



Participant Funding Contribution Agreement



PFP
Participant Funding
Program

Date:

Form number:





Participant Funding Program Contribution Agreement

Contribution agreement reference number: [For CNSC use only] _____

A. Purpose of CNSC Participant Funding Program

The Canadian Nuclear Safety Commission's (CNSC) Participant Funding Program (PFP) aims to provide 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 CNSC, which is an agent of Her Majesty the Queen in Right of Canada, and [INSERT Legal name of the individual, Aboriginal group or not-for-profit corporation], hereinafter referred to as "the recipient".

C. Description of the contribution agreement

The following documents and any amendments relating thereto form the entire contribution agreement between the CNSC and the recipient:

1. the PFP general terms and conditions (published on the CNSC's website)
2. this contribution agreement
3. the recipient's completed and signed PFP application form, approved by the CNSC
4. the CNSC's confirmation email/letter to the recipient regarding the contribution
5. the PFP Guide (published on the CNSC's website)

Should there be a discrepancy in the information of the documents listed above, the information in this contribution agreement would prevail.

D. Duration and amendment of the contribution agreement

Effective date

The agreement shall become effective on the date of the last signature.

Duration of the agreement

Unless sooner terminated as provided for in the contribution agreement, this contribution agreement shall be in force either from the effective date to the date two months after the posting of the decision made by the Commission regarding the project at hand, or the date when an application is withdrawn.

Amendment

Should the circumstances of the recipient change (in relation to the matter for which the recipient has received funding), and should the recipient wish to adjust the terms of the contribution agreement, the recipient must first contact the CNSC's PFP administrator and explain the reasons and rationale for any change requested. A modified set of terms may, at that time, be discussed and negotiated.

Amended terms must be written into an amended contribution agreement and be signed by both parties, or confirmed by letter or email, within reasonable timelines that do not cause delays in the project.



E. Specifics of the contribution agreement	
1	Project name
This contribution agreement pertains specifically to the following matter: [project name]	
2	Contribution amount and required objective(s)
2.1 The maximum contribution amount available to the recipient is [\$XXXX] . The recipient shall ensure that the monies received pursuant to this agreement are spent on eligible costs only. Refer to the PFP Guide for more information on which costs are eligible.	
2.2 The recipient agrees to participate in the CNSC’s proceedings for this project and to complete the following objective(s):	
2.3 The recipient will provide the information in section 2.2 to the CNSC no later than [month, date, year] , in keeping with the deadline for submissions of Commission member documents (CMD). The due date of the PFP objective(s) is tied to the Commission Secretariat’s deadline for submission of CMDs. Thus, the PFP objective(s) deadline could change if the Secretariat changes its deadline for CMD submissions. This will also change the deadline for the final financial report (see section 3 of this form). When this happens, the PFP administrator will notify recipients of the new deadlines.	
3	Final financial report
3.1 For the purposes of this agreement, a final financial report shall include, as separate items, the budget as well as eligible expenditures incurred for the given period with regard to the project being funded, as per the required objective(s) set out in sections 2.2 of this agreement.	
3.2 The report shall be prepared in accordance with generally accepted accounting principles.	
3.3 The final financial report shall be submitted to the CNSC no later than [day, month, year – calculate 30 calendar days after due date of final objective(s) in section 2.3] .	
4	Document delivery
4.1 Any notice or communication under this contribution agreement shall make reference to both the title of the project and the file/form number of the contribution agreement and be given to the parties at their respective addresses set forth herein, unless a different address is established for either party on the basis of notice given to the other party. Any notice given under this contribution agreement shall be deemed to have been received by the other party either on the same day it is personally delivered or sent by fax/email with acknowledgement of receipt, or the date of receipt by registered mail, whichever is sooner.	
4.2 Any document required under this agreement shall be deemed given if it is delivered or sent by fax, email or mail.	
4.3 Any document delivered or sent by fax or email shall be deemed to have been received one calendar day after having been sent.	
4.4 Any document that is mailed shall be deemed to have been received ten calendar days after having mailed, as per the Canadian Nuclear Safety Commission Rules of Procedure .	

<p>To the funding recipient:</p> <p>Attention: Name, Officer Title Name of Organization Address City, PROVINCE Postal Code</p> <p>Tel: xxx-xxx-xxxx Fax.: xxx-xxx-xxxx</p>	<p>To the CNSC:</p> <p>Participant Funding Program administrator Canadian Nuclear Safety Commission P.O Box 1046, Station B 280 Slater Street Ottawa, ON K1P 5S9 Tel: 1-800-668-5284 Fax.: 613-995-5086</p>
<p>4.5 This offer of a contribution agreement expires on [month, date, year]. It shall be deemed null and void by the CNSC if it is not signed by the recipient and returned to the CNSC by [month, date, year].</p>	
<p>4.6 Invoices or payment requests shall be emailed to pfpc@cnsccsn.gc.ca or sent by mail to: Canadian Nuclear Safety Commission PFP Administrator P.O. Box 1046, Station B Ottawa, ON Canada, K1P 5S9</p> <p>Payment by the CNSC of the contribution shall be made within 30 days of acceptance of the invoice or payment request by the CNSC.</p> <p>If the CNSC has any objection to the form of the invoice/payment request or the substantiating documentation, the CNSC shall notify the recipient of the nature of the objection within 15 days of receipt. "Form of invoice" means an invoice or payment request that contains or is accompanied by such substantiating documentation as agreed upon in this contribution agreement.</p>	
<p>5 Applicable law</p>	
<p>5.1 This agreement shall be governed by and interpreted in accordance with the laws in force in the Province of Ontario.</p>	
<p>5.2 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.</p>	
<p>6 Entire agreement</p>	
<p>The contribution agreement, including the documents listed in section C of this document, constitutes 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 contribution agreement.</p>	
<p>F. Signatures of the parties</p>	
<p>The recipient agrees that this contribution agreement, as well as all the terms and conditions of the CNSC's PFP, 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.</p> <p>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 PFP.</p>	

