

PROSPECTORS ASSISTANCE APPLICATION FORM GUIDE

- This guide was created to help applicants fill out the [Prospectors Assistance 2025 Application Form](#) for both the Regular Grant and Advanced Grant. It contains all the essential elements that should be included in your application.
- The Prospectors Assistance 2025 Application Form is limited to a maximum combined total of five mineral properties and/or areas of Crown Land. Note: Advanced grants cannot be used for areas of Crown Land.
- Applicants must be a resident of Newfoundland and Labrador, and be at least 19 years of age.

SECTION A: PERSONAL INFORMATION

This section provides an overview of the applicant's personal information and includes details such as: Name of Prospector, Address, City/Town, Postal Code, and Date of Birth (dd/mmm/yyyy format). Applicants must also provide the preferred email address and phone number that will be used for all correspondence regarding their Prospectors Assistance (PA) Grant. The preferred email address will be used by Mineral Incentive Program (MIP) personnel for all communication related to the MIP.

The **Supplier Number** is a unique number that is assigned to you by the Department of Finance, Financial Systems Control Division. If you are a new applicant, had a change of address and/or banking information, or have not received a grant within the last five years, please complete the [Supplier Setup & Maintenance Form](#), and submit to the Financial Systems Control Division. The information provided on the Supplier Setup & Maintenance Form **MUST** correspond with the information provided in Section A on your PA 2025 Application Form to receive payment from the Government of Newfoundland and Labrador.

SECTION B: PROSPECTING EXPERIENCE & TRAINING

This section provides an overview of the applicant's prospecting experience and training.

Prospector Experience

Select the appropriate box which best reflects the number of years the applicant has been prospecting to date.

Prospectors Training Course

Indicate if the applicant has completed the Prospectors Training Course offered by the Department of Industry, Energy and Technology and/or College of the North Atlantic. If yes, provide the year the course was completed.

Prospectors Assistance Grant

Indicate if the applicant has previously received a PA Grant through the MIP, Department of Industry, Energy and Technology, Government of Newfoundland and Labrador. If yes, provide the most recent year a grant was received.

Mining Industry Experience

Indicate if the applicant has previous experience working in the mining industry. If yes, provide the name(s) of the company(s) and the number of year(s) worked.

SECTION C: PLANNED EXPLORATION WORK/EXPLORATION APPROVAL

A Letter of Acceptance (LoA) or Exploration Approval (ExA) is issued by the Mineral Lands Division and is required for all exploration being conducted on mineral licences in the applicant's name and/or for which he/she is a joint owner as required in Subsection 5(4) of the *Mineral Act*. If exploration will be conducted on mineral licence(s) as noted above and a LoA or ExA has not been obtained by the applicant, either a [Planned Exploration Work for Prospecting, Geochemical Sampling and/or Ground-Based Geophysical Surveying Form](#) or [Application for Exploration Approval](#) must be submitted to the Mineral Lands Division as required.

Exploration completed on mineral licence(s) and without approval/notification is in contravention of Subsection 5(5) of the *Mineral Act*, and is considered an offence, and will NOT be funded. PA applications should only contain a mineral licence(s) for which a valid Exploration Approval(s) and/or Letter of Acceptance(s) has been issued.

The **Mineral Licence Number(s)** is assigned by the Mineral Claims Recorder for land that has been staked. Provide the mineral licence number(s) the applicant intends to conduct work on with the PA Grant.

The **Exploration Approval/Letter of Acceptance Number** is provided on the ExA or LoA issued by the Exploration Approvals Geologist from the Mineral Lands Division. Both an ExA and LoA are valid for a period of two years and must be obtained prior to commencing work on mineral licence(s) should previous approval(s) be expired.

The **Expiry Date** is the date on which the ExA or LoA will expire. This can be found on your ExA or LoA issued by the Exploration Approvals Geologist from the Mineral Lands Division.

SECTION D: PROPERTY OWNERSHIP AGREEMENT

This section must be completed if exploration will be conducted on a mineral licence(s) not directly registered in the applicant's name.

When prospecting is to be completed on one or more licences not registered directly in the applicant's name a [Property Ownership Agreement](#) must be registered with the Mineral Lands Division (Mineral Claims Recorder) prior to submitting a PA application and starting an exploration program under a PA Grant.

The **Mineral Licence Number(s)** is assigned by the Mineral Claims Recorder to land that has been staked.

The **Licence Holder** is the original owner of the mineral licence.

The **Date of Registration** is the date (dd/mmm/yyyy format) the Property Ownership Agreement was registered with the Mineral Lands Division (Mineral Claims Recorder). Note: the Recorded or Issuance Date of a mineral licence(s) and/or Exploration Approval/Letter of Acceptance date is **NOT** the same as the Registration Date of a Property Ownership Agreement.

SECTION E: EXPLORATION PROPOSAL

Applicants must provide details of their exploration plans for the upcoming field season, including information such as approximate duration of field program (proposed start/end dates, total number of prospecting days), summary and justification of work to be performed, location map(s), approximate number of each type of sample to be collected, laboratory to be used for analysis, and geophysical surveying details (if applicable). The application form includes space for the exploration work plan and should only include details for a mineral property(s) and/or area(s) of Crown Land the application pertains to. Information outlined on the PA 2025 Application Form must correspond to the information provided in the exploration work plan.

SECTION E: EXPLORATION PROPOSAL (cont'd)

Applications that do not provide all the required information and documentation will not be processed, with the applicant being notified that they must reapply.

The **Proposed Dates** outline the estimated time frame for the exploration work plan (i.e., dependent on receipt of application, Letter of Acceptance(s)/Exploration Approval(s), etc.). This includes the applicant's start date, end date, and the total number of prospecting days. **Note: expenses associated with exploration work will only be considered for funding as of the Effective Date of the Prospectors Reimbursement Agreement and Amended Agreement (if applicable).**

Mineral Licence Table

This table must be completed if exploration will be conducted on one or more mineral licences.

The **Mineral Licence Number(s)** is obtained from the Mineral Claims Recorder for land that has been staked.

The **National Topographic System (NTS) Map Sheet(s)** is used to identify the appropriate topographic map(s) on which the mineral licence(s) is located.

The **Property Name** is the name of the property/project for which the mineral licence(s) is a part of. The name is assigned by the licence holder(s) for one or a group of licences that are contiguous and/or in proximity. While it is a common practice to have a property/project name, it is not a necessary part of holding a mineral licence(s). If a property name is not assigned, please indicate **N/A** in the Property Name box.

Commodity(s) are the minerals (i.e., gold, copper, lead, zinc, etc.) being explored for.

Crown Land Table

This table must be completed if prospecting will be conducted on one or more areas of Crown Land. Note: advanced grants cannot be used for areas of Crown Land.

The **Prospecting Area(s)** is the general name for the area to be explored (i.e., Birchy Lake, Dog Pond, Rocky Brook, etc.).

The **National Topographic System (NTS) Map Sheet(s)** is used to identify the appropriate topographic map(s) on which the Crown Land is located.

Commodity(s) are the minerals (i.e., gold, copper, lead, zinc, etc.) being explored for.

An **Exploration Work Plan** must be provided for each mineral property(s) and/or of area(s) of Crown Land pertaining to the application in the space provided on the application form and should include:

- A concise summary of the underlying geology of the mineral licence(s) and/or areas of Crown Land.
- Previous work completed by the applicant (if applicable), including promising assay results supported by accompanying assay certificates, and a summary of historical (e.g., third-party) exploration in the area.
- Description of the planned exploration program for the upcoming field season.
- Rationale for continued work on each mineral property(s) and/or area(s) of Crown Land.
- The type of advanced exploration work to be supported by the grant (**Note: for advanced grant applications only and for activities such as diamond drilling, trenching, and large-scale geochemical/geophysical surveys**).

Please refer to the Sample Exploration Work Plan links on the application form for the applicable grant type (Regular or Advanced) to see the format all applicants must follow. PA applications submitted without an adequate Exploration Work Plan will be returned to the applicant for revision.

SECTION E: EXPLORATION PROPOSAL (cont'd)

Location map(s) outlining the proposed exploration program **MUST** be submitted for the mineral property(s) and/or area(s) of Crown Land the application pertains to. Mineral licence map(s) must be included if exploration is planned on staked land. If exploration is planned on Crown Land, a map(s) outlining the specific area of Crown Land must be included.

A digital option, Google Earth Pro (other software programs such as: QGIS, MapInfo, etc. are acceptable as well), has the capacity to create basic exploration maps. Maps created using Google Earth Pro can outline sampling area(s) and grids, geophysical surveys, etc. and are satisfactory for the purposes of application. The Mineral Lands Division has developed a guide to assist prospectors with preparing maps using Google Earth Pro and this can be found at the following link (Pages 17 – 29 pertain to map creation): <https://www.gov.nl.ca/iet/files/Prospector-Assessment-Form-Guide-2.pdf>.

Note: Sample Plan/Location map(s) are a mandatory requirement and must be submitted with all PA applications.

Sampling & Analysis

The applicant must identify the laboratory to be used for sample analysis at the time of application. If applicants wish to use non-local laboratories, a request that includes an explanation as to why they require a non-local laboratory must be included in the spaced provided on the application form. If a laboratory, other than as identified on the application form and Schedule A of the Prospectors Reimbursement Agreement and/or Amended Agreement is used, the associated analytical expenditures (and any related expenses) will **NOT** be funded.

Indicate the approximate number of samples, including a breakdown of sample type, to be collected during the exploration program(s). Trace element geochemistry (30+ elements) and gold analysis are required for **ALL** samples. Pre-approval from the MIP Manager or designate is required for select analyses (i.e., mineral indicator analysis, gold grain studies, whole rock analysis, etc.).

Geophysical Survey(s)

If applicable, indicate the type of geophysical survey(s) to be completed and the approximate number of line kilometres to be surveyed.

SECTION F: BUDGET INFORMATION

Regular grants up to **\$6,000** are available for traditional grassroots exploration on Crown Land open for staking and/or on mineral licences staked in the applicant's name (including claims registered with the Claims Recorders Office as being jointly owned between two or more individuals). Advanced grants up to **\$12,000** are available for exploration programs/activities considered advanced in nature (i.e., trenching, drilling, etc.) and can only be used for mineral licences staked in the applicant's name (including claims registered with the Claims Recorders Office as being jointly owned between two or more individuals). Prospectors may also apply for funding towards air support, up to a **maximum of \$6,000** to access remote properties.

Expenses claimed for the funding categories below will be limited to the amounts approved on Schedule A of the Prospectors Reimbursement Agreement, excluding geochemical Analysis. **Changes to the Prospectors Reimbursement Agreement MUST be requested by the applicant, and approved in an Amended Agreement, prior to commencing the new exploration program(s).**

See the [Prospectors Assistance 2025 Operational Guidelines](https://www.gov.nl.ca/iet/mines/exploration/mip/prospectorast/) for complete details.

SECTION F: BUDGET INFORMATION (cont'd)

Sampling & Analysis

Sampling and analysis, excluding air support, must form **at least 50%** of the regular grant total and **at least 60%** of the advanced grant total. Sampling and analysis can comprise the full amount of either grant type. This includes the cost of sample bags and the costs associated with shipping of samples to the laboratory for analysis. Note: delivery of samples to the designated laboratory can be by mail and/or local bus/charter companies. Costs associated with personal delivery of samples to the laboratory will **NOT** be eligible for reimbursement.

Meals

The daily food allowance for field work is **\$30** and is only valid for grant holders. Receipts are not required, and this funding category may form a **maximum of 15%** of the regular grant total and a **maximum of 7.5%** of the advanced grant total.

Supplies

A list and cost breakdown of supplies to be purchased **MUST** be submitted at the time of application if supplies funding is being requested. Supplies eligible under this category must be prospecting-specific and can include such equipment as gold pans, hammers, shovels, field stationary, soil augers, etc. Back-packs, clothing, footwear, or safety supplies are not eligible for funding.

Applicants are encouraged to have a soil auger to aid in sampling. A maximum of **\$150** will be provided towards this **one-time-only** purchase.

Applicants must have a global positioning system receiver (GPS) to aid in sampling. A maximum of **\$200** will be provided towards this **one-time-only** purchase.

Fuel

Fuel costs (for trucks, ATV's, snowmobiles, etc.) may form a **maximum of 25%** of the regular grant total and a **maximum of 15%** of the advanced grant total. All fuel receipts must coincide with the Daily Log of the PA 2025 Final Report Form. Receipts **MUST** clearly show that fuel was purchased.

Rentals

Rentals such as ATV's, boats, heavy equipment, etc. must be from independent, non-related individuals and/or commercial dealers. Two separate quotes **MUST** be included in the application. Rentals do not cover costs associated with a motor vehicle such as a car, truck, etc. In a case where two quotes cannot be obtained, written approval from the MIP is required. Receipts from non-commercial equipment owners must include the name, address, and contact information of the owner. The rental start and end dates must also be provided. The MIP has prepared a sample Rentals Receipt that should be used in cases where non-commercial rentals are used.

Accommodations

Funding for accommodations (**up to \$75 per night**) is available for the grant holder whose project area(s) is more than 150 kilometres from their home. The maximum accommodation allowance cannot exceed **\$600** of the grant total. Receipts from non-commercial residences must include the date of stay and the name, address, and contact information of the residence owner. Non-commercial residences must be from independent, non-related individuals and/or businesses. Cabins, trailers, and motor home rentals (private and commercial) are considered "Accommodations". The MIP has prepared a sample Accommodations Receipt that should be used in cases where non-commercial accommodations are used.

Specified Help

Refers to casual assistance required for manual labour and must be deemed essential by the MIP. It allows for a maximum of one person to assist during exploration activities, with a daily allowance of **\$25** for labour and **\$30** for food. A detailed rationale for the required help **MUST** be included in the application. The Specified Help Declaration Form should be used

SECTION F: BUDGET INFORMATION (cont'd)

when an applicant has been approved for and is claiming expenses for this funding category.

Mineral Resources Review (MRR) Conference

Applicants may apply for a **maximum of 75%** of the costs towards travel, meals (**\$30 per diem – receipts required**) and accommodations only, to attend the annual MRR Conference in St. John's, NL. Funding for the MRR Conference can form a **maximum of \$500 (for island-based prospectors)** and **\$1,000 (for Labrador-based prospectors)** of the grant total. **Note: MRR registration costs, including short courses, are not eligible for reimbursement.**

Professional Geoscientist

A maximum allowable daily rate for consultation from a professional geoscientist (P.Geo.) is **\$450 per day** to a **maximum of 20%** of the regular grant total and a **maximum of 10%** of the advanced grant total.

A detailed explanation for the services of a P.Geo., if required, must be provided at the time of application. The P.Geo. must be registered with Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL) and can be used for mapping, interpretation, and related report writing. However, the P.Geo. will **NOT** be funded to prepare the grant holder's final report. Funding approval for this category is at the discretion of the Selection Committee.

PA applications from professional geoscientists will be excluded from using this funding category.

Air Support

Applicants may apply for **80%** of the total costs for air support (helicopter or float plane charter, aviation fuel) up to a **maximum of \$6,000** to access remote properties. For charter air support, two quotes from independent, non-related businesses **MUST** be included. In a case where two quotes cannot be obtained, justification must be provided to support the request.

Air support requests must be submitted with the application and will be reviewed by the Selection Committee for approval. Approval will be based on technical merit and the location, size, and scope of the prospector's exploration plan. The type of aircraft to be used during operations, such as a Bell 207LR Helicopter, **MUST** be included with the request.

Travel Allowance

One round-trip from the island portion of the province to Labrador (or vice versa) may be covered for the grant holder to access their approved prospecting area(s). Original itemized receipts are required for reimbursement.

Travel Allowance funding must be requested at the time of application.

SECTION G: CHECKLIST, ACKNOWLEDGEMENTS & SIGNATURE

Review the checklist to ensure all the required information on the PA 2025 Application Form has been completed and all the mandatory supporting documentation is included. This checklist **MUST** be completed and submitted with the application. **If any of the required information/documentation is missing, the application will not be processed, with the applicant being notified that they must reapply and/or that a new receipt date will apply to the application.**

'Yes' – Indicates all the required information is on the application form and the supporting documentation is included.

'N/A' – Indicates this section does not pertain to the application.

The Acknowledgements and Signature portion of this section **MUST** be completed and dated to verify that the applicant has read and understands the Prospectors Assistance 2025 Operational Guidelines, and that the submitted application has been prepared using this guide as recommended on the application form. **Failure to sign and date the application will result in the application not being processed, with the applicant being notified that they must reapply.**