Application Guide for the Aboriginal Participation Fund

Overview of the Values Mapping and Related Projects Stream

What You Need to Know Before You Apply

Before completing your application to the Aboriginal Participation Fund (APF), please read the entire program guide for the Values Mapping and Related Projects Stream.

Inquiries about APF guidelines can be directed to:

Transfer Payment Coordinator
Strategic Services Branch
Mines and Minerals Division
Ministry of Energy, 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

Transfer Payment Ontario (TPON) – Getting Registered

Applicants using TPON (formerly 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 TPON, a new ONe-key account is not required.

Technical questions regarding TPON may be directed to the
Customer Service Line at:
Email: TPONCC@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 TPON 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 Transfer Payment Ontario website for instructions on how to submit the application.

Contents

1. Introduction

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

Background:

The Ministry of Energy, Northern Development and Mines (ENDM) 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 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 in and understand the mineral sector and ENDM'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 Values Mapping and Related Projects Stream

Funding under this stream supports projects that build the capacity of communities to participate in and respond to specific information requests in regulatory processes under the Mining Act. While eligible projects under this stream may vary depending on the community or organization applying, their objectives, and their specific capacity needs, examples of eligible projects may include:

- **Traditional knowledge and values mapping**, which can be scoped to be one-year or multi-year proposals. The specifics are up to the applicant, and can include funding to enable the collection of oral histories, GIS training for project participants, the development of databases to help access and manage the information collected, and other related activities; or
- **Shared territory solutions and traditional knowledge/values-related issues and interests**, which enable two or more Aboriginal communities, applying jointly, to resolve overlapping territory or traditional knowledge/values-related issues to help bring clarity to consultation and engagement processes related to mineral exploration and development.

The ministry also welcomes other projects, defined by the applicant, that meet the stream objectives, and are not more appropriately funded under the Aboriginal Participation Fund's other streams.

When developing project proposals under this stream, applicants are encouraged to read this guide in its entirety to understand not only the objectives of this stream, but also the eligible and ineligible costs. Applicants should also contact the Transfer Payment Coordinator, or one of the ministry's Mineral Exploration and Development Consultants (MEDCs) or Senior Advisor (SAs) for guidance on completing the application and targeting potential projects to the appropriate funding stream.

3. Who is Eligible?

Project funding is open to Aboriginal communities or organizations in Ontario. Eligible applicants may be:

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

  OR

- **Joint Applicants:**
  - Two or more Aboriginal communities in areas of high mineral exploration and/or development activity; or
  - Aboriginal organizations (e.g., Tribal Councils, economic development organizations) representing communities in areas of high mineral exploration and/or development activity.
  - Aboriginal communities or organizations applying on behalf of more than one community must provide a Band Council Resolution in support of the application from each community represented on the Application.

Note:
- Those applying to pursue shared territories projects must apply jointly.
- ENDM will contact the Ministry of Natural Resources and Forestry's (MNRF) Far North Branch on proposals received from Ontario's Far North communities.

4. 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, such as those for a project manager, a GIS consultant, or other technical expert relating to the development and/or management of the proposed project.
- Travel costs for activities directly related to the proposed project, which meet the requirements of the *OPS Travel, Meal and Hospitality Directive*.
- Honoraria, payments to Elders for their attendance at meetings or for their specialized knowledge (e.g., on cultural sites, sacred knowledge), and/or for cultural ceremonies or offerings, as required.
- Costs associated with meetings, presentations, and workshops related to the proposed projects, such as printing materials, venue rental costs, or other reasonable associated expenses.
- Equipment purchase or rental costs specifically linked to project implementation, such as office equipment (e.g., desks, chairs, printers, computers, software, tape recorders, 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 small portion of costs may be allocated to this expense).
- Other costs not detailed on this list, but which support the applicant in carrying out their proposed work plan activities may be considered on a case-by-case basis, and funding of all such costs are at the ministry's discretion.

5. What Expenses are Ineligible?

- Any proposal that falls outside of the parameters of the program stream objectives. 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.

6. How Does Funding Work?

The ministry recognizes that the amount of funding requested may vary based on the scope and scale of projects, as well as their proposed duration. Applicants are therefore encouraged to be thorough in their application, developing a robust work plan and budget, in order to help the ministry understand why the specific funding amount is being requested, and how any funds received will be used.

The total amount successful applicants receive will be at the ministry's discretion, and will be based on the application, as well as any adjustments made during the course of negotiating a Transfer Payment Contribution Agreement (TPCA). Recipients will then 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. This applies to both multi-year and single-year projects.

7. 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 stream's objectives, and describe how this funding would help build capacity at the community level, and, as a result, enable more effective participation in information requests in consultation processes under the *Mining Act*.

2) **Provide examples wherever possible or appropriate:** The applicant should include examples to help make their point and round out their answers, as appropriate. Be specific and ensure that the chosen examples reflect the stream's objectives and reflect the information that the ministry is seeking.

3) **Outline long-term plans, goals and objectives wherever possible or appropriate:** 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. Consider how this funding would help build longer term consultation capacity at the community level and how the information gathered

or learned from carrying out the proposed project could be applied in the future to facilitate better participation in consultation processes relating to mineral exploration and development.

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 Transfer Payment 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 Transfer Payment 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 - Describe your project in detail. Address all of the specific requirements in the Program Guidelines. (maximum 4,900 characters)

- **This question must be answered by all applicants.**
- Applicants should be as detailed as possible, providing information about what their proposed project entails.

Question 2 - Please outline and describe the activities that you will carry out as part of your project and why. (maximum 4,900 characters)

- What types of project activities will be carried out? Why are they important to the project's success?
- If the applicant is applying for multi-year funding, what activities will be carried out in each funding year? How do activities in subsequent funding years build upon the activities carried out and completed in the first year, the second year, and so forth?
- The activities described in this question should also be reflected at a high level in the work plan.

Question 3 - Provide details on any individuals who will be involved in the project, and the relevant skills, experience, or knowledge they bring to the proposed project. (maximum 4900 characters)

- **This question must be answered by all applicants.**
- Describe any community members that will be participating in the project:
  - Will it involve members from the community?
  - Will it involve hiring external experts?
  - Why will you be engaging the types of individuals or subject-matter experts identified in your project proposal?
  - What knowledge or skills do they offer to support successful project completion?

Question 4 – Please describe the anticipated outcomes that your community hopes to achieve by carrying out the proposed project.

- **This question must be answered by all applicants.**
- Consider what the main objectives and outcomes from this project will enable, for example:
  - Will this project help build community knowledge and capacity?
  - Will this project support increased participation in the *Mining Act*'s regulatory processes?

Question 5 - What is your plan for collecting, storing, sharing or making the information accessible in the future? (maximum 4900 characters)

- **This question must be answered by all applicants.**
- Applicants should describe their collection methodology in detail, as well as any plans they have for storing, sharing, and accessing the information, even if a plan is still in its earliest stages of development. A reasonable expectation for some applicants may be that a plan will be developed as part of work plan activities related to the proposed project. If this is the case, applicants should then outline how they would like to be able to access and use information in order to enhance consultation capacity with regards to processes under the Mining Act.

Question 6 – Is this a new project or a continuation of a project for which the ministry has previously provided funding?

Question 7 - If this is a continuation of a project for which the ministry has provided funding, please describe how new funding would build on previous outcomes.

Question 8 - Have you received past funding for, or carried out, any traditional knowledge or values mapping exercises as part of other Ontario government initiatives.

Question 9 - If so, how does this proposal differ from previously funded projects? (maximum 4900 characters)

- **This question is only for those applying for funding for a traditional knowledge and values mapping project.**
- Applicants should consider how this project differs from previously funded projects, and specifically how any additional funding to enhance previous work will be utilized to support consultation processes related to mineral exploration and development.
- *Note:* ENDM will contact the Ministry of Natural Resources and Forestry's (MNRF) Far North Branch on proposals received from Ontario's Far North communities.

Attachment – 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 1-5. The work plan should demonstrate key objectives identified in the questions with clear milestones on how any project phases will be accomplished. The ministry recognizes that proposed projects under this stream may be unique, and that work plan activities will be different, depending on the applicant and the project. While the ministry has provided some examples of work plan activities immediately below, applicants are encouraged to think through the steps of their proposed project, how they will complete it, who they will engage or hire, any critical project milestones reached, and how to articulate this process in the work plan itself. For assistance in completing this section, please contact a MEDC or SA.

Note: Applicants are required to attach a separate 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 clearly defining the unique activities in each funding year; if only applying for one, then a single work plan is required).

The following definitions are intended to provide some guidance to help applicants complete the project plan:

Key Milestone
- Milestones are project tasks or points in time that represent the achievement of some aspect of a project. A milestone is less specific than activities, but can represent a desired outcome. For instance, a key milestone could be a Project Plan, Terms of Reference, Database Development, etc.

Activities:

- Activities are specific tasks that keep you on track to achieve your goals, or key milestones. They detail what is to be done when. For instance, developing a database could involve: (1) contracting a technical expert; (2) collecting requirements for the database; (3) structuring the database; and (4) testing the database.

Performance Indicators

- Please indicate **N/A** ("not applicable") under the performance indicators column as this feature of Transfer Payment Ontario will not be utilized for the application.

Section H2 – Project Financial Information

The funding request must include a budget based on the anticipated costs associated with the applicant'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 each year;
- Administrative Costs include utilities, telephone/fax charges, network charges, postage/courier charges, photocopying charges, financial institution service fees and office supplies;
- 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

Project Expenses		Eligible Expense?	Revenue Type (from Applicant and Other Sources)	Revenue Source	Amount	Total Expense	
X	Steering Committee Meetings ($800/meeting x 4 annual meetings)	☑	Confirmed Cash			$3,200.00	+
			Anticipated Cash				
			Confirmed In-Kind				
			Anticipated In-Kind				
			Requested funding from this program		3,200.00		
X	Site Visits (3 visits x $1500/visit for 5-15 members)	☑	Confirmed Cash			$4,500.00	+
			Anticipated Cash				
			Confirmed In-Kind				
			Anticipated In-Kind				
			Requested funding from this program		4,500.00		
X	Open House events (2 events X $3,000/event for 20-40 members)	☑	Confirmed Cash			$6,000.00	+
			Anticipated Cash				
			Confirmed In-Kind				
			Anticipated In-Kind				
			Requested funding from this program		6,000.00		
X	Elder Interviews ($500 x 8 Elders)	☑	Confirmed Cash			$4,000.00	+
			Anticipated Cash				
			Confirmed In-Kind				
			Anticipated In-Kind				
			Requested funding from this program		4,000.00		
X	Annual resource materials and supplies for meetings, interviews, site visits, engagements, etc	☐	Confirmed Cash			$1,500.00	+
			Anticipated Cash				
			Confirmed In-Kind				
			Anticipated In-Kind				
			Requested funding from this program		1,500.00		
TOTAL PROJECT EXPENSES			Confirmed Cash			$19,200.00	
			Anticipated Cash				
			Confirmed In-Kind				
			Anticipated In-Kind				
			Requested funding from this program		$19,200.00		

Administration/Other Expenses		Eligible Expense?	Revenue Type (from Applicant and Other Sources)	Revenue Source	Amount	Total Expense	
X	Administration 10%	☑	Confirmed Cash			$1,920.00	+
			Anticipated Cash				
			Confirmed In-Kind				
			Anticipated In-Kind				
			Requested funding from this program		1,920.00		
TOTAL ADMINISTRATION/OTHER EXPENSES			Confirmed Cash			$1,920.00	
			Anticipated Cash				
			Confirmed In-Kind				
			Anticipated In-Kind				
			Requested funding from this program		$1,920.00		

8. Evaluation Criteria

ENDM will review applications and 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%):** ENDM will also evaluate the mineral exploration and/or development activity (e.g., number of claims staked over the past year, etc.).
2) **Stream Objectives and Proposed Work Plan (50%):** Applicants are required to demonstrate how they will meet the stream objectives by answering the relevant questions outlined in section 7. 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.

9. Submission Deadline and Checklist

Applications may be submitted at any point over the fiscal year (i.e., April 1 to March 31). Please contact the ministry's Transfer Payment Coordinator, a Mineral Exploration and Development Consultant, or a Senior Advisor to confirm that the stream has not been fully subscribed and is still open to applications.

Before finalizing your application, please ensure that you have:
- Reviewed this guide in its entirety;
- Consulted with the Transfer Payment Coordinator, a ENDM Senior Advisor or Mineral Exploration and Development Consultant if you have any questions; and
- Completed the entire application form and have submitted the required supporting information as applicable.

10. 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 Energy, 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.

11. 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 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.

Appendix A: Guidelines of Reasonable Costs

Typical Budget Lines	Reasonable % Range of Budget	Typical Expenses and Approximate Costs
Salary and wages	50% to 60%	• 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% to12%	• 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%	• 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%-25%	• Food: $40.00 per day. • Community or meeting travel, or conference/training travel (airfare, taxi or gas)
Meeting and related expenses	5% to 25%	• 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%	• 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%	• 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 ENDM approval is required.
Subtotal		
Administration Fee	Up to 10%	• Up to 10% of the budget subtotal.
Professional services/fees	1%	• Legal services to review the Transfer Payment Contribution Agreement: $200-$350 per hour (maximum of $2,000).
Total (not to exceed)	**100%**	

---

[1] Refer to Ontario's Travel, Meal and Hospitality Directive, 2017.
http://www.ontario.ca/document/travel-meal-and-hospitality-expenses-directive