

Application Guide for the Aboriginal Participation Fund

Early Exploration 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 guide.

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
Email: aboriginalparticipationfund@ontario.ca

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.

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1. Introduction

This guide provides information and details on completing an application for early exploration support funding.

Aboriginal communities in areas of high mineral activity may be eligible for early exploration support funding that will contribute to the communities' capacity to process and respond to notices from ENDM regarding proposed early exploration activities. Funding will be allocated to communities that demonstrate:

- a need for support funding based on the volume of notices received; and
- a commitment to coordinating the delivery of mineral exploration and development-related training and education in their community.

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.

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 ENDM 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.

2. Who is Eligible?

Funding of up to \$20,000 for a one year term is available to applicants that meet the following eligibility criteria:

- The community or member communities are located in areas of high mineral exploration and/or development activity; and
- Communities with a need for support funding based on the volume of notices received, evidenced, in particular, by receipt of two or more, but fewer than ten, exploration permit applications in the previous fiscal year (i.e. April 1 to March 31).

Eligible applicants may be:

- **Single Applicants:** Aboriginal communities in Ontario in areas of high mineral exploration activity;

OR

- **Joint Applicants:** Aboriginal communities and organizations (e.g., Tribal Councils) in Ontario in areas of high mineral exploration and/or development activity. Joint applicants must have the support of the communities they represent and produce a substantiated record of representing member communities on local lands and resources issues. To meet this criterion a Band Council Resolution or Board Motion must accompany 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.

Applicants are encouraged to speak to the ministry's Transfer Payment Coordinator before applying.

3. What Expenses are Eligible?

Eligible expenses are any:

- Costs incurred that relate to the community's capacity to process and respond to notices received from ENDM regarding proposed early exploration 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 mineral exploration and development in the area;
 - Costs associated with meetings, site visits or honoraria to Elders on early exploration notices where those costs are not otherwise covered by the proponent;
 - Costs related to professional fees, such as translation or facilitation (see Appendix A);
 - Administration expenses: 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 space and equipment rental, utilities, telephone or fax expenses, network charges, postage or courier expenses, photocopying expenses, financial institution service fees and office supplies; and
 - Costs associated with community/community member training related to the mineral exploration and development sequence and its associated regulatory requirements.

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 sub-stream's 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; and
- Costs related to legal fees other than those fees related to reviewing this programs Transfer Payment Contribution Agreement.

5. How Does This Funding Work?

Applicants may receive up to \$20,000 to support the processing of, and response to, notices received regarding proposed exploration activity. Recipients will direct part of the funding to educational and training opportunities related to mineral exploration and development.

The total amount recipients receive will be determined by their proposed work plan at the time of application, and the anticipated volume of exploration activity. Recipients will be entitled to a percentage of the total funding amount immediately upon signing the Transfer Payment Contribution Agreement (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

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 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 build knowledge, capacity and processes for reviewing and responding to notices received about proposed early exploration activities, or delivering training opportunities to community members around mineral exploration and development.
- 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 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 these are different.

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 summarize why your community is applying for support funding. Consider including details, such as:
 - How funding could enhance your community’s or member communities’ capacity to respond to notices received from ENDM regarding proposed early exploration activities; and
 - What goals and objectives your community has with regards to improving relationships with government or with industry proponents.

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

Question 3 - If yes, please describe what role, if any, the role has played in the coordination of exploration permit application engagement requests. (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 proposed early exploration activities. Will any of the knowledge acquired previously be helpful in reviewing and processing these notices moving forward?

- Note: “Similar position funded through ENDM” includes Community Communication Liaison Officer, Mineral Development Officer, or any other position that ENDM 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 is currently utilizing the position in responding to early exploration 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 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 6 - A goal of this sub-stream is to contribute to community capacity by supporting efforts to coordinate and/or deliver education and training opportunities within the community 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)

- 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 in the review of exploration plan submissions, early exploration notices?

Question 7 - How does your community or Tribal Council currently process and respond to notices received from ENDM with regard to proposed early exploration 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 1-7. 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 proposed early exploration activities, and to otherwise enhance its capacity to do so (education and training, etc.). 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:

- Facilitate training opportunities related to mineral exploration and development for the community;
- Receive copies of exploration plan submissions and exploration permit applications that have been sent to the community and note their timelines and track any responses;
- Assist the community by explaining technical issues, if necessary;
- Assist the community to understand or assess impacts, if any;
- Coordinate a formal response from the community, if necessary, to ENDM 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:

- The costs/expenses the community anticipates incurring to process and respond to notices received about proposed early exploration activities and how the contribution funding is proposed to be allocated amongst these costs/expenses; and
- The cost of any mineral exploration and development-related training and education that will be carried out in the community.

The sample budget is provided in Table 1. All of the field 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 exploration permit 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

Staffing Expenses	Eligible Expense?	Revenue Type (from Applicant and Other Sources)	Revenue Source	Amount	Total Expense	
<input checked="" type="checkbox"/> 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)	<input checked="" type="checkbox"/>	Confirmed Cash			\$1,327.80	+
		Anticipated Cash				
		Confirmed In-Kind				
		Anticipated In-Kind				
		Requested funding from this program				1,327.80
TOTAL STAFFING EXPENSES		Confirmed Cash			\$1,327.80	
		Anticipated Cash				
		Confirmed In-Kind				
		Anticipated In-Kind				
		Requested funding from this program				\$1,327.80
Benefits Expenses	Eligible Expense?	Revenue Type (from Applicant and Other Sources)	Revenue Source	Amount	Total Expense	
<input checked="" type="checkbox"/> Mandatory Employer Related Costs (calculated at 15% of annual salary - \$1,327.80 x 0.15)	<input checked="" type="checkbox"/>	Confirmed Cash			\$199.17	+
		Anticipated Cash				
		Confirmed In-Kind				
		Anticipated In-Kind				
		Requested funding from this program				199.17
TOTAL BENEFIT EXPENSES		Confirmed Cash			\$199.17	
		Anticipated Cash				
		Confirmed In-Kind				
		Anticipated In-Kind				
		Requested funding from this program				\$199.17
Project Expenses	Eligible Expense?	Revenue Type (from Applicant and Other Sources)	Revenue Source	Amount	Total Expense	
<input checked="" type="checkbox"/> Venue rental for a community meeting relating to advanced exploration or mine development. Cost = \$150 per hour; required for 3.5 hours	<input checked="" type="checkbox"/>	Confirmed Cash			\$525.00	+
		Anticipated Cash				
		Confirmed In-Kind				
		Anticipated In-Kind				
		Requested funding from this program				525.00
TOTAL PROJECT EXPENSES		Confirmed Cash			\$525.00	
		Anticipated Cash				
		Confirmed In-Kind				
		Anticipated In-Kind				
		Requested funding from this program				\$525.00

7. Evaluation Criteria

ENDM will review applications to all three funding sub-streams. 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 ENDM, other Ontario ministries and other external sources. ENDM will also evaluate the mineral exploration activity (e.g., number of claims staked over the past 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, detail how they process and respond to early exploration notices, as well as enhancing the community’s capacity on mineral exploration and development (education and training, etc). 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 Transfer Payment Ontario.

Please ensure that you have:

- Review this guide;
- Consulted with a ENDM Transfer Payment Coordinator if you have any questions; and
- Completed the entire application form and have submitted the required supporting information as applicable.

9. 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.

10. 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.

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
Training	40% to 50%	<ul style="list-style-type: none"> Training workshops, conferences – costs vary by subject and delivery mode (One community contact) (e.g., Prospectors and Developers Association of Canada Conference attendance – maximum \$5,000 per person).
Subtotal	90%	<ul style="list-style-type: none"> Up to 90% of budget
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, 2017.

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