

Application Guide for the Aboriginal Participation Fund

Advanced Exploration and Development Support 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 document entitled “Overview of the Mineral Development Advisor Positions and Support Funding Stream.”

Inquiries about the APF guidelines can 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 can be directed to:

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, an individual account is still required if you are the one submitting the application.

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.

TABLE OF CONTENTS

What You Need to Know Before You Apply	1
1. Introduction.....	4
2. Who is Eligible?	4
3. What Expenses are Eligible?	4
4. What Expenses are Ineligible?.....	5
5. How Does This Funding Work?	5
6. About the Application Form and Process	6
7. Evaluation Criteria	10
8. Submission Deadline and Checklist.....	10
Appendix A: Guidelines of Reasonable Costs.....	11

1. Introduction

This guide provides information and detailed on completing an application for Advanced Exploration and Development support funding. Additional information about the sub-stream objectives relating to these and other sub-streams, reporting obligations and Grants Ontario is found in the “Overview of the Mineral Development Advisor Positions and Support Funding Stream.” Both guidance documents should be read in their entirety before applying for funding.

Aboriginal communities in areas of high mineral activity may be eligible for advanced exploration and development support funding that will contribute to the communities’ capacity to process and respond to notices from MNDM regarding advanced exploration and mine development projects.

Funding will be awarded at the ministry’s discretion and will be allocated based on an annual guaranteed maximum amount set out in the Transfer Payment Contribution Agreement (TPCA). Refer to Section 5 for additional information on how funding under this sub-stream will be disbursed.

2. Who is Eligible?

Funding up to an annual maximum of \$15,000 for a one-year term is available to Aboriginal communities in Ontario in areas of high mineral development activity.

While priority will be given to communities that do not have an existing Mineral Development Advisor (MDA) position, communities with MDAs are encouraged to apply if their workload requires additional support to respond to advanced exploration and mine development project requests.

Funding is project-based and will be limited to the costs associated with coordinating the review of advanced exploration and mine development project notices.

Funding allocated through this stream is not intended to replace support received from project proponents.

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

3. What Expenses are Eligible?

Eligible expenses are any:

- Costs incurred that contribute to the community’s capacity to process and respond to notices received from MNDM regarding advanced exploration and mine development project activity, including:

- Salary, wages and mandatory employer-related costs (MERCs) for costs (see Appendix A for reasonable wage reimbursement rates);
- Community outreach for such activities as community meetings, presentations and workshops related to existing advanced exploration and mine development projects in the area; and/or
- Costs associated with meetings, site visits or honoraria to Elders advanced exploration and mine development where those costs are not otherwise covered by the proponent.
- Costs related to administration such as space and equipment rental, utilities, telephone or fax expenses, network charges, postage or courier expenses, photocopying expenses, financial institution service fees and office supplies;

4. What Expenses are Ineligible?

Ineligible expenses include:

- Costs related to professional fees, consultants and/or technicians for technical expertise;
- Costs related to any initiative that is already fully funded through other sources, including project-specific proponent costs and contributions, including in-kind contributions
- Costs related to initiatives that do not meet the program stream objectives or are not related to mineral exploration and development;
- 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;
- Research undertaken for the purposes of pursuing land claims or litigation;
- Equipment purchase or rental costs specifically linked to project implementation, such as office equipment (e.g., desks, chairs, printers, computers, software, etc.); and
- Costs related to legal fees other than those fees related to reviewing this programs TPCA.

5. How Does This Funding Work?

Applicants may receive up to \$15,000 to support the processing of, and response to, notices received regarding proposed advanced exploration and mine development activity.

The total amount recipients receive will be determined by their proposed work plan at the time of application, and the anticipated number of projects moving to advanced exploration, as well as the anticipated number of closure plan or closure plan amendments that a community will be expected to respond to . Recipients will be entitled to a percentage of the total funding amount immediately upon signing the TPCA; the exact amount will be determined at the time of negotiations. Thereafter, the balance of the total funding amount will be released according to the payment schedule outlined in the TPCA for activities undertaken and expenses incurred.

6. About the Application Form and Process

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 Comments 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 sub-stream objectives:** Be sure that the answers provided relate to the sub-stream's objectives, how the community or member communities will benefit from the funding. This could include better enabling your community to advanced exploration and mine development projects.
- 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 detail the information that the ministry is seeking.
- 3) **Outline plans, goals and objectives wherever possible or appropriate:** Some questions will ask applicants to outline objectives, desired results and plans needed to achieve specific aims. 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 around 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.

Section G2 – Project Information

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

Question 1 - Describe your project objectives and address all of the specific requirements in the Program Guidelines. (maximum 4900 characters)

- Use this section to provide a summary of why your community is applying for support funding. Consider including information about how the support funding will contribute to your community's or member communities' capacity to process and respond to notices received from MNDM regarding advanced exploration and mine development projects.

Question 2 - Has your organization received funding for a full-time Mineral Development Advisor, or similar position, funded through MNDM before?

Question 3 - If yes, please describe what role, if any, the role has played in the coordination of advanced exploration and development projects. (maximum 4900 characters)

- Applicants that have previously received funding for a full-time MDA should consider demonstrating how this position has helped build capacity to process and respond to notices received regarding advanced exploration and mine development projects. Will any of the knowledge acquired previously be helpful in reviewing advanced exploration and mine development projects moving forward?
 - Note: "Similar position funded through MNDM" includes Community Communication Liaison Officer, Mineral Development Officer, or any other position that MNDM may have funded, which has helped your community build capacity to engage with government and industry around mineral exploration and development activities.

Question 4 - Is your community/member communities receiving funding through other Ontario government consultation capacity programs?

Question 5 - If yes, please explain how your community/member communities are currently utilizing the position in responding to advanced exploration and mine development projects? (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 additional capacity funding. This question is intended to determine the level of existing capacity of the community or member communities in responding to advanced exploration and mine development project notices.

Question 6 - How does your community or organization currently process and respond to notices received from MNDM with regard to advanced exploration and mine development projects? 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 in Questions 1 to 6. The work plan should demonstrate key objectives identified in the questions, how any project phases will be accomplished, if applicable, and what types of activities the applicant anticipates carrying out to process and respond to notices received with regard to advanced exploration and mine development projects. When drafting the work plan complete all fields in the row as each cell is mandatory. Please indicate **N/A** (“not applicable”) under the performance indicators column.

For example, some work plan activities may include:

- Receive copies of advanced exploration and mine development project notices that have been sent to the community, note their timelines, and track any responses;
- Assist the community by explaining technical issues, if necessary or appropriate;
- Assist the community to understand or assess impacts, if any;
- Coordinate a formal response from the community, if necessary, to MNDM within the regulated timeframes; and
- Facilitate site visits, as appropriate, and as coordinated with project proponents, on a case-by-case basis.

Section H2 – Project Financial Information

The funding request must include a budget based on the anticipated costs with the community’s work plan. Applicants should consider the eligible expenses detailed in Section 3 and give thought to how the funding will be utilized.

The sample budget is provided in Table 1. All of the fields indicated in Table 1 should be completed in full by the applicant. Refer to the example that follows immediately below for guidance. Please be sure to:

- List each expense by category (e.g., staffing expenses, administration costs, community outreach costs, etc.);
- Record the total anticipated amount, itemizing all expenditures required over advanced exploration and mine development project period; and
- Consult Appendix A for guidance on reasonable costs, cost categories, eligible and ineligible expenses, as well as the earlier section.

Table 1: Sample Budget

ESTIMATED COSTS FOR PROCESSING ONE ADVANCED EXPLORATION AND DEVELOPMENT PROJECT (Costs will be converted to a total annual maximum)					
Staffing Expenses	Eligible Expense?	Revenue Type (from Applicant and Other Sources)	Revenue Source	Amount	Total Expense
Jane Smith will dedicate 5 hours of work per month to review advanced exploration notices received. (\$22.13/hour * 5 hours/month for 12 months = \$1,327.80)	Yes	Confirmed Cash	DO NOT USE		\$1,327.80
		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		\$1,327.80
		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 - \$1,327.80 x 0.15 = \$199.17)	Yes	Confirmed Cash	DO NOT USE		\$199.17
		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		\$199.17
		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
Venue rental for a community meeting relating to advanced exploration or mine development. Cost = \$150 per hour; required for 3.5 hours	Yes	Confirmed Cash	DO NOT USE		\$525.00
		Anticipated Cash	DO NOT USE		
		Confirmed In-Kind	DO NOT USE		
		Anticipated In-Kind	DO NOT USE		
		Requested funding from this program			

7. Evaluation Criteria

The ministry will consider applicants that meet the basic eligibility criteria (see the “Who is Eligible?” section).

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. MNDM will also evaluate the advanced exploration and mine development activity (e.g., 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, and detail how they process and respond to advanced exploration and mine development projects. Applicants are also required to complete a detailed proposed work plan for activities for the funding year.
- 3) Proposed Budget (20%):** Applicants are expected to outline a proposed budget that is reasonable and is 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.

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

Applicants should be aware that meeting the evaluation criteria does not guarantee funding or a particular funding amount.

8. 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 Stream 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 as applicable.
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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"> Salary: \$22.13-\$29.00 per hour (MERCs max 17.5% of salary)
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), up to a maximum of 17.5% per salary.
Travel, meal and accommodation ¹	5% to 25%	<ul style="list-style-type: none"> Food: \$40.00 per day Community or meeting 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
Subtotal		<ul style="list-style-type: none"> Up to 90% of budget total
Administration	Up to 10%	<ul style="list-style-type: none"> Up to 10% of budget subtotal
Total (not to exceed)	100%	

* Where costs are not otherwise covered by the proponent.

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

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