

2019-20 Nova Scotia Mineral Resources Development Fund (MRDF) Terms and Conditions for Education/Outreach/Engagement Grants

Please study the Terms and Conditions carefully before you apply. Omission of critical information may lead to an application being unsuccessful.

Education/Outreach/Engagement Grants

- Grants are available for projects intended to raise awareness, build public confidence, train, provide support, educate, build capacity, and engage communities in relation to the geoscience and mining sector. These activities are intended for youth, students, indigenous groups, prospectors, public, select groups, communities, and other target audiences.
- The maximum funding available for Education/Outreach/Engagement Grants is \$50,000.

Eligibility

- Education/Outreach/Engagement Grant proposals are welcomed from geoscience and mining industry associations, museums, consultants, prospectors, students, academia, and indigenous groups.
- The type of activities considered for Education/Outreach/Engagement Grants includes, but is not limited to:
 - professional development and educational events, including workshops and “Lunch and Learns”.
 - training sessions.
 - the production of brochures, presentations, media materials, reports, newsletters, advertising, displays and websites.
 - public meetings to raise awareness of and build public confidence in the mining industry.
 - events to engage communities and other select groups.

Eligible Expenses

NOTE: All venue costs over \$5,000 require three quotes/estimates, unless this requirement is waived by the Department. Exceptions may be considered where there is a lack of available venues for that specific proposed activity/event. The request for an exemption for providing three quotes on a cost over \$5,000 must be included in the proposal. If requesting sole-source contracts, please include the reason.

Eligible expenses include, but are not limited to:

- Reasonable (at the discretion of the MRDF Evaluation Committee) expenses for:

- hiring of a subject matter expert or professional services required to work on the project/event. Please include this information in your proposal.
- hiring of guest speakers or instructors for the event.
- costs associated with designing material or planning and hosting an Education/Outreach/Engagement event (excluding alcoholic beverage costs) as described in the **Eligibility** section (above).

Ineligible Expenses

Ineligible expenses include, but are not limited to:

- staff wages.
- wage(s) of applicant(s) or anyone with a vested interest in the project/event.
- capital purchases.
- alcoholic beverage expenses.
- expenses not approved in the signed contribution agreement/Acceptance Letter.
- Harmonized Sales Tax (HST). HST is excluded as an eligible grant expense for applicants eligible for federal government reimbursement of the tax. Please check web page link: <http://novascotia.ca/sns/paal/tax/paal050.asp> for requirements for an HST number.

Responsibilities

- Grant recipients must follow travel and travel expense rules defined within the Government of Nova Scotia's travel policy (reference: <https://novascotia.ca/treasuryboard/manuals/PDF/200/22601-06.pdf>).
- Grant recipients will be required to demonstrate fiscal responsibility while managing MRDF funds.
- The grant recipient shall keep and preserve all books, accounts and records relating to the project or event, and keep them available for examination and audit by the Minister of Energy and Mines for a period of not less than two years after receipt of funding.

Application Procedure

- Written proposals will be accepted and continue to be evaluated by the MRDF Review and Evaluation Committee throughout the year, providing funding remains available.
- Proposals for an Education/Outreach/Engagement Grant must include:
 - An executive summary, clearly stating how the education/outreach/engagement project to be funded will educate, provide outreach, and/or result in engagement.

- A project plan and a statement of project/event objectives (both strategic and tactical). This must include a tool or plan for the evaluation and effectiveness of the project/event.
- A detailed description of the project and its planned outcomes for measuring success and potential impact on the target audience or group.
- A detailed budget, including a detailed list of activities required to complete the project/event and an estimate of time required for each activity. Unit costs for each activity must be stated to support the total proposed budget for the project/event.
- Key performance indicators:
 - Proposals must provide a timeline from project commencement to completion that includes the key milestones in the progression of the project. This includes a detailed work plan for the duration of the project/event.
 - Proponents must commit to a date, prior to February 28, 2020, for submission of deliverables to the Department.
- The name of the project lead/s, their qualifications, organizational affiliation, and contact information.

Deliverables

- Expected deliverables will depend on the scope and nature of the project or conference or trade show event, but would include the following:
 - A Final Report due on or before February 28, 2020, describing the event, education/outreach/engagement activities and its success. If the Final Report can't be completed by February 28, 2020, because the event date is too close to the Final Report deadline, the recipient may request an extension by e-mail to the Department.
 - A contribution to the Nova Scotia Department of Energy and Mines (NSDNR) Geoscience and Mines Branch "the Geological Record" newsletter.
 - Information from this report may be used as part of a contribution to the Nova Scotia Department of Energy and Mines Geoscience and Mines Branch annual publication "Report of Activities" (each year of the grant) by the Department.

Written proposals will be accepted starting April 9, 2019. Proposals must be sent by e-mail to the Department at mrdf@novascotia.ca.

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Novascotia.ca e-mail accounts can only receive 30MB of data per e-mail; if the application and data exceed this, please send multiple e-mails. (It is recommended you check with your e-mail provider to inquire about size limits for sending e-mails with large data amounts).

Proposal Review and Evaluation

Applications will be evaluated by the MRDF Review and Evaluation Committee based on:

- the completeness of the application and inclusion of any required documentation.
- the organization and clarity of the application.
- The educational, outreach, and engagement merit of the project, including whether the educational, outreach, and engagement plan is well conceived and likely to achieve the stated goals on the application.
- the forecast budget for the educational, outreach, and engagement activities.
- past performance of applicant if they have received previous Nova Scotia Mineral Incentive Program (NSMIP) or Mineral Resources Development Fund (MRDF) grants.

Response Process

- Successful applicants will receive a Contribution Agreement (to be signed by the applicant) confirming that their project has been approved and listing the expenses that will be covered under the MRDF. Only approved expenses incurred starting April 1, 2019, will be eligible for re-imbusement under the MRDF.
- Unsuccessful applicants will receive a letter stating that their project has not been approved for funding. Unsuccessful applications will be considered closed files and decisions made by the Review and Evaluation Committee may not be appealed. Applicants are welcome to re-apply with a revised application. Resubmissions will be considered new applications and be reviewed on a first-come, first-served basis, if funding remains available.

Fund Disbursement

- Seventy five percent (75%) of the awarded funds will be issued to the applicant upon receipt of the signed Contribution Agreement by the Department.
- The remaining twenty five percent (25%) of the awarded grant money will only be issued when the Final Report, expense statement, paid receipts, and digital data obtained using MRDF funds have been received and approved by the Department. These funds will not be released until the Final Report, digital data, expense statement and paid receipts are

approved. All invoices submitted for re-imbusement for work allowed under the terms of the Contribution Agreement must be fully paid for and dated no earlier than April 1, 2019.

- Unspent funds at the completion of a project can be re-allocated at the discretion of the Department, in consultation with the MRDF Review and Evaluation Committee.

Withdrawal of Funding

- If it appears to the Department that the project is not going to proceed, then the funding may be withdrawn. The grantee may be required to attend a meeting with the Department to explain delays in the project.

Reporting Requirements

Final Report

- A Final Report is to be submitted digitally at a date agreed upon between the grantee association and the Department.
- The Final Report must include a clear statement of only eligible MRDF costs and receipts totaling 100% of grant funding. We require official receipts from vendors confirming payment of invoices directly related to the costs incurred. Receipts are only eligible for work that commenced on or after April 1, 2019. Please make sure that work submitted to be reimbursed under the MRDF is allowable under the Contribution Agreement.
- All data must be conveyed electronically.
- The Final Report, expense statement, any digital data obtained using MRDF funds, and scanned receipts, are to be sent to mrdf@novascotia.ca. Receipt of the Final Report and any additional data will be confirmed by the MRDF Administrator by e-mail.
- Final payment will not be issued until the Department has given approval that the final report and additional data are satisfactory.
- Please make sure that the Final Report and any media releases note that the project was partially funded by the MRDF.
- The grant recipient shall keep and preserve all books, accounts and records relating to the MRDF grant and keep them available for examination and audit by the Minister for a period of not less than two years after receipt of funding. The recipients shall have complied with all applicable provincial and federal laws and regulations, including those respecting mineral resources, surface rights, health, environment, safety, and conditions of labour.

Notes

- Any changes to the proposed budget or work proposal must be submitted by e-mail to the Department, and the Department's approval returned by e-mail. Failure to do so will mean work related to those changes will not qualify for re-imbusement.