

**Indigenous Participation Fund  
(Minerals Sector)**



**Program Guidelines:**  
**Consultation Supports Stream**

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## 1. What is the Indigenous Participation Fund?

This Indigenous Participation Fund (the **IPF** or the **Program**), formerly known as the Aboriginal Participation Fund (the **APF**), is a program of the Ontario government to provide funding to improve the capacity of Indigenous communities to participate in consultation related to mineral exploration and mine development, and economic opportunities associated with the minerals sector.

Program materials are currently being updated to reflect improvements being rolled out through the Program, which is administered by the Ministry of Energy and Mines (the **Ministry**).

### **Key Program Objectives**

- Improving the capacity of First Nations and Métis communities for participation in regulatory consultation processes related to mineral exploration and development.
- Enabling meaningful consultation on mineral exploration and mine development projects.
- Better equipping Indigenous communities to leverage economic opportunities through increased participation in Ontario's growing minerals sector.

### **Funding Streams**

The IPF has three streams:

#### **1) Consultation Supports**

- Mineral Development Advisor (**MDA**)
- Mineral Sector Specialist (**MSS**)

#### **2) Values Mapping and Data Management**

#### **3) Engagement and Relationship Building**

- Sub-stream: Mining Conferences

## **2. How do these guidelines apply?**

**These guidelines support the roll out of the Consultation Supports Stream of the Fund.**

- This stream was previously known as the Mineral Development Advisor and Supports stream of the Aboriginal Participation Fund..

## **3. Who can apply to the Consultation Supports Stream?**

Any Indigenous community in Ontario whose credibly asserted or established Aboriginal and/or treaty rights have the potential to be adversely impacted by mineral activity, can apply to this Consultation Supports stream to support a Mineral Development Advisor.

Representative organizations may apply for funding to support a Mineral Sector Specialist (i.e., tribal council, Political-Territorial Organization, Indigenous Organization with province-wide scope).

Single applicants and joint applicants (a group of communities) will be considered.

## **4. What is the Consultation Supports Stream?**

This stream funds key staff and eligible costs for activities that improve the capacity of eligible Indigenous communities to respond to any consultation related to mineral exploration and mine development. This may include, for example, participating in consultation led by an individual ministry as the representative of the Crown in Right of Ontario, or in a coordinated multi-ministry consultation process to discuss matters related to Aboriginal and/or treaty rights.

This stream also helps increase community knowledge and understanding of the mineral development sequence, which includes mineral exploration, development and mining activities, and the associated economic benefits. This increased awareness and knowledge will enable greater participation in economic development activities that may arise, as well as support recommendations to leadership on decisions related to mineral sector activities.

## 5. What funding is available for the Consultation Supports Stream?

The Ministry has established an equitable funding approach that provides base funding, with eligibility criteria for additional funding for qualifying Recipients (as defined below in Section 9).

The maximum amount for base funding is **\$159,000 per year** per Recipient and **\$329,000 per year** per Recipient, if qualifying for a funding “top up” under all three “Additional Funding” categories for each year over a maximum five-year term.

### Base Funding

- Up to **\$159,000 per year** per Recipient (for a term of up to five years) to employ a key staff and support eligible activity and administrative costs:
  - **Mineral Development Advisor** – based in First Nations and Metis communities (serving a single community or group of communities), or
  - **Mineral Sector Specialist** – based in representative organizations (tribal council, Political-Territorial Organization).
  - **Eligible activity costs** directly related to the Project (as defined below in Section 9), under the following categories:
    - staff training and development, including attending an annual industry conference (such as PDAC convention).
    - staff travel, meals, and accommodation.
    - meeting costs.
    - facilities, equipment, and supplies.
    - professional fees (e.g., consulting services, legal fees to review the Funding Agreement (as defined below in Section 9) prior to signing).
  - **Administrative costs**, not to exceed 10 percent of total approved funding.

### **Additional Funding**

- Additional funding is available to Recipients who meet the criteria in one or more of the three categories described below.

#### **1. High volume:**

- **Up to \$100,000 per year** to support a 2<sup>nd</sup> staff for Recipients with 25 or more Exploration Plans or Exploration Permit applications circulated in the previous 12 months.

#### **2. Designated project:**

- **Up to \$50,000 per year** for consulting services, obtained by the Recipient, to assist the Recipient to participate in consultation about a project that may be designated by the Minister. Funding approvals will be determined on a case-by-case basis.

#### **3. Remote community:**

- **Up to \$20,000 per year** for communities that are fly-in or winter road-access only with higher travel and business costs.

## **6. What is the role of the Mineral Development Advisor?**

A Mineral Development Advisor is employed by and accountable to their leadership in a First Nation or Métis community.

- **Key role:** Supporting their community's participation in regulatory consultation processes about mineral exploration or mine production proposals that have the potential to adversely impact their community's Aboriginal and/or treaty rights.
- **Key duty:** Assisting their community to review and respond to circulated notices for proposed mineral exploration or mine production activities, within regulated timelines.

#### **For example:**

- Providing their leadership with information to assist with their review of a proponent's application for an Exploration Permit (e.g., site visit observations, knowledge of community's traditional land values, technical points).
- Coordinating a formal response, if necessary, to the Ministry on potential adverse impacts the proposed activities may have on the community's Aboriginal or treaty rights.

## 7. What is the role of the Mineral Sector Specialist?

A Mineral Sector Specialist is employed by and accountable to their leadership in the representative organization approved for this funding (i.e., tribal council, Political-Territorial Organization, Indigenous Organization with province-wide scope).

- **Key role:** Serves as a resource to member communities, supporting their participation in consultation and mineral sector opportunities.
- **Key duty:** Assists member communities that do not have an MDA to participate effectively in consultation and coordinates initiatives to benefit participating member communities (e.g., training, development of tools, policy work).

### **For example:**

- The Recipient and Ministry identify in the Funding Agreement the First Nation communities that the MSS will support, with direction from the First Nation communities' leadership, to respond to notices of mineral activity circulated to the relevant communities for their review.
- The MSS will inform member communities about existing education and training or arranges learning opportunities tailored to the communities' needs.

## 8. Work Plan

There is a standard Work Plan for the MDA and a standard Work Plan for the MSS, and each will be included in the application form. You will be asked to confirm acceptance of the relevant Work Plan, which would become a part of the Funding Agreement.

## 9. What expenses are eligible and ineligible?

### **Eligible Expenses**

Eligible expenses must be directly related to the project (the **Project**) as described in the approved form of Ontario's Transfer Payment Agreement (the **Funding Agreement**) to be entered into between the recipient of Program funding (the **Recipient**) and the Province of Ontario and include:

- Salaries for key staff positions (as per your organization's human resources policies)

- Benefits (i.e. Mandatory Employer Related Costs – Employment Insurance, Canada Pension Plan, Workplace Safety and Insurance Board coverage)
- Training and development of key staff
- Staff travel, meals, and accommodation (at rates aligned with the Ontario Public Service)
- Meeting expenses
- Facilities, equipment, and supplies
- Professional fees
- Administration (not to exceed 10% of approved funding)
- Legal costs for review of the Funding Agreement prior to signing

### **Ineligible Expenses**

Ineligible expenses include but are not limited to:

- Any proposal not aligned with the Program's objectives.
- Costs not directly associated with meeting the Project requirements.
- Costs already fully funded through other sources (e.g., by proponents, other government programs, in-kind contributions).
- Honoraria for individuals participating in the Project and already receiving a salary as a part of their job.
- Capital asset costs.
- Business development costs not directly associated with meeting the Project requirements.
- 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 pursuing land claims or litigation.
- Legal fees, except for review of the Funding Agreement prior to signing.

## **10. Budget**

Applicants are required to provide a budget, as a part of the application, for eligible costs to carry out the activities in the Work Plan.

The Ministry provides a multi-year Budget template (in Excel) as a part of the application package. You may apply for funding under the Consultation Supports stream for a term of up to five years.

Once approved, the Budget is included in the Funding Agreement. Recipients are required to provide regular Expenditure Reports, as scheduled in the

Funding Agreement, to show that the funds were used for the intended purpose.

## 11. Performance Measures

A key objective of this Program is to improve the capacity of First Nations and Métis communities to participate in regulatory processes related to mineral exploration and development.

Recipients of funding will be required to demonstrate, through data provided in their regular Project reports, how this funding is improving their capacity to participate in regulatory consultation processes related to mineral exploration and development. Quantitative and qualitative data can help to show progress and improvements.

Recipients may also identify their own performance measures of success and provide narrative information about how they were better equipped to participate in consultation and mineral sector opportunities as a beneficiary of this IPF.

## 12. How do I apply?

If you need help logging in, navigating or updating your organization's profile in the Transfer Payment Ontario (TPON) system, please refer to the helpful resources on the **"Get funding from the Ontario government"** website:

<https://www.ontario.ca/page/get-funding-ontario-government>.

### Steps to apply:

- 1) Log into [Transfer Payment Ontario](#) (using Google Chrome web browser).  
If applying on behalf of your community or organization, you must sign into your unique My Ontario Account (or create one).
- 2) If you are new to TPON, you must "Register a New Organization" or "Join an Existing Organization".
- 3) To apply to the Indigenous Participation Fund, please select:
  - a. "See Funding Opportunities"
  - b. The name of the organization applying for the funding.
  - c. "Submit for Funding"
  - d. "Open Programs"
  - e. "Consultation Supports" (the funding stream for this application).



- 4) Once a unique case number is created for the stream, there are four steps to submit for funding:
- a. **Step 1** - Download the program materials (i.e. guidelines and application form).
  - b. **Step 2** - Complete the application form.
  - c. **Step 3** - Attach your completed and signed application, which includes:
    1. Application form (which includes acceptance of the general Work Plan provided in the application form).
    2. Budget showing proposed use of funds requested.
    3. Most recent annual audited financial statements.
    4. Letter of support (joint applications)
  - d. **Step 4** - Confirm submission.

**Note:** If you are unable to apply online, please contact the Ministry to seek the application template by email or mail. Once completed, you can email or mail it to the Ministry (see contact information below).

### 13. Is help available?

- **Transfer Payment Ontario Customer Care**

*Contact for help to create, or log-in to your My Ontario account and TPON: Ontario Government*

Telephone: 416-325-6691 / Toll-free: 1-855-216-3090

TTY: 416-325-3408 / Toll-free: 1-800-268-7095

Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

Open Monday to Friday, 8:30 a.m. to 5:00 p.m. (Eastern Standard Time), excluding statutory and government holidays.

- **Questions about Program:**

**Indigenous Participation Fund**

Mining Policy and Sector Development Division

Ministry of Energy and Mines

Telephone: 705-670-5619 (General) and 1-888-415-9845 (Toll-free)

Email: [IndigenousParticipationFund@ontario.ca](mailto:IndigenousParticipationFund@ontario.ca)

- **Developing Application:**  
**Indigenous Consultation and Partnerships Branch**  
Mines and Minerals Regulation Division  
Ministry of Energy and Mines  
Telephone: 705-670-5760 (General) and 1-888-415-9845, ext. 5760  
(Toll-free)  
Email: [MINES\\_ICPB@ontario.ca](mailto:MINES_ICPB@ontario.ca)

## 14. When are funding decisions made?

You will be notified about the status of your application within three months of applying.

## 15. What happens next?

If your application is approved for funding, you will be required to:

- Enter into a Funding Agreement with the Province of Ontario that sets out the terms and conditions for funding. No funding disbursements will be made until after a Funding Agreement in the approved form is executed by the Ministry and the Recipient and all conditions to funding have been satisfied.
- Prior to entering into the Funding Agreement, the applicant must provide:
  - A valid Certificate of Insurance showing at least \$2 million in commercial general liability coverage that includes as an additional insured: “His Majesty the King in Right of Ontario as represented by the Minister of Energy and Mines”.
  - Proof of an approved Band Council Resolution or other evidence of due authorization to enter into the agreement.

If your application is not approved for funding:

- You will receive reasons for the decision, in writing, from the Ministry.
- You may request to meet with a member of Ministry staff who can explain the rationale for this decision.
- You may reapply if there is a change in circumstances that you believe may result in a decision for funding.

## 16. Disclaimer and additional information

The IPF is a discretionary, non-entitlement program. This means funding is not guaranteed to all applicants and funding amounts are not guaranteed.

The Ministry reserves the right, at its sole and absolute discretion, to fund or not fund any particular project or program for which an application has been submitted and reserves the right to impose conditions it deems advisable in the acceptance of an application and an executed Funding Agreement. In the event of any conflict between these program guidelines and an executed Funding Agreement, the executed Funding Agreement prevails.

Applicants should also be aware that meeting the criteria as outlined in this guide does not guarantee any funding amount. Funding is dependent on the availability of funds, the Ministry's review of the application and the Recipient and the Ministry entering into an approved Funding Agreement.

No applicant should take any action or incur any costs related to the Program that depends on receiving payments under the IPF until the applicant's application is approved and a Funding Agreement in the approved form is entered into by the Ministry and the Recipient. The Ministry is not responsible for paying any costs that an applicant may incur if an application is not approved for funding or if the applicant does not enter into a Funding Agreement with the Ministry.

Funds received may only be spent on eligible activities carried out during the funding year(s) specified in the budget that will be attached to the Funding Agreement.

The provision of funding under this Program is independent of the Government of Ontario's process for assessing the credibility of, or recognizing, Aboriginal and/or treaty rights, and is not related to assessments of whether specific proposals trigger the duty to consult.

Applicants should be aware that the Ministry is bound by the [Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F. 31](#) (Freedom of Information), as amended from time to time, and that any information provided to the Ministry in connection with an application is subject to disclosure in accordance with the Freedom of Information requirements. Approved Projects may be subject to public announcements by the Government of Ontario.

The Ministry reserves the right to amend these Program guidelines from time to time in its sole discretion.