-meal-and-hospitality-expenses-directive>

Appendix B: Sample Work Plan Activities

Examples of possible MDA activities could include:

Outreach and Education:

- Help educate community members on activities conducted throughout the mining sequence and their potential for impacts.
- Assist in organizing information-sharing opportunities within the community.
- Remain current with technical knowledge of mineral exploration and development sequence and the *Mining Act* and regulations.
- Conduct site visits during any stage of the mineral development sequence. The MDA may be accompanied by community members, such as Elders, trappers and land users.
- Proactively establish and maintain relationships with early exploration proponents, as necessary.

Exploration Plan Submissions and Exploration Permit Applications:

- Receive copies of exploration plan submissions and exploration permit applications that have been sent to the community, note their timelines and track any responses.
- Assist the community by explaining technical issues, if necessary.
- Assist the community in understanding or assessing potential impacts of proposed activities.
- Provide input to MNDM on potential impacts that the proposed activities may have on the community's Aboriginal or treaty rights.
- Coordinate formal responses to MNDM within regulated timeframes.
- Facilitate site visits, as appropriate, and as coordinated with project proponents, on a case by case basis.
- Cooperate with project proponents who may have been delegated certain procedural aspects of MNDM's consultation process on an exploration plan submission or exploration permit application, on a case-by-case basis.

Closure Plans and Closure Plan Amendments

- Receive copies of notices that have been sent to the community, note their timelines, and any track responses made by the community.
- Assist the community by explaining technical issues, if necessary.
- Assist the community in understanding or assessing any potential impacts of proposed activities.
- Make recommendations about whether independent third party reviews or other assessments may be appropriate.
- Coordinate formal responses to the Ministry within regulated timeframes.
- Facilitate site visits, as appropriate, and as coordinated with project proponents, on a case-by-case basis.
- Cooperate with project proponents, who may have been delegated certain procedural aspects of MNDM's consultation process on a closure plan or closure plan amendment, on a case-by-case basis.