

Annex A – Participant Funding Program Financial Report



PARTICIPANT FUNDING PROGRAM FINANCIAL REPORT

Please complete all sections of this form to apply for reimbursement of eligible expenses under the Canada-Nova Scotia Offshore Energy Regulator's (CNSOER's) Participant Funding Program (PFP) for offshore wind Call for Information NS25-1R. The CNSOER shall only reimburse the PFP Applicant for the eligible costs that were incurred with an original or copy of the receipts.

1. Funding Applicant Information

Name of Individual, Group or Organization
Legal Name (if different from above)
Type of Applicant: ☐ Indigenous Groups and Rights Holders ☐ Fishing Sector ☐ Public ☐ Other, please indicate:
Mailing Address
City, Town
Province
Postal Code
(Area Code) Telephone Number
Email Address
Website (if applicable)

2. Funding Recipient's Itemized Statement

Please fill out the form below with receipt information. Be sure to label the receipts (i.e. 1, 2, 3, etc.). If you need additional rows, please add rows as required to each section.

Funding Applicants are strongly encouraged to retain a copy of all receipts for at least three (3) years, in the event of an audit.

A. Travel Expenses

Travel: Reasonable travel costs including transportation, hotel and meals to attend meetings with the CNSOER related to the offshore wind Call for Information NS25-1R. *Note – travel costs must meet federal guidelines, available on the [National Joint Council website](#).*

- **Transportation** – If a personal vehicle is used to attend meetings with the CNSOER related to the offshore wind Call for Information NS25-1R, the Funding Applicant may be reimbursed the mileage (kilometric rate by the number of kilometers from point A to point B) and reasonable parking expenses. No receipt is necessary for parking or toll expenses in the amount of ten dollars (\$10 CAD) and under. The Funding Applicant must include details about the “to” and “from” points and the number of kilometres travelled. The kilometric rates payable for personal vehicles driven are prescribed in the [National Joint Council Travel Directive – Appendix B “Kilometric Rates”](#). Other modes of transportation including taxis and Uber must be safe, economical and practical. Actual expenses, including moderate gratuities, will be reimbursed with a detailed receipt.
- **Hotels** – Accommodations are to be licensed hotels. The standard for hotel room rental is three or four-star accommodation (moderately priced) single room with private bath, in a safe environment, conveniently located and comfortably equipped. A Funding Applicant, who stays in private, non-commercial accommodations, may be reimbursed for the private non-commercial accommodation allowance specified in the [National Joint Council Travel Directive. Appendix C](#) provides the allowances for Canada.
- **Meals** – Meals incurred during travel to and from meetings with the CNSOER for offshore wind Call for Information NS25-1R will be reimbursed as per diems noted under the [National Joint Council Travel Directive for Meal Allowances Appendix C](#). Please note the meal being claimed (i.e. breakfast, lunch and/or dinner) and the amount of the per diem.

Receipt #	Date	Description of Expenditures	Amount

B. Honoraria to attend meetings

Honoraria to attend meetings: Expenses related to the costs for honoraria and ceremonial offerings for Elders to provide Indigenous traditional knowledge relevant to the offshore wind Call for Information NS25-1R. The Elder cannot be in receipt of any other salary or direct income for the activity for which an honorarium is claimed.

Receipt #	Date	Description of Expenditures	Amount

C. Translation

Translation: Costs to translate information related to the written submission for the offshore wind Call for Information NS25-1R.

Receipt #	Date	Name of Translation Company or Individual	Description of Expenditures (number of days, hours, rate, etc.)	Amount

3. Funding Applicant's Claim Breakdown

Costs (from each claim category)	Amount Requested
Travel costs (Total from claim category A)	
Honoraria to attend meetings (Total from claim category B)	
Translation (Total from claim category C)	
Total Claims	\$

4. Disclosure of Conflict of Interest

Does the Funding Applicant have (or has had in the past) any involvement, personal, family or business relationship with the CNSOER, CNSOER staff or any other government department or agency also involved in this matter? If yes, please provide details including name, relationship, government position and department.

☐ Yes

☐ No

Explain:

5. Other Funding Sources

Has the Funding Applicant applied for or received funds from any other source(s) to for the eligible costs that are being applied for?

☐ Yes

☐ No

If yes, please disclose the source(s) and amount(s) of funding that was received or will be received by the PFP Funding Applicant:

Source(s) of funding (name of funding provider and amount):

6. Certification and Consent

I certify to the CNSOER that the information in this application is accurate to the best of my knowledge.

I certify that the financial information provided to the CNSOER reflects the true cost of the expenditures incurred by the Funding Applicant as per the Participant Funding Program for the offshore wind Call for Information NS25-1R.

I understand that the information you collect from me will be subject to the *Access to Information Act* and the *Privacy Act*.

I, *insert name*, on behalf of *myself or name of organization or corporation*, declare I am duly authorized to submit this application to the CNSOER for participant funding related to the offshore wind Call for Information NS25-1R.

Name of Funding Applicant:

Date:

Signature of Funding Applicant: