

# Application Guide for the Aboriginal Participation Fund

## Overview of the Mineral Development Advisor Positions and Support Funding Streams

### What You Need to Know Before You Apply

Before completing your application to the Aboriginal Participation Fund (APF), please read the guide specific to the sub-stream to which you are applying, as well as this overview document.

Inquiries about 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](mailto: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:

The Customer Service Line at:

Email: [GrantsOntarioCS@Ontario.ca](mailto: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.

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## 1. Introduction

This section provides an outline of the Aboriginal Participation Fund's (APF) objectives, funding streams and eligibility criteria.

### **Background:**

The Ministry of Northern Development and Mines (MNDM) has launched a fund to help support the participation of Aboriginal communities and organizations in regulatory processes under the Mining Act and in economic development activities associated with mineral exploration and development.

The APF aligns with the ministry's core business activities and priorities, including the renewed Mineral Development Strategy, the Growth Plan for Northern Ontario, and the refreshed Provincial Aboriginal Economic Development Strategy (led by the Ministry of Aboriginal Affairs). It also ensures compliance with Ontario's Transfer Payment Accountability Directive.

The application process for the APF will ensure that Ontario allocates funds to communities in a manner that is fair, transparent and efficient. This fund is one of many programs and initiatives that the Mines and Minerals Division offers to support Aboriginal communities to participate engage and understand the mineral sectors and MNDM's related regulatory system. It is the ministry's intention that the varying programs offered will lead to a better understanding of each other's roles and goals in the regulatory process.

### **Streams and Objectives:**

The APF is comprised of three funding streams:

#### **Mineral Development Advisor (MDA) Positions and Support Funding:**

This stream will provide eligible Aboriginal communities and organizations, such as Tribal Councils, with additional resources to review exploration plan submissions, exploration permit applications, closure plans and closure plan amendments. It will help Aboriginal communities and organizations participate effectively in project-specific regulatory processes under the Mining Act. This stream will also help provide Aboriginal communities and organizations with additional resources to increase community knowledge and understanding of the mining sequence, mining activities and the possible range of economic benefits arising from mineral development.

#### **Values Mapping and Related Projects:**

This stream will support projects that focus on, for instance, values identification or related projects between Aboriginal communities, which will support the capacity of communities to effectively participate in and respond to specific information requests in regulatory processes under the Mining Act.

**Education and Relationship Building:**

This stream will help Aboriginal communities and organizations to enhance their understanding of mineral exploration and development processes as well as to support the development of relationships between Aboriginal communities, industry and government.

**2. About the Mineral Development Advisor Positions and Support Funding**

Amendments to Ontario's *Mining Act* introduced new regulatory requirements for exploration plans and permits at the early exploration stages of the mining sequence. These requirements include providing formal notice and consulting with Aboriginal communities whose Aboriginal and treaty rights may be adversely affected by proposed mineral exploration activities. The amendments to the Act also formalized requirements for consultation with Aboriginal communities at the advanced exploration and mine development stages prior to a closure plan being filed with MNDM. Mineral exploration and development activities, particularly those that have advanced beyond early exploration, may also result in increased economic opportunities for Aboriginal communities. MNDM is interested in helping communities to take advantage of these economic opportunities and benefits.

MNDM recognized that these new regulatory requirements placed increased demands on Aboriginal communities to review and respond in a timely manner to the notices and technical information that they receive. As a result, the Aboriginal Capacity Program was developed to support the Aboriginal communities in responding to these new requirements. The program was initially launched in 2012 as a three-year pilot and included the creation of MDA positions.

Communities in areas that experience a high level mineral exploration and development activity, particularly early exploration activity, were identified as part of the pilot program to receive funding for a MDA position for a three-year term.

MNDM encourages Aboriginal communities and Tribal Councils—not just those that have previously received a full-time MDA—to consider applying to any of the three streams described above if they are in areas that experience a high level of mineral exploration and/or development activity.

**Mineral Development Advisor (MDA) Position Sub-Stream:**

A MDA assists communities to participate more effectively in processes pursuant to the *Mining Act* and its regulations. The person in this position is expected to:

- have knowledge of the mining sequence and its challenges and opportunities;
- have knowledge of the *Mining Act* approvals and their associated timelines;

- have technical knowledge and expertise with regards to mineral exploration methods, terminology, etc.; and
- have strong communication and facilitation skills.

### **Early Exploration Support Sub-Stream:**

Aboriginal communities who may not qualify for a Mineral Development Advisor position may be eligible for support to contribute to a communities' capacity to process and respond to notices from MNDM regarding proposed early exploration activities. This stream is open to applicants with a need for support funding based on the volume of notices received, evidenced, in particular, receiving two or more, but fewer than ten, exploration permit applications in the previous fiscal year (i.e., April 1 to March 31) and community or member communities located in areas of high mineral exploration and/or development activity.

Communities should consult the program stream's guidelines to determine if they qualify. Funding is also available to assist communities deliver mineral exploration and development-related training and education to support enhanced community capacity.

### **Advanced Exploration and Development Support Sub-Stream:**

This sub-stream is to assist communities and member communities with support to respond to advanced exploration and mine development projects.

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 development project requests.

Communities should consult with the program stream's guidelines to determine if they qualify. MNDM encourages Aboriginal communities to discuss this sub-stream with one of the ministry's Mineral Exploration and Development Consultants (MEDCs) to determine if they should apply and to assist with their application.

## **3. Applying to the Funding Streams**

Detailed eligibility criteria, eligible expenses and directions for completing an application, as well as specific sub-stream application deadlines are contained in the guidelines for each of the program streams.

## 4. Recipient Obligations

Successful applicants will be required to:

- sign a Transfer Payment Contribution Agreement with the ministry outlining the terms and conditions for receiving funds;
- carry at least \$2 million commercial general liability insurance coverage, and add “Her Majesty the Queen in Right of Ontario as represented by the Minister of Northern Development and Mines” as a co-insured on this coverage before the Transfer Payment Contribution Agreement can be executed;
- report back to the ministry within the specified timeframes as outlined in the Transfer Payment Contribution Agreement and using the ministry’s reporting forms;
- allow the ministry to verify and/or audit the information submitted (at the discretion of the ministry) to ensure that the information is complete and accurate, and that the funds were used for the intended purpose(s);
- agree that if the funds were not or will not be used for the intended purpose(s), because specified services were not delivered or intended outcomes were not achieved, that the ministry has the right at a future date to recover the funds that were transferred to the recipient; and
- obtain the ministry’s approval for any change to the proposed project (once funding has been approved).

Applicants should also be aware that the ministry is bound by the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F. 31*, as amended from time to time, and that any information provided to the ministry in connection with an application may be subject to disclosure in accordance with the requirements of that act.

## 5. Disclaimer

The ministry cannot guarantee that it will grant funding to all applicants, nor can it guarantee that the total amount requested by successful applicants will be granted. The ministry reserves the right, at its sole discretion, to fund or not fund any particular project or program that has been applied for.

As well, applicants should be aware that meeting the evaluation criteria as outlined in the various sub-stream guidelines, does not guarantee funding or a particular funding amount. Funding is dependent on the availability of funds, the ministry’s review of the application, and the recipient entering into a Transfer Payment Contribution Agreement. Funds received in a given funding year may only be spent on eligible activities carried out during the funding year specified in the budget that will be attached to the Agreement.

The provision of funding under the ministry’s APF is not an acknowledgement by the Government of Ontario of an Aboriginal or treaty rights-bearing collectivity or of

constitutionally protected Aboriginal or treaty rights, nor is it an indication of a duty or commitment to engage a successful applicant in any specific consultation activities.

## 6. Grants Ontario Instructions

Grants Ontario is the Government of Ontario's online grant management system. It provides one-window access to information about: government grants, how to apply for grants and how to check the status of your application.

Please read the information below. Give yourself plenty of time to work through the application. This is the best way to maximize your potential for success.

### Getting Started

Before applying to the APF, applicants must have a "ONE-Key" account (ONE-key login and password) in order to access the Grants Ontario system. To create a One-Key account, please refer to the [Grants Ontario System Registration Guide for Applicants](#) for instructions.

Once logged in to the Grants Ontario system, applicants must choose the stream of the APF that they wish to apply for and complete the application.

Once the application has been started it can be saved 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).

### Tips

The application has general instructions next to each heading. By positioning the mouse cursor over a key word, additional information will appear.

If you experience difficulty with the Grants Ontario System technology, please email [GrantsOntarioCS@ontario.ca](mailto:GrantsOntarioCS@ontario.ca) or create an assistance request within the Grants Ontario System.

Technical questions or difficulties can be directed to Grants Ontario. They have a team specifically dedicated to assisting with your technical difficulties. The ministry's staffs do not have the same access and cannot assist you with technical issues.

Once a completed application has uploaded by the applicant an email will be sent to the main application contact confirming receipt of the application. It is the applicant's responsibility to ensure that the application has been successfully submitted.

## APPENDIX A: Frequently Asked Questions

**If I apply for funding for a Mineral Development Advisor (MDA) position and Support Funding sub-streams, can I apply for other funding under the other program streams once they become available online?**

Yes. Aboriginal communities or organizations are not restricted to one application per year. Communities and organizations may apply to multiple program streams for various projects and funding amounts.

**Mineral exploration is in a downturn at the moment. My community would have qualified for a MDA a few years ago but not right now. What funding is available to us?**

For communities or Tribal Council member communities that received fewer than 10 permit applications in the previous year, please contact your Funding Coordinator for other funding opportunities.

**The threshold for the number of exploration permit applications received by a community in the previous year is quite low. How will the ministry manage funding if the industry rebounds and more communities receive 10 or more exploration permit applications?**

For 2017-18, the qualifying threshold for permit activity is set at 10 exploration permit applications or more to apply for a MDA position. The ministry will review this threshold annually to determine if any adjustments are necessary.

**My community did not receive any exploration permit applications last year but we are currently reviewing two closure plans. Are we allowed to apply for a MDA position?**

Yes. In certain circumstances consideration may be given to funding a MDA position if a community is dealing with a high volume of closure plan activity. The ministry will consider these types of applications on a case-by-case basis. The ministry has also introduced the Closure Plan Review Support Funding sub-stream, which will allow communities to receive funding support for eligible activities related to the coordination of reviews of closure plans and closure plan amendments.

**Why do you require a Band Council Resolution or Board Motion as part of a MDA program stream application?**

Band Council Resolution or Board Motion are particularly important when joint applications are put forward by a Tribal Council or multiple communities applying together for a single MDA position. The ministry wants to ensure that all of the

communities agree that the representative organization or entity has community support for the MDA position.

**My community doesn't know if it will receive a closure plan or closure plan amendment this year, so how will we know when to apply for support?**

Please contact the ministry for advice. The Funding Coordinator (listed on the cover of this document) or a Mineral Exploration and Development Consultant with whom you interact regularly will be able to help you determine if you should apply for closure plan review support funding.

**Who can I contact if I need help filling out the application form?**

Ministry staff can help answer questions about the application form. Please contact the Funding Coordinator (listed on the cover of this document), who will be able to answer your questions or direct you to the right person to speak with.