Guidelines for the Participant Assistance Program

Purpose:

The Participant Assistance Program provides funding and other assistance to qualifying individuals, groups and organizations to ensure effective public participation in the assessment of a development that is subject to a public hearing and is deemed to have significant public interest.

Who Can Apply:

Individuals, community groups, and not-for-profit organizations may apply for participant funding under the Participant Assistance Program.

Parties who demonstrated that they meet at least one of the following criteria may be eligible:

1) The applicant has clearly demonstrated an interest in the potential physical, social or economic effects of the development;

2) The applicant is a group of persons that has an established record of concern for or has demonstrated a commitment to the interest that it represents;

3) The applicant's work will assist the Panel in understanding the potential effects of the development and will contribute significantly to the hearing.

Who Cannot Apply

Individuals and organizations that are not eligible for funding are:

1) for-profit organizations;

2) those who have direct commercial interests in the project; or

3) local governments.

What and When Funding is Available

The Minister of Conservation will announce the establishment of the Participant Assistance Program for a particular project. Following this, a public notice with a brief description of the project, information on how to apply and, the specifics of the program including the closing date for applications will be circulated through newspapers and on the Clean Environment Commission website www.cecmanitoba.ca.

Expenditures that may be funded (see Eligible Expenditures)

The following expenses may be considered for funding:

(a) professional fees for advice or assistance, including those of legal and expert advisors;

(b) salaries of persons employed for the purpose of coordination, research and the preparation of materials, including secretarial services;

(c) travel and accommodation expenses;

(d) the purchase of relevant information material such as maps, documents and reports for the purpose of information, presentation and analysis;

(e) information collection and dissemination;

(f) accounting and audit services;

(g) photocopying, postage and stationary;

(h) telephone rental and charges;

(i) translation services;

(j) other expenditures related to the assessment that are approved by the minister.

Expenditures that will not be funded

(a) lost income, such as wages lost as a result of attending meetings and hearings;

(b) capital expenditures, existing salaries and overhead;

(c) expenditures not directly related to the project assessment.

How the funding process works

Once the Minister of Conservation establishes the Participant Assistance Program for a particular project, a Participant Assistance Committee will be formed. This committee will be made up of members of the Clean Environment Commission whose job will be to assess participant assistance applications and provide funding recommendations to the minister.

Application forms and instructions will be available for downloading on the Clean Environment website or in printed form by contacting the Commission directly.

Application forms are filled out and sent to the Commission where the Participant Assistance Committee will review them. A participant assistance committee meeting will then be held where applicants will be required to explain their request and may be asked questions by the committee.

The Committee will then make recommendations to the minister regarding level of funding and any associated conditions. Should an applicant be successful, they may be requested to provide a more detailed work plan that includes any adjustments or conditions specified by the minister. Successful applicants will also be required to acknowledge they have read and understand the Participant Assistance Funding Terms and Conditions that specifies the level of funding to be provided and the conditions under which it can be spent and accounted for.

How to make an application

Application forms will be available to download from the Clean Environment Commission website www.cecmanitoba.ca, then by choosing the particular project or hearing of interest. Copies are also available by contacting the Commission at:

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