**Application Form: Grant Funding for**

**Fisheries and Oceans Canada’s**

**Indigenous Habitat Participation Program**

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| BACKGROUND:  Indigenous Habitat Participation Program Grant Funding is available to support the participation of Indigenous Nations, Indigenous groups, communities and Indigenous organizations involved in consultation with regulatory decisions about fish and fish habitat protection under the *Fisheries Act* and *Species at Risk Act*.  Specifically, these decisions involve whether to:   * + Issue or deny a *Fisheries Act* Authorization or *Species at Risk Act* permit:authorize/permit the carrying out of a Proponent proposed, work, undertaking and/or activity that results in the death of fish other than by fishing and/or the harmful alteration, disruption or destruction of fish habitat under the *Fisheries Act* and/or in relation to impacts which may be permitted under the *Species at Risk Act*; or   + enter into fish habitat bank arrangements, and approval of related conservation projects and defined service areas or authorize any work, undertaking or activity proposing to use habitat credits.   APPLICATION INFORMATION:  Please complete, sign, and return this application form to your [regional contact](https://www.dfo-mpo.gc.ca/ecosystems/ihpp-ppha/grant-subvention-eng.html#contact). This contact will also be available to provide assistance in completing the below form or to answer questions.  Provision of incomplete or insufficient information may result in delay or rejection of your application.  **Note:** Fisheries and Oceans Canada will discuss with your Organization about how the Crown consultation process will be undertaken. Applications should be guided by a consultation approach developed by the applicant in coordination with Fisheries and Oceans Canada. The consultation approach sets out the consultation expectations, including timelines, scope and related activities.  Preference will be given to proposals requesting up to $21,000. Proposals greater than $21,000 may also be accepted if the proposed expenses are relevant to supporting deep and complex consultation activities.  For applications exceeding $21,000 it is recommended that applicants contact the relevant regional Fisheries and Oceans Canada Indigenous Relations Unit directly or via the regional Indigenous Habitat Participation Program contact before submitting an application.  Indigenous Habitat Participation Program Grant is not a refundable program. Any activities undertaken prior to receiving grant approval will not be reimbursed by Fisheries and Oceans Canada.  For more information on how to complete an application form and examples of a budget table, please see the [Grant Application Guidance document](https://www.dfo-mpo.gc.ca/ecosystems/ihpp-ppha/guidance-orientation-eng.html). |

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| **Part 1 – Applicant Information** | | | |
| Legal Name of Applicant (i.e., legal name of the Organization) | | | |
| Name and Title of Authorized Individual (person who is authorized to represent the Organization) | | | |
| Telephone Number | Alternate Telephone Number | | |
| Email Address | | | |
| **Mailing Address (for notification and payment)** | | | |
| Number and Street (Suite. No., P.O. Box, Other) | | | |
| City/Town | | | |
| Province/Territory | | Country | Postal Code |
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| In which official language do you wish to communicate with Fisheries and Oceans Canada?   |  |  |  |  | | --- | --- | --- | --- | |  | English |  | French | | | | |
| **Project Information** | | | |
| **Proposed Title for Indigenous Habitat Participation Program grant activities** (include in title an indication of which proposed project (i.e., works, undertakings or activities) subject to the consultation process)**:**  **Fisheries and Oceans Canada File number** (included in the letter sent to your Nation/group/community/organization initiating the consultation process): | | | |
| **Eligibility Assessment Criteria** | | | |
| **Eligible recipients are Indigenous groups whose Aboriginal or treaty rights may be affected by a project decision under the *Fisheries Act* and/or *Species at Risk Act*.**  (Select the most appropriate response(s) that best describe your Organization)   |  |  | | --- | --- | |  | Indigenous Communities / Bands / Settlements | |  | District Councils / Chiefs’ Councils / Tribal Councils | |  | Indigenous Governments | |  | Bodies or entities established by rights-holding communities to represent them |   If your Organization is a body or entity representing multiple rights-holding communities? please identify the community(ies) that your Organization will represent: | | | |
| **Eligible activities of Indigenous Habitat Participation Program Grant Funding:**  (Select the description(s) that best describe(s) your proposed activities)   |  |  | | --- | --- | |  | Supporting engagement (e.g., internal discussions with right holders and leadership) | |  | Reviewing studies or reports about a proposed project subject to Fisheries and Oceans Canada’s regulatory permitting decision. | |  | Compiling, developing, and providing information, data and studies on fish and fish habitat issues and other issues related to Fisheries and Oceans Canada’s regulatory permitting decisions – this includes the compilation and provision of Indigenous knowledge | |  | Preparing for, participating in, and contributing to consultation activities, including public meetings or discussion groups, as well as formal consultations related to fish and fish habitat protection regulatory permitting decisions under the *Fisheries Act* and/or *Species at Risk Act*, or related legislation | |  | Provision of information, data or views regarding the effects of project decision(s) on impacts to potential or established Aboriginal or treaty rights or title | | | | |
| **Please describe the proposed activities that will be undertaken to support participation in the Crown consultation process, and include:**  Who will be involved in the consultation (i.e., Indigenous community(ies) or group(s) and what level of representation will be targeted – e.g., Nation, regional parts of a Nation, part or all collective rights holders, communities);  How the consultation approach will gather the views of the rights holders (e.g., key activities and milestones); and  How will input be provided to Fisheries and Oceans Canada for inclusion in the consultation process.  Please include, or provide as a separate attachment, the consultation approach established with Fisheries and Oceans Canada.  (Maximum 500 words) | | | |
| **Please describe how the proposed project (i.e., works, undertakings or activities OR fish habitat bank and related conservation projects) requiring a *Fisheries Act/Species at Risk Act* decision may adversely impact your Aboriginal and treaty rights:**  (Maximum 500 words) | | | |
| **Budget Information** | | | |
| **Expenditures must be directly related to eligible activities outlined in the** [**Application Guidelines**](https://www.dfo-mpo.gc.ca/ecosystems/ihpp-ppha/guidance-orientation-eng.html)**.**  **Please identify the proposed budget for the total cost of the activity(ies) using the budget table below.**  In this table, please identify the dollar amount and include a brief description for each applicable eligible expenditure category including how these costs were calculated. Please include the amount requested from Fisheries and Oceans Canada and all other sources of funds (cash or in-kind support) supporting Crown consultation process.  The amount of funding requested in any application should be at the minimum level required to carry out consultation activities and achieve the expected results.  In the event that a consultation body or entity, established by rights-holding communities, is representing multiple communities, consideration will be given to adjust the total support offered to address requests made on behalf of multiple communities.  **Has your Organization sought funding or plans to seek funding from other federal or provincial departments/agencies for consultation on this same project?**  If yes, please provide the name of the department/agency which has provided funding. Additionally, please include what type of expenses the other sources of support are covering for this project in the budget table below:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Budget Information** | | | | | | |  | **Eligible  Expenditure Category** | **Description of Activity** | **Cost Breakdown Details** | **Amount Requested from Fisheries and Oceans Canada** | **Other Sources of Funds (Cash or In-kind)** | | 1 | Salary and wages, and employer benefits including mandatory benefits |  |  |  |  | | 2 | Professional technical and specialized services |  |  |  |  | | 3 | Software and computer equipment |  |  |  |  | | 4 | Printing |  |  |  |  | | 5 | Telecommunications, communications/network, data communications, or image/video communications services |  |  |  |  | | 6 | Postage, parcel  post or courier services |  |  |  |  | | 7 | Rental of office space, room and/or facilities |  |  |  |  | | 8 | Conferences, workshops and meetings |  |  |  |  | | 9 | Travel expenses (including Kkilometers/flights, meals, incidentals and accommodation) |  |  |  |  | | 10 | Honoraria  for Elders and/or Indigenous Knowledge holders |  |  |  |  | | 11 | Cost for ceremonial offerings |  |  |  |  | | 12 | Administrative overhead (Capped at 15% of expenses) |  |  |  |  | |  |  |  | Total | 0 | 0 | | | | |

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| **Part 2 – Declaration / Signature** | | |
| * I declare that, to the best of my knowledge, the information provided on this application is true and complete in every respect. * I have been authorized by [insert name of Organization] to complete, sign and submit this application. * I understand that the determination of any payment amount is at the full discretion of Fisheries and Oceans Canada. | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Authorized Officer  (Please Print) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Authorized Officer | \_\_\_\_\_\_\_\_\_\_\_\_  Date  (DD-MM-YY) |