



Participant Funding Program Guide



PFP

Participant Funding
Program

February 2011



Canadian Nuclear
Safety Commission

Commission canadienne
de sûreté nucléaire

Canada

CNSC's Participant Funding Program Guide

Overview

Introduction

The Canadian Nuclear Safety Commission has prepared this guide to provide:

- an overview of the principles, objectives and procedures for the CNSC's Participant Funding Program (PFP)
- step-by-step guidance on applying for participant funding at the CNSC
- an overview of an approved funding recipient's responsibilities
- general Terms and Conditions of the PFP

This guide is for individuals and organizations interested in applying for participant funding, to enhance participation in the CNSC's decision-making process.

This is version 1 of this guide – February 2011.

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Part 1 – The CNSC's Participant Funding Program

Introduction	As a Canadian regulator in the field of nuclear technology, the Canadian Nuclear Safety Commission (CNSC) is responsible for regulating nuclear energy and materials to protect the health, safety and security of Canadians as well as the environment, and implement Canada's international commitments on the peaceful use of nuclear energy. The CNSC has always valued public and Aboriginal input into its regulatory processes, and to augment the avenues available for public input, it has established a Participant Funding Program (PFP).
Objectives of the PFP	The Canadian Nuclear Safety Commission's Participant Funding Program aims to provide some funding to eligible applicants in order to: • enhance Aboriginal, public and stakeholder participation in the CNSC's Environmental Assessment (EA) and licensing process; • help stakeholders bring valuable information to the Commission through informed and topic-specific interventions related to aspects of EA and licensing. The PFP is intended to improve the regulatory review process for large nuclear projects. Funding is available to enhance participation and to bring value-added information to the CNSC. Although anyone can request to be an intervenor in the CNSC's public hearing process, not all intervenors will receive PFP funding.
What will the PFP be offered for?	Participant funding at CNSC is available to eligible stakeholders, including members of the public and Aboriginal groups, to participate in aspects of Environmental Assessments, and/or a licensing action for major nuclear facilities. Funding may also be made available for other CNSC proceedings that are of significant interest to the public or to Aboriginal groups. Participant funding is intended to cover only some costs incurred by an eligible stakeholder related to professional fees, travel, and other expenditures, as determined by an independent Funding Review Committee. It is not intended to cover all costs of participant engagement in the CNSC's regulatory processes.

Funding amounts

Funding for the PFP is set at \$1.1 million per fiscal year until 2014–15 for all projects.

In light of the modest amounts of program funding and the potential for multiple applications for each PFP initiative, groups and individuals seeking funding for similar activities are encouraged to collaborate on their proposals and work together whenever feasible.

Total funding by project

The maximum amount of funding available for each project will depend on the significance of potential direct impacts and the significance of public interest, along with a number of other factors:

- project size and location
- Aboriginal groups in the area
- diversity of issues likely to be raised in the hearing
- technical complexity of the project
- participant funding levels that may have been established for similar projects in the past
- available resources

In general, the maximum amount of funding for a single project could reach up to \$250,000 per year. However, the CNSC may — only in special circumstances and upon the recommendation of the Funding Review Committee or the President — increase the total funding amount available for the matter at hand.

Eligible applicants

Eligible recipients are individuals, community members, Aboriginal groups, not-for-profit corporations and other stakeholders with any of the following:

- a direct, local interest in the project, such as living or owning property near the project area; or
- Aboriginal traditional knowledge and/or local community insight, relevant to the proposed project; or
- interests in potential project impacts on treaty lands, settlement lands or traditional territories or related claims and rights; or
- plans to provide value-added* information relevant to the mandate of the CNSC and specific matter before the Commission Tribunal.

*Value-added information is new, distinctive and relevant information that contributes to a better understanding of the anticipated effects of a project.

A PFP applicant must submit a Funding Application demonstrating how the proposal will bring value-added information to the CNSC. Priority will be given to expenses associated with supporting Aboriginal participation, local concerns, and the representation of many voices under one application.

**Funding
Review
Committee**

The CNSC will appoint an independent Funding Review Committee, whose membership may change based on the focus of the matter.

The Funding Review Committee may include up to three individuals external to the CNSC and selected based on their knowledge and background in nuclear regulatory and environmental matters.

The committee will be responsible for reviewing:

- the total funding amount for each project and suggesting adjustments as necessary, based on interest in the project and the excellence of proposals
- funding applications received by the CNSC and developing recommendations for individual funding amounts

The involvement of specific committee members depends on their experience, availability, willingness and ability to participate in the funding review process for each project.

**Funding
Review
Committee
criteria**

As the Funding Review Committee reviews the applications, they are guided by the following criteria when considering funding awards:

1. In order of priority, the degree to which the applicant:
 - is likely to be *directly* affected by the project
 - could provide:
 - Aboriginal traditional or community knowledge, or significant local insight
 - a useful perspective or insight to issues of relevance to the matter at hand
 - expertise from credible and reputable professional sources
 - represents many directly affected parties with one voice for the matter at hand
 - does not have access to other funding that could support input to the matter at hand
 2. The degree to which the funding proposal and the nature of the proposed activities and related costs:
 - are reasonable for the matter at hand
 - fit within the scope of the matter at hand and maximum funding available
 - do not duplicate or overlap with work undertaken by others
 - are not already conducted in the normal course of the applicant's business
 - bring value-added expertise or information to the CNSC for the matter at hand
-

**CNSC
payment of
approved
funding**

The CNSC will release funds to an approved PFP Applicant once it has received a signed Contribution Agreement, the Final Financial Report and the deliverable from the Recipient.

In some circumstances — upon the request of a Recipient and discussion with the PFP Administrator — an advance payment may be issued to the Recipient. The payment would be issued after funding has been approved and once the CNSC has received a signed Contribution Agreement.

Advance payments to an approved Recipient shall not exceed seventy five (75) percent of the maximum amount approved for that Recipient.

1.1 Participant Funding Process at the CNSC

PFP process at a glance	The participant funding program is effectively managed by CSNC according to the six-step process outlined below.
1. Public announcement	The CNSC will place a public announcement on its Web site (nuclearsafety.gc.ca). The announcement that participant funding is available for a specific matter or project and will state who may apply and the maximum amount of funding available for the matter at hand. The PFP will be opened for a specific period of time, as determined on a case-by-case basis.
2. Completion of Funding Application Form	Interested parties who wish to apply for participant funding must complete the Funding Application Form by the stated deadline. Funding Applicants will be required to outline their proposal and projected expenditures and explain how their information will add value to CNSC's regulatory process for the matter at hand. Value-added information is new, distinctive and relevant information that contributes to a better understanding of the anticipated effects of a project. Note: A sample Funding Application Form is available in Annex A.
3. Funding recommendation	An independent Funding Review Committee will review all funding applications and make funding recommendations to the CNSC. Funding Applicants will receive notification of the decisions concerning the outcome of their funding request.
4. Issuance of Contribution Agreement	A Contribution Agreement will be sent to each successful funding Applicant. It will outline what information the CNSC expects to receive from the Applicant, and the maximum amount of funding approved for that Applicant. Note: A sample Contribution Agreement is available in Annex B. Successful Funding Applicants must sign and return the Contribution Agreement to the CNSC in order to make possible the release of any approved funding. PFP payments will be issued via a Government of Canada cheque and sent to the Recipient through regular mail.

5. Fulfillment of Contribution Agreement

The Funding Recipient must submit all the information agreed-upon in the Contribution Agreement to the CNSC. This includes the deliverable(s) and a Final Financial Report detailing the eligible costs that PFP funds were spent on, in order to fulfill the terms of the Contribution Agreement.

Recipients are not required to submit receipts to the CNSC. However, they are strongly encouraged to retain receipts **for at least three (3) years**, in case of an audit.

Note: A sample Final Financial Report is available in [Annex C](#).

6. Payment conditions

The CNSC will normally issue payment after it has received the signed Contribution Agreement, the deliverable and the Final Financial Report, as stated in the Contribution Agreement and by the agreed-upon timelines.

The CNSC shall, subject to the maximum contribution amount established in the Contribution Agreement, reimburse the Recipient only for eligible costs incurred.

Advance payments

Where warranted, advance payment may be issued to the Recipient following the signing of the Contribution Agreement. The Recipient must demonstrate to the PFP Administrator that the Recipient is unable to carry out project activities within the agreed-upon timelines in the absence of advanced funding.

Advance payments to a Recipient shall not exceed seventy five (75) percent of the maximum amount approved for that Recipient.

The remainder of the funding, or appropriate difference owing (the “hold-back”) shall be made after the recipient has submitted the Final Financial Report to CNSC.

Part 2 – Completing Your Funding Application Form

Introduction	This section presents step-by-step directions for completing a PFP Funding Application. The Funding Application Form is available online at nuclearsafety.gc.ca, and should be completed electronically and emailed to fpf@cnsccsn.gc.ca when a funding opportunity is announced. Each Funding Application Form opens with a preamble outlining the project for which PFP is offered and the specific area of interest for which input is being solicited. It states the following information: the maximum amount of funding available for the matter at hand, a statement of eligible applicants and the deadline for submitting the completed form to the CNSC. Please note: The CNSC will not consider late or incomplete Funding Application Forms.
Alternate format	A PDF version of the Funding Application Form will be available for download each time the PFP is offered for a specific matter. The PDF form can be completed electronically or printed and hand written. It must be returned to the CNSC via mail or fax by the specified deadline, at the following coordinates: Canadian Nuclear Safety Commission c/o: Participant Funding Program Administrator P.O. Box 1046, Station B 280 Slater St. Ottawa, ON K1P 5S9 Fax: 613- 995-5086 If you have difficulties with the Funding Application Form, please contact the Participant Funding Program Administrator at 1-800-668-5284 or fpf@cnsccsn.gc.ca .

2.1 Completing the Funding Application Form

Overview

The CNSC's online Funding Application Form contains nine (9) sections. Each section is explained below in further detail to assist with completing the form. If you require further assistance, please contact the CNSC's **Participant Funding Program Administrator** at 1-800-668-5284 or pfp@cnscccsn.gc.ca

Funding opportunity

Please complete the "Funding Opportunity" section with appropriate information for the matter at hand.

This information can be copied from the "Funding Opportunities" page of the CNSC's Web site and includes:

1. the name of the project or matter for which you are requesting funding
2. the maximum amount of funding announced by the CNSC for the matter at hand
3. eligible funding applicants for the matter at hand
4. application deadline

Please note: Failure to complete this information accurately may result in processing delays.

Remember: no single Funding Applicant is likely to receive the entire amount of funding available for a particular matter. Available funding will be allotted among successful Applicants, based on the merit of their proposals.

1. Funding Applicant

This section asks for your name and contact information. Please ensure the contact information you provide is accurate. Funding Applications will be considered from eligible stakeholders, be they individuals, Aboriginal groups or not-for-profit corporations.

Applications from **unincorporated associations** will only be accepted if **one person** in the group assumes individual responsibility of signing the Contribution Agreement (should funding be approved), and therefore also assumes the legal responsibility of carrying out all terms of the Contribution Agreement.

If representing or applying on behalf of an organization, association, entity or not-for-profit corporation, the Funding Applicant must:

- describe the mandate and the objectives of the organization represented
- provide supporting documentation endorsing the Funding Applicant as the representative of the association, organization or entity

Supporting documentation must be attached to the Funding Application Form and emailed, faxed or mailed to the PFP Administrator before the application deadline.

2. Eligibility

This section asks you to check the eligibility box that applies to you or your group. It is possible to check more than one box.

Eligible Recipients are individuals, community members, Aboriginal groups, not-for-profit corporations and other stakeholders who have:

- a direct, local interest in the project, such as living or owning property near the project area; or
- Aboriginal traditional knowledge and/or local community insight, relevant to the proposed project; or
- Interests in potential project impacts on treaty lands, settlement lands or traditional territories or related claims and rights; or
- Plans to provide value-added* information relevant to the mandate of the CNSC and specific matter before the Commission Tribunal.

* Value-added information is new, distinctive and relevant information that contributes to a better understanding of the anticipated effects of a project.

The Funding Application Form also provides the opportunity to explain how you or your group meet each of the eligibility criteria selected and how you could be directly affected by the matter at hand.

Comments are restricted to a maximum word count. Any information beyond this word limit will **not** be considered.

3. Conflict of interest

This section asks you to disclose any conflicts of interest you may have related to this project and your Funding Application. For example, this could be a shared business with the project proponent, or with a government department or agency related to this project.

You must also identify if you are a former public servant who is under the Conflict of Interest and Post-employment Guidelines of the [Values and Ethics Code for the Public Service](#). Opportunity to briefly explain the circumstances of this conflict is provided and you are encouraged to explain the circumstances in your Application Form.

Stating a conflict of interest does not necessarily eliminate your application from consideration. However, non-disclosure of a conflict will eliminate your application and could jeopardize the consideration of any future CNSC PFP funding for you or your group.

If you are unsure whether you have a conflict, contact the CNSC's PFP Administrator at pfp@cnsccsn.gc.ca.

4. Other funding sources

Funding Applicants must disclose if they are receiving, have already received or will be receiving funding from other sources for the same matter or project. Receipt of other funding does not necessarily eliminate your application from consideration.

Opportunity is provided for you to explain the source of any additional funding and the specific activities for which this funding will be or has been used.

Non-disclosure of other funding sources will eliminate your Funding Application for the current matter or project, and could jeopardize the consideration of any future CNSC PFP funding for you or your group.

5. Proposed participation

This section asks you to outline your funding proposal in your own words and to specify the following:

- What is your overall proposal in relation to the matter at hand?
- What issues and concerns do you have with respect to the matter at hand?
- How is this information new, distinctive and relevant?
- Why should funding be provided for this information?
- How will you go about obtaining, gathering, collecting and presenting this information?

Each proposal must fall within the scope of the project as defined on page 1 of the Application Form. Please do not submit applications that fall outside the project scope.

Please note: Word limits for each section that are strictly enforced. The CNSC will not consider any information provided beyond the word limit.

Participant funding is intended to cover only some costs incurred by an eligible stakeholder related to professional fees, travel and other reasonable costs, as determined by an independent Funding Review Committee.

Participant funding is not intended to cover all costs of participant engagement in the CNSC's regulatory processes.

6. Expenses

Please explain how funding will be spent. Under the CNSC's PFP, funding is to be offered according to three categories

1. professional fees
2. travel
3. other costs

Funding will only be provided for expenditures that are reasonable and necessary to bring value-added information to the CNSC.

1. Professional fees relate to the costs of hiring a professional (such as an engineer, biologist, translator, etc.) to help you understand the issue at hand or to research the project under consideration (for example, how do they handle deep geologic storage of nuclear waste in other countries?).

Fees for legal analysis and advice are eligible for funding. However, fees for legal representation are not eligible.

2. Travel expenses include the cost to travel to an important meeting, or to a CNSC hearing from your home community.

In some cases, travel costs may only be considered to facilitate attendance at the nearest videoconferencing centre.

All costs must adhere to the [Treasury Board Guidelines](#) and be clearly outlined in your Final Financial Report.

3. Other costs could include items such as photocopying, meeting room rental, meeting supplies, as long as they are reasonable and adequately justified. It is therefore important to specify on the application form why these costs are necessary to bring value-added information to the CNSC.

You must complete the section outlining the total amount of your funding request from all applicable categories. This is calculated by adding up all your expected costs from the previous three sections.

Note: This will be done automatically if you complete your Funding Application Form online.

7. Results

All Funding Applicants will be notified of the outcome of their funding requests. Funding Applicants must indicate how they would like to be notified (by email or regular mail) as well as their preferred official for this correspondence (French or English).

Successful Funding Applicants will receive a Contribution Agreement for their signature.

This agreement will outline:

- deliverable(s) to be provided to the CNSC
- due dates for the deliverables
- the maximum amount of funding awarded to the Applicant, based on recommendations of the independent Funding Review Committee

Each Contribution Agreement must be signed and returned to CNSC by fax (613) 995-5086 or by mail to:

Canadian Nuclear Safety Commission
c/o: Participant Funding Program Administrator
P.O. Box 1046, Station B
280 Slater St.,
Ottawa, ON K1P 5S9

8. Terms and Conditions

The [Terms and Conditions](#) of this program are not negotiable. They are permanently available on the CNSC's Web site at nuclearsafety.gc.ca for viewing and printing.

To be considered for funding, the Funding Applicant must agree to the Terms and Conditions of the PFP by clicking or ticking off "I agree" on the Funding Application Form.

9. Certification and consent

By filling out this section, Funding Applicants agree to take on the legal responsibility of submitting the Funding Application Form, and, if successful, in meeting the requirements of the Contribution Agreement.

Please ensure that you fill-out your name and the date on the electronic form and ensure that it is sent in to CNSC by or before the deadline.

Next steps

Review your Funding Application Form using the checklist in the next section of this guide (section 2.2) and print a copy for your records.

A Funding Applicant can expect to hear from the PFP Administrator within three (3) weeks of the CNSC's receipt of their Funding Application Form.

2.2 Reviewing Your Funding Application Form

Application checklist

Please use the following checklist before submitting a Funding Application Form to the CNSC.

Late or incomplete applications will not be considered. It is therefore important to review your application thoroughly.

- ☐ Your full contact information is accurate, and you have provided an email address, if possible, in section 1.
- ☐ You have described the mandate and objectives of your organization in section 1.
- ☐ You have selected at least one eligibility box to apply for funding and have explained how you meet the criteria in section 2.
- ☐ You have provided information in section 3 related to a potential conflict of interest.
- ☐ You have indicated in section 4 if you are receiving other funding for this project.
- ☐ You have outlined your proposal and you have answered all questions in section 5.
- ☐ You have outlined your expected expenses and totalled the amounts to indicate your total funding request in section 6.
- ☐ You have indicated your language preference and method of contact in section 7.
- ☐ You have read the Terms and Conditions of the CNSC's Participant Funding Program (included in this guide) and you have that you agree to them in section 8.
- ☐ You are authorized to submit the Funding Application Form and you have completed section 9 for certification and consent.
- ☐ You have saved and/or printed a copy of your Funding Application Form for your records?

Your Funding Application Form is now complete.
Thank you for your interest in the CNSC's Participant Funding Program.

2.3 Submitting Your Funding Application Form

Electronic filing If you are submitting your Funding Application Form electronically, simply follow the prompts on your screen.

You will be required to read and accept the Terms and Conditions of the program.

Once your application is complete, there is a section at the bottom of the form that requires you to insert your name and the date of your application.

Please note that any document that is delivered or sent by fax or email shall be deemed to have been received by the CNSC one (1) calendar day after it is sent.

E-filing your Funding Application Form is the quickest, most effective and environmentally friendly way to send your PFP application to the CNSC.

Should you have any difficulties with the Application Form or the system, please email the PFP Administrator at pfp@cnsccsn.gc.ca prior to the application deadline for the matter at hand.

Mailing a hard copy If you are submitting your Funding Application in hard copy, print out the PDF Funding Application Form and fill it out accordingly. Please make sure to respect the word limits for the written sections of the Funding Application form, as these are strictly enforced.

In section 8 of the application, you will be asked if you agree with the Terms and Conditions of the CSNC's PFP. You may read them online, download a copy and print it, or request a copy from the CNSC.

Note: The Terms and Conditions of the CNSC's PFP are included in Part 5 of this guide.

Please sign and date this section of the PFP application form to indicate your acceptance of the Terms and Conditions. Return your printed copy of the Funding Application form to:

Participant Funding Program Administrator
Canadian Nuclear Safety Commission
P.O. Box 1046, Station B
280 Slater St.,
Ottawa, ON K1P 5S9

Please note that any document that is mailed to the CNSC shall be deemed to have been received ten (10) calendar days after being mailed and post-marked, as per the CNSC's [*Rules of Procedure*](#). Therefore, if you are mailing your documents, please ensure to send them before the due date in order for them to be considered by the CNSC.

**Late or
incomplete
Funding
Application
Forms**

In order to be considered for participant funding, you must submit a completed Funding Application Form by the stated deadline for the PFP opportunity in which you have an interest.

The CNSC will not consider late or incomplete Funding Application Forms.

Part 3 – Understanding Your Contribution Agreement

Introduction

A Contribution Agreement is a legally binding document that outlines the roles and responsibilities of the CNSC and the funding Recipient for a particular project or matter and within a specific amount of time.

The Contribution Agreement document reflects what the Funding Applicant said he or she would provide to the CNSC in section 5 of the Funding Application Form, and that — in return — the CNSC agrees to provide a maximum amount of participant funding to support this deliverable. Funding amounts are decided upon by an independent Funding Review Committee.

If a Recipient does not sign and return the Contribution Agreement within the allotted timeframe, approved funding may no longer be available to the Recipient for that particular matter.

Legal responsibility

The person who signs the Contribution Agreement is legally responsible for ensuring that the terms of the Agreement are fully met by the funding Recipient within specified deadlines.

Should rare and extraordinary circumstances prevent you or your organization from meeting the agreed-upon requirements of your Contribution Agreement, please ensure to contact the PFP Administrator immediately to discuss how to proceed with your funding request.

Where feasible, a modified deliverable or deadline for submission could be negotiated, as long as it would not delay the process or the timing of the proposed project.

By signing the Contribution Agreement, every Recipient agrees to participate in the CNSC's regulatory review process for the matter at hand.

Overview of a Contribution Agreement

The CNSC's Contribution Agreement for the Participant Funding Program contains four main sections:

- A. Purpose of the CNSC's Participant Funding Program
- B. Parties bound by the Contribution Agreement
- C. Specifics of the Contribution Agreement
- D. Signatures of the Parties

Each Contribution Agreement will be completed by the CNSC and sent to successful PFP Recipients for their review and signature. It is therefore important to understand and review each section of your Contribution Agreement to ensure the information is accurate.

Sections of a Contribution Agreement	The following sections of a Contribution Agreement may vary by Recipient and project. Please ensure to review the sections noted below and to contact the PFP Administrator immediately at pfp@cnsccsn.gc.ca if there are any inaccuracies or mistakes. A new or modified Contribution Agreement may be needed.
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Part A – Purpose of the PFP at the CNSC	This section states the two main objectives of the CNSC's Participant Funding Program.
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Part B – Parties bound by the Contribution Agreement	Please ensure that the legal name of the funding Recipient is accurate and properly reflected in the document.
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Part C – Specifics of the Contribution Agreement	1. Project name Please ensure the project or matter for which you are receiving funding is accurate and properly reflected in this section.
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2. Contribution amount and required deliverables

This section indicates the approved funding amount, and outlines the deliverables or activities and format that you or your organization promised to provide to the CNSC. The submission deadline and the need for a Final Financial Report are also outlined in this section.

2.1 Please ensure that the maximum amount of funding approved for your proposal is accurately reflected here.

2.2 Please ensure that the deliverables and activities listed here are accurate and reflect your funding proposal or any other deliverable negotiated in writing, in the context of your approved participant funding offer. If the deliverable indicated in the Contribution Agreement is not what you outlined in your Funding Application Form, please contact the PFP Administrator immediately.

2.3 Please ensure the form and manner in which you indicated that you would provide your deliverables to CNSC are accurately and properly reflected here.

2.4 Please ensure the deadline for providing your deliverables and/or completing your activities is accurate and that the date is properly reflected.

2.5 Please note: Under the Contribution Agreement, the Recipient's deliverables include a final financial report to be submitted to the CNSC.

3. Final Financial Report

A template is provided on the CNSC's Web site. An example of a completed Financial Report can be found in Annex C of this Guide.

3.3 Please ensure that the date indicated for submission of your Final Financial Report is accurate.

Note: The CNSC’s receipt of your Final Financial Report constitutes the end deliverable under your Contribution Agreement. The CNSC will not process payments until the Recipient meets all terms of the Contribution Agreement. Recipients do not have to submit receipts of their expenses, but are strongly encouraged to keep them for three (3) years in case of an audit.

4. Document delivery

Please ensure the Recipient's contact information is accurately and properly reflected here. Applicants are strongly encouraged to fax a copy of the signed Contribution Agreement before mailing the original signed copies. It is also strongly encouraged to send these documents by registered mail. You may also consider scanning your document and sending it by email to pfp@cnsccs.gc.ca.

Contribution Agreements are time sensitive. Failure of an applicant to return a signed agreement may result in the cancellation of approved funding. Please contact the PFP Administrator if you have not heard back from the CNSC within 4 weeks of sending your Contribution Agreement.

5. Amendments to the agreement

Should exceptional circumstances arise and changes become necessary in your Contribution Agreement, contact the PFP Administrator immediately. Ensure you have read and understood this section.

6. Default of agreement

Please read this section carefully. If you (or your organization) do not meet the terms of the Contribution Agreement without indicating why, your funding may be cancelled for the matter at hand. You may also jeopardize your chances of being considered for any future participant funding from the CNSC.

7. Applicable law

Please ensure the Recipient's province or territory of residence is accurate.

8. Indemnification

This standard clause is an agreement between the Recipient and the CNSC stating that the CNSC is not to be held responsible or liable for any future legal action or fines resulting from activities carried-out by the Recipient or a hired consultant to fulfill the terms of Contribution Agreement.

**Part D –
Signature of the
Parties**

As a Contribution Agreement is a legally binding document, the eligible Recipient must sign and date it.

By signing the Contribution Agreement, the Recipient acknowledges that he or she has read and agrees with all the Terms and Conditions of Contribution Agreement and the CNSC's Participant Funding Program.

Please return your signed copies to the CNSC within specified timelines. The CNSC will then sign and return a copy of the document to you for your records.

Part 4 – Understanding Your Responsibilities

Overview

If you are eligible for and receive funding, you need to be aware of several responsibilities and commitments:

It is important for each Funding Applicant to have the ability and legal authority to enter into contracts, or the CNSC will not be able to provide participant funding.

Funding applicants must also disclose any involvement of former public servants to whom the *Conflict of Interest and Post-employment Guidelines* of the [Values and Ethics Code for the Public Service](#) apply.

All Funding Applicants understand, acknowledge and agree to all the Terms and Conditions of the CNSC's Participant Funding Program, including those contained in the Funding Application Form and Contribution Agreement.

Funding Applicants must declare that the information is complete, truthful, and provided in good faith, to the best of their knowledge.

Funding Applicants agree to submit a complete Funding Application Form within the required timelines announced for the specific project and understand that late or incomplete funding application forms for PFP will not be accepted.

Privacy considerations

The CNSC, as an agency of the Government of Canada, protects your privacy. However, in the confines of the participant funding processes and in the interests of transparency and good financial management, the CNSC will publish the names of PFP Recipients and amounts given under PFP on its Web site. The CNSC will not publish any other personal information.

Intellectual property

Due to the nature of the Participant Funding Program, information generated from contributions will be available to the CNSC and the public. The CNSC may use this information as input in its regulatory decisions and actions.

Providing value-added information

Participant funding will only be considered for proposals that bring value-added information to the CNSC's regulatory process.

Value-added information is new, distinctive and relevant information that contributes to a better understanding of the anticipated effects of a project.

The onus is on the Funding Applicant to explain how their proposal will bring value-added information to the CNSC's regulatory review process.

**Receiving
participant
funding**

Anyone can request to intervene at a public hearing of the CNSC Commission Tribunal. Visit the “Get Involved” section of the CNSC Web site at www.nuclearsafety.gc.ca to learn how.

However, participant funding will only be provided to Funding Applicants whose proposed activities are expected to bring value-added information to the proceedings, as determined by the independent Funding Review Committee.

The Funding Applicant also understands that submitting an Application for participant funding at CNSC does not constitute a guarantee that participant funding will be provided in that particular instance.

Feedback

Please send us your comments or concerns via email to pdfp@cnsccsn.gc.ca or by regular mail to:

Participant Funding Program Administrator
Canadian Nuclear Safety Commission
P.O. Box 1046, Station B
280 Slater St.,
Ottawa, ON K1P 5S9

Part 5 – Terms and Conditions of the CNSC's PFP

Every participant funding Recipient acknowledges and agrees to the following Terms and Conditions, which constitute, along with the Participant Funding Application Form and the Contribution Agreement and its annexes, the entire agreement between the participant funding applicant and/or Recipient and the CNSC.

1. Acknowledgement

The Recipient acknowledges that the CNSC, in deciding to give participant funding, has relied on the truthfulness and completeness of the information provided by the Recipient, its representatives and its agents.

2. Payment by the CNSC

2.1 Payment by the CNSC will normally be made following the receipt of the deliverable and the Final Financial Report, as stated in the signed Contribution Agreement, by the agreed-upon timelines. The CNSC shall, subject to the maximum contribution amount established in the Contribution Agreement, reimburse the Recipient for eligible costs incurred.

2.2 An advance payment may be issued, where warranted, to the Recipient following the approval of participant funding and the receipt by the CNSC of a signed Contribution Agreement. Advance payments to an approved Recipient shall not exceed seventy-five (75) percent of the maximum amount approved for that Recipient.

2.3 The remainder of the funding or appropriate difference owing shall be made following the receipt of the agreed-upon deliverable, as stipulated in the Contribution Agreement, along with the receipt of a final financial report and the CNSC's determination that the submission brings added value to CNSC proceedings.

2.4 The CSNC may, upon giving the Recipient written notice of thirty (30) days, reduce or terminate participant funding in response to the withdrawal or termination of the proponent's project, or at the discretion of the CNSC. Subject to the terms and conditions of the Contribution Agreement, in the event that funding is terminated under the Participant Funding Program, the obligations of both parties shall cease at the end of the notice period.

3. Conflict of interest

The Recipient shall not permit any individual to whom the provisions of the Conflict of Interest (Chapter 2) and Post-employment Guidelines (Chapter 3) of the *Values and Ethics Code for the Public Service* apply, or to whom any other conflict of interest rules binding on public office holders, public servants, Senators or members of Parliament apply, derive any direct benefit from the Contribution Agreement unless it is clear that the individual remains in full compliance with those applicable codes despite deriving the benefit.

4. Official languages

All documents given to the CSNC shall be in at least one official language of Canada (English or French). If a document is filed in a language other than an official language, the individual shall simultaneously file a translation of the document in at least one official language, as well as an affidavit of the translator attesting to the translation's accuracy.

5. Contractual commitments with third parties

The CNSC shall not be held liable for any loans, leases, capital leases or any other contractual commitments entered into by the Recipient.

6. Appropriation by the Parliament of Canada

Payment of the contribution is subject to an appropriation by the Parliament of Canada for the fiscal year in which the payment is to be made.

7. Default of agreement

Should the Recipient not meet their obligations as laid out in the Contribution Agreement without first notifying the CNSC and negotiating a modified set of terms, the Recipient will not receive the hold-back amount, and he or she, his or her corporation or his or her organization may not receive future CNSC participant funding, in addition to any remedies otherwise available to the CNSC.

8. Audit

Recipients should keep receipts for at least three (3) years after receiving funding, as they could be audited at any point during the subsequent three-year period. Receipts are not to be submitted unless requested by the CNSC.

9. Publication of Information

9.1 The Recipient agrees that CNSC may publish the Recipient's name, the amount of the contribution and the type of activities funded under the Contribution Agreement.

9.2 Information provided to the CNSC in the context of the project under review will become part of the public record and may be included in the Record of Proceedings, including the reasons for the decisions made by the Commission Tribunal.

10. Dispute resolution

10.1 In case of any dispute related to this agreement, the parties must attempt to settle any differences in good faith, through alternate dispute resolution mechanisms.

10.2 All representations, warranties, covenants and obligations contained in the Contribution Agreement on the part of each of the Parties shall survive the termination of the Contribution Agreement.

Annex A – Sample Participant Funding Application Form

Please complete all sections of this form to apply for funding under the CNSC's Participant Funding Program (PFP).

Funding Opportunity:

The Canadian Nuclear Safety Commission (CNSC) is providing Participant Funding for [project/matter].

The maximum amount of funding available for this matter is [\$ xxx,xxx.00].

Funding is available to eligible Applicants from [name of place, surrounding area]

All complete Funding Application Forms must be submitted by [day, month, year].

Please note:

1. Anyone can request to intervene at a public hearing of the Commission Tribunal. However, participant funding will only be provided to Funding Applicants whose proposed activities are expected to bring value-added information to the CNSC. Value-added information is new, distinctive and relevant information that contributes to a better understanding of a project's anticipated effects.
2. The PFP has limited financial resources available for this matter. As there will likely be multiple Funding Applications, participants with similar concerns or proposals are encouraged to work together.
3. No single Applicant is likely to receive the entire amount of funding available for this particular matter. Available funding will be distributed among successful Applicants based on the merit of their proposals.
4. Completing this Funding Application form does not guarantee that funds will be granted or that the entire amount requested will be granted to the Applicant.
5. The CNSC may, only in special circumstances and upon the recommendation of the Funding Review Committee or the President, increase the total funding amount available for the matter at hand.
6. A Contribution Agreement will be sent to each successful Funding Applicant. It will outline the required deliverable and the maximum amount of funding approved for the matter at hand. The successful Funding Applicant must sign and return the Contribution Agreement. In order to receive the approved funding, the Recipient agrees to fulfill all the conditions of the Contribution Agreement.
7. Incomplete or late Funding Applications for the Participant Funding Program will not be considered by the CNSC in the context of this particular matter.
8. All Funding Applicants must agree with the Terms and Conditions of the CNSC's Participant Funding Program before submitting their applications for funding.
9. The personal information collected on this form is required to communicate with Funding Applicants and to help determine their eligibility for the Participant Funding Program. The personal information is collected for the Participant Funding Program which was established under the authority of paragraph 21(1)(b.1) of the Nuclear Safety and Control Act. The collection of personal information on this form is mandatory and failure to provide this information will result in the rejection of the Funding Application. For reasons of accountability, the name, contribution amount and the type of activity funded as a result of successful funding applications may be disclosed publicly by the CNSC.

1. Funding Applicant

Please complete the Funding Application Form below:

NOTE: Funding requests from unincorporated associations or groups of individuals can only be accepted when **one individual** applies on behalf of the association.

Name of individual, Aboriginal group or not-for-profit corporation:		
Mailing address:	City/Town:	Province:
Postal code:	Cell phone number:	Home phone number:
E-mail address:	Business phone number:	Fax number:

If the Funding Applicant represents an organization, association, entity or not-for-profit corporation, please describe the mandate and the objectives of the organization. [200 words maximum]

NOTE:

Supporting documentation endorsing the Funding Applicant as the representative of the association, organization or entity must be E-mailed or faxed to the PFP Administrator with the completed Funding Application Form, prior to the application deadline.

2. Eligibility

Select one or all the boxes that apply and explain how the Funding Applicant meets the selected eligibility criteria.

In order to be eligible for PFP, the Funding Applicant must have at least one of the following:

- ☐ A direct, local interest in the project, such as living or owning property near the project area; or
- ☐ Aboriginal traditional knowledge and/or local community insight, relevant to the proposed project; or
- ☐ Interests in potential project impacts on treaty lands, settlement lands or traditional territories or related claims and rights; or
- ☐ Plans to provide value-added* information relevant to the mandate of the CNSC and the specific matter before the Commission Tribunal.

**Value-added information is new, distinctive and relevant information that contributes to a better understanding of the anticipated effects of a project.*

Please explain how the Funding Applicant meets the eligibility criteria selected above. [150 words maximum]

All Applicants must answer the following question:

Please explain how the Funding Applicant is likely to be directly affected by the project for which the PFP is currently offered. [150 words maximum]

3. Disclosure of Conflict of Interest

Does the Funding Applicant have any involvement or business relationship with the proponent of the project for which the PFP is being offered? ☐Yes or ☐No Explain:
Does the Funding Applicant have any involvement or business relationship with any government department or agency also involved in this matter? ☐Yes or ☐No Explain:
Is the Funding Applicant a former public servant who is currently required to abide by the <i>Conflict of Interest and Post-employment Guidelines of the Values and Ethics Code for the Public Service</i>? ☐Yes or ☐No Explain:

4. Other Funding Sources

Has the Funding Applicant applied for or received funds from any other source(s) to participate in the CNSC matter at hand, or in the proponent's project?

☐Yes ☐No

If yes, please disclose the source(s) and the amount of funding that was received or will be received by the PFP Funding Applicant, and the specific activities for which this funding was or will be used: [200 words maximum]	
Name of project:	Source(s) of funding (name of funding provider):
Specific activities:	Amount(s) of funding (applied for or received):
Date of completion of activities related to this funding	Date of receipt of funds

5. Funding Applicant's Proposal

Please answer the following questions to help explain the Funding Applicant's proposal in relation to the matter at hand.

NOTE: Any information provided in addition to the maximum word limit will **not** be considered.

A. What is the Funding Applicant's proposal in relation to the matter for which the PFP is currently being offered by the CNSC? [1000 words maximum]
--

B. What are the Funding Applicant's issues and concerns in relation to the project? Be specific. [200 words maximum]

C. What new, distinctive and relevant information does the Funding Applicant propose to bring to the CNSC? Be specific. [200 words maximum]

D. Why should funding be provided for this information? Explain how this information would add value* to the CNSC's regulatory process. Be specific. [200 words maximum]

** Value-added information is new, distinctive and relevant information that contributes to a better understanding of the anticipated effects of a project.*

E. How does the Funding Applicant intend to obtain, gather, collect and present this information to the CNSC? [200 words maximum]

6. Expenses

Please explain how funding will be spent, if awarded. Fill in one or more of the applicable cost charts below.

Note: Funding will only be provided for expenditures that are reasonable and necessary to bring value-added information to the CNSC on the matter at hand.

A. Professional Fees

Professional fees relate to the costs of hiring a professional (i.e. biologist, translator, environmental engineer, etc.) to help understand the matter at hand. Fees for legal analysis and advice are eligible for funding. Fees for legal representation are not eligible.

1. Name of Professional, Credentials or Company Name	
Contact Information (e-mail address and telephone number)	
Cost (hourly rate x number of hours)	
Justify why these costs are necessary to bring value-added information to the CNSC on the matter at hand [maximum 100 words]	
2. Name of Professional, Credentials or Company Name	
Contact Information (e-mail address and telephone number)	

Cost (hourly rate x number of hours)	
Justify why these costs are necessary to bring value-added information to the CNSC on the matter at hand [maximum 100 words]	

Funding sought for Professional Fees: \$_____

B. Travel

Travel costs may include transportation, accommodation, meals and incidentals. Payment for travel adheres to the [Treasury Board Guidelines](#).

Note: PFP funding for travel may be provided to the nearest video-conferencing centre for CNSC public hearings.

1. Name of Traveler	
Destinations (departure and arrival)	
Type of Travel Expenditure (identify and justify each expenditure)	
Amount	
Indicate the role of traveler in the project and justify why these costs are necessary to bring value-added information to the CNSC on the matter at hand. [maximum 75 words]	

2. Name of Traveler	
Destinations (departure and arrival)	
Type of Travel Expenditure (identify and justify each expenditure)	
Amount	
Indicate the role of traveler in the project and justify why these costs are necessary to bring value-added information to the CNSC on the matter at hand. [maximum 75 words]	

Funding sought for Travel and Incidentals: \$_____

C. Other costs (if applicable)

These are for **reasonable** expenditures that are directly linked to the Funding Applicant's ability to deliver on the proposed activities – as detailed in this Funding Application – for the matter at hand.

1. Activity or Expenditure	
Cost	
Justify why these costs are necessary to bring value-added information to the CNSC on the matter at hand. [maximum 75 words]	

2. Activity or Expenditure	
Cost	
Justify why these costs are necessary to bring value-added information to the CNSC on the matter at hand. [maximum 75 words]	

Funding sought for Other Costs: \$_____

TOTAL PARTICIPANT FUNDING REQUEST FROM ALL APPLICABLE CATEGORIES: \$_____
--

7. Results

All Funding Applicants will be notified of the outcome of their funding request.

A. Please indicate your preference for receiving this communication:

Email ☐ or Letter by mail ☐

B. Please indicate your official language of choice:

English ☐ or French ☐

A Contribution Agreement will be sent only to successful Funding Applicants for their review and signature.

8. Terms and Conditions

All Funding Applicants acknowledge that they have read all the [Terms and Conditions](#) of the CNSC's Participant Funding Program.

I, *[insert name]* on behalf of *[myself or name of corporation, Aboriginal group or not-for-profit organization]*, hereby certify that the information provided in this Funding Application is accurate to the best of my knowledge. In the event that a participant funding award is made based on this application for funding, I agree that no funding will be payable unless I sign the CNSC's Contribution Agreement and agree with all the Terms and Conditions of the CNSC's Participant Funding Program.

By clicking on the "I agree" button below, the Funding Applicant fully accepts every statement made in this Funding Application and agrees with all Terms and Conditions of the CNSC's Participant Funding Program.

I agree ☐ or I do not agree ☐

9. Certification and Consent

I, *[insert name]*, on behalf of *[myself or name of corporation, Aboriginal group or not-for-profit organization]* declare that I am duly authorized to submit this Funding Application to the CNSC for participant funding related to *[name of project]*.

Name of Funding Applicant: _____ Date: _____

Thank you for completing the Funding Application Form for the Canadian Nuclear Safety Commission's Participant Funding Program.

Annex B – SAMPLE Contribution Agreement for PFP

Note: This is a sample form only. The CNSC will send a Contribution Agreement only to successful Funding Applicants for their signature.

CA Reference Number: [For CNSC use only]

A. Purpose of Participant Funding Program at CNSC

The Canadian Nuclear Safety Commission's Participant Funding Program aims to provide some funding to eligible applicants in order to:

- enhance Aboriginal, public and stakeholder participation in the CNSC's Environmental Assessment (EA) and licensing process;
- help stakeholders bring valuable information to the Commission through informed and topic-specific interventions related to aspects of EA and licensing.

B. Parties bound by the Contribution Agreement

This **Contribution Agreement** represents a legally-binding agreement between the Canadian Nuclear Safety Commission "CNSC", an agent of her Majesty the Queen in Right of Canada, and *[Legal name of the individual, Aboriginal group or not-for-profit corporation]*, hereinafter referred to as the "Recipient".

C. Specifics of the Contribution Agreement

1. Project Name

This Contribution Agreement pertains specifically to the following matter:
--

2. Contribution Amount and Required Deliverables

- | |
|---|
| <p>2.1 The maximum contribution amount available to the Recipient is <i>[\$XXXX]</i>. The Recipient shall ensure that the monies received pursuant to this agreement are spent on eligible costs only.</p> <p>2.2 The Recipient agrees to participate in the CNSC's proceedings for this project, and to provide the following information to CSNC:</p> <p>2.3 The Recipient will provide the CNSC with the information stipulated in 2.2 in the following form and manner:</p> <p>2.4 The Recipient will provide the information in 2.2 and 2.3 to CNSC by <i>[xxxxxx date xxxxx]</i>.</p> <p>2.5 The Recipient will provide the CNSC with a Final Financial Report, as stipulated in article 3 of this Agreement.</p> |
|---|

3. Final Financial Report

- | |
|--|
| <p>3.1 For the purposes of this Agreement, a Final Financial Report shall include, as separate items, the budget as well as expenditures incurred for the given period with regard to the Project being funded, as per the required deliverables set out in 2.2 and 2.3 of this Agreement.</p> <p>3.2 The report shall be prepared in accordance with generally accepted accounting principles.</p> <p>3.3 The Final Financial Report shall be submitted to the CNSC no later than <i>[insert date -- 30</i></p> |
|--|

calendar days after due date of final deliverable in 2.4].

4. Document Delivery

- 4.1 Any document required under this Agreement shall be deemed given if it is delivered, sent by facsimile, email or mail.
- 4.2 Any document delivered or sent by facsimile or email shall be deemed to have been received one (1) calendar day after being sent.
- 4.3 Any document that is mailed shall be deemed to have been received ten (10) calendar days after being mailed, as per the CNSC's Rules of Procedure.

To the Funding Recipient:

To CNSC:

Attention:

Name, Officer Title

Name of Organization

Address

City, PROVINCE

Postal Code

Tel: xxx-xxx-xxxx

Fax.: xxx-xxx-xxxx

Participant Funding Program Administrator

Canadian Nuclear Safety Commission

P.O Box 1046, Station B

280 Slater Street,

Ottawa, ON K1P 5S9

Tel: xxx-xxx-xxxx

Fax.: xxx-xxx-xxxx

5. Amendments to the Agreement

- 5.1 Should the circumstances of the Recipient change (in relation to the matter for which they have received funding), and should the Recipient wish to adjust the terms of the Contribution Agreement, the Recipient must first contact the CNSC's Participant Funding Program Administrator and explain the reasons and rationale for any change requested. A modified set of terms may, at that time, be discussed and negotiated.
- 5.2 Amended terms must be written into an amended Contribution Agreement, and signed by both parties within reasonable timelines that do not cause delays in overall project timelines.

6. Default of Agreement

- 6.1 Should the Recipient not meet his or her obligations, as laid out in this Contribution Agreement, without first notifying the CNSC and negotiating a modified set of terms, the Recipient will not receive the funding, or any hold-back amount, as applicable. Furthermore, in such case, the Recipient or his or her corporation or his or her organization may not receive future CNSC participant funding, in addition to being subjected to any other remedies available to the CNSC, as appropriate.
- 6.2 Further, should the CNSC find that funding awarded under this agreement was based on false information provided by the Recipient, the CNSC may, upon written notice to the Recipient, terminate the Contribution Agreement for default in whole or in part, either immediately, or at the expiration of the remediation period specified in the notice.
- 6.3 If the Recipient has not addressed the issues in default to the satisfaction of the CNSC within the stipulated time period, the Recipient shall return all the funding advanced under the Contribution Agreement, as applicable. The amounts that the Recipient shall repay constitute a debt owing to Her Majesty The Queen in Right of Canada, and may be recovered by the CNSC.

7. Applicable Law

- 7.1 This Agreement shall be governed and construed in accordance with the laws of Canada and the Province/Territory of *[NAME of the Province/Territory of residence of the Recipient]*.
- 7.2 If any item of this Agreement is found to be prohibited by law or otherwise ineffective, this shall in no way invalidate or otherwise affect the remaining provisions of this Agreement.

8. Indemnification

The Recipient shall, both during and following the expiry or termination of this Agreement, indemnify the CNSC from and against all claims, losses, damages, costs and expenses, actions or other proceedings made against it in any manner, attributable to any injury, death, damage or loss of property arising or alleged to arise from the activities under this Contribution Agreement.

D. Signature of the Parties

The Recipient agrees that this Contribution Agreement, as well as all the Terms and Conditions of the CNSC's Participant Funding Program, constitute the entire agreement between the parties with respect to the subject matter of the Agreement, and supersedes all previous negotiations, communications and other agreements relating to it unless they are incorporated by reference in the Agreement.

By signing this Contribution Agreement, the Parties acknowledge that they have read, understood and agree to the Terms and Conditions of this Agreement and the CNSC's Participant Funding Program.

Participant Funding Recipient	Canadian Nuclear Safety Commission
Name (Print)	Name (Print)
Position	Position
Date	Date
Signature	Signature

This Contribution Agreement has been signed by the duly authorized signatories, as of the date last written above.

Annex C – SAMPLE Final Financial Report

****EXAMPLE OF A COMPLETED FINAL FINANCIAL REPORT****

The CNSC shall, subject to the maximum contribution amount established in this Contribution Agreement [*CA number*], reimburse the Recipient for the eligible costs that were incurred only. The CNSC will not reimburse eligible costs beyond the maximum contribution amount awarded to the Recipient.

Name of Recipient:	
Title of project or matter for which PFP was provided:	
Maximum Amount of PFP Funding provided under the Contribution Agreement (subsection 2.1):	\$7,000
Deadline for submission of Final Financial Report, as per Contribution Agreement (subsection 3.3):	17 December 2009

Recipient's Itemized Statement

Although Recipients are not required to submit their receipts to the CNSC with this Final Financial Report, they are strongly encouraged to retain all their receipts for at least three (3) years, in the event of an audit.

A. Professional Fees

Date	Name of Professional or Company	Description of Expenditures and number of hours, hourly rate	Amount
7-8 Sept. 2009	John Doe, Biologist	Review of documentation and provision of expert opinion report 12 hours @ \$50/hour	\$600.00
26 Sept. 2009	X and Y Legal Services	Analysis and provision of opinion letter on "xyz" matter 10 hours @ \$85/hour	\$850.00
12 Oct. 2009	Jane Doe, Civil Engineer	Review and assessment of documentation; Provision of report on results 20 hours @ \$87.5/hour	\$1750.00
17 Oct. 2009	ABCDE Translators	Transcription and translation of ATK information into English and certification of translator 20 hours @ \$65/hour	\$1300.00
Total:			\$4500.00

B. Travel Expenses

Date	Name of Traveler	Description of Expenditures	Amount
14-16 Sept. 2009	Mark Doe	Plane travel "X" to "Y" Return flight \$1335.00	\$1335.00
14 Sept. 2009	Mark Doe	Car travel "Y" to "Z" 350 km @ \$0.40/km	\$140.00
14-15 Sept. 2009	Mark Doe	Hotel in "Z" 2 nights @ \$100/night	\$200.00
Total:			\$ 1675.00

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C. Other Costs			
Date	Activity or Expenditure	Description of Expenditures (Number of days, hours and rate)	Amount
14-15 Sept. 2009	Meeting with "CBA" Group (12 people) and with Mr. "W"; Mrs "X"; Dr "XY".	Meeting hall rental 2 days @ \$75/day	\$150.00
14-15 Sept. 2009	Same meeting as above	Projector and other equipment Rental 2 days @ \$30/day	\$60.00
15 Sept	Same meeting as above	Photocopying service for 15 information packages	\$40.00
15 Sept. 2009	Same meeting as above	Teleconferencing service fee 1 day	\$25.00
Total:			\$275.00

Recipient's Claim Breakdown	Amount
Professional Fees	\$ 4500.00
Travel Expenses	\$1675.00
Other Costs	\$275.00
Total:	\$6450.00

The Recipient hereby certifies that the financial information provided to the CNSC reflects the true cost of the expenditures incurred by the Recipient in fulfilling the conditions of the Contribution Agreement.

PFP Reimbursement Calculation	
Maximum PFP Allocation	\$7,000.00
Final Claim from Recipient	\$6450.00
Balance of Remaining PFP Funds	\$550.00

Final PFP Payment Requested by the Recipient: \$ 6450.00

<u>Name of Recipient</u>	<u>Signature of Recipient</u>	<u>Date</u>
		15 December, 2009