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PROSPECTORS ASSISTANCE FINAL REPORT FORM GUIDE

- **This guide was created to assist individuals complete the Prospectors Assistance 2025 Final Report Form. It contains all the essential elements that should be included in your final report.**
- **Expenses claimed in the Prospectors Assistance 2025 Final Report Form will only be approved for activities and locations listed in Schedule A of the Prospectors Reimbursement Agreement.**
- **Exploration completed on mineral licences and without exploration approval is in contravention of Subsection 5(5) of the *Mineral Act*, and is considered an offence, and will NOT be funded.**

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, and Postal Code. Applicants must also provide the preferred email address and phone number that will be used for all communication/correspondence with Mineral Incentive Program (MIP) personnel related to the Prospectors Assistance (PA) Grant.

SECTION B: APPROVED PROJECT AREA(S)

Indicate in this section where the completed exploration program(s) was conducted (e.g., mineral licence(s), area(s) of Crown Land, and/or both).

The **Mineral Licence Table** should be completed if the exploration program(s) was conducted on a mineral licence(s).

- The **Mineral Licence Number** is assigned by the Mineral Claims Recorder to land that has been staked.
- The **NTS Map Sheet(s)** is the topographic map(s) that the mineral licence(s) is located on.
- The **Property Name** is the name of the property/project for each mineral licence included in the final report. The name is assigned by the licence holder(s) for one or a group of licences that are contiguous and/or in proximity. If a property name has not been assigned, please indicate **N/A** in the Property Name box.
- The **Type of Work** describes the activities that were completed with the PA grant (i.e., prospecting, soil sampling, stream sampling, etc.).

The **Crown Land Table** should be completed if the exploration program(s) was conducted on Crown Land.

- The **Prospecting Area** is the general name for the area explored (i.e., Birchy Lake, Dog Pond, Rocky Brook, etc.).
- The **NTS Map Sheet(s)** is the topographic map(s) that the prospecting area is located on.
- The **Type of Work** describes the activities that were completed with the PA grant (i.e., prospecting, soil sampling, stream sampling, etc.).

SECTION C: EXPLORATION ACTIVITY SUMMARY

This section contains tables that summarize the work completed, number of samples collected, line kilometres for geophysical survey(s), and the total days worked for each property and/or area of Crown Land. **A table MUST be completed for each approved property/area where exploration was completed.**

Property/Crown Land
Indicate the mineral licence(s) and/or prospecting area in the space provided and for each table completed.

Number of Samples
Indicate the number of samples collected for each activity as specified and for each table completed. Other sample types such as lake sediment, panning, biogeochemical, etc. should be included as part of Geochemical Surveys/Type. The number of line kilometres for non-contracted geophysical surveys should be listed in the space provided.

Number of Days Worked
Indicate the number of days worked for each activity type. The number of days worked **MUST** correspond with the Daily Log section of the final report form.

Totals
Enter the total number of samples and days worked (excluding line kilometres for geophysical surveys). The totals for days and samples are automatically calculated based on the applicant’s numbers.

Note: The Prospectors Assistance 2025 Operational Guidelines limits a grant to a maximum combined total of five mineral property(s) and/or area(s) of Crown Land (Regular Grant) or five mineral licences only (Advanced Grant).

SECTION D: SAMPLE INFORMATION

The **Sample Information Table** in the final report form is an example of the required format for presenting sample data.

A separate Sample Information Table has been created to assist prospectors tabulate sample data for the purpose of reporting. The Sample Information Table(s) must be completed for all samples collected in the field and subsequently analysed. Include the completed Sample Information Table(s) as an appendix(s) with the final report form. **Note:** Sample Information Table(s) already completed as part of the Mineral Lands Division’s Prospector Assessment Report Form will be accepted by the MIP.

All analytical certificates **MUST** be signed by a laboratory representative and submitted with the final report form as an appendix(s). Unsigned assay certificates, laboratory spreadsheets, etc. will **NOT** be accepted by the MIP.

Sample location maps **MUST** be submitted with the final report form as an appendix(s) and show the sample number(s) as it appears on the analytical certificate(s) and Sample Information Table(s).

SECTION E: TRENCHING INFORMATION

If trenching formed part of the exploration program(s), indicate **YES,** and complete the **Trenching Information Table**. If trenching was not conducted, indicate **NO,** and proceed to **Section F**. **Note:** Trenching Information Table(s) already completed as part of the Mineral Lands Division’s Prospector Assessment Report Form will be accepted by the MIP.

SECTION E: TRENCHING INFORMATION *(cont'd)*

- The **Trench Name/Number** is the general name for the trench (or trenches) that was excavated and typically corresponds to the property name; property name initials-year completed-trench number; or geographical location (e.g., Gold Property Trench #1, GPT-25-001, or Joe's Pond Trench #1).
- The **Licence Number** is the licence(s) where the trenching program was completed.
- **Datum** refers to the geodetic datum used to record the trench location (e.g., NAD27 or NAD83).
- **Easting (mE)** and **Northing (mN)** are the GPS coordinates for the trench (or trenches).
- **Dimensions** refer to the size of the trench (or trenches) and must include length, width, and depth to bedrock. If bedrock is not reached, the depth of trench at abandonment **MUST** be recorded.
- **Number of Samples** refers to the total number of samples collected from the trench (or trenches). Ensure all trench samples are included in a Sample Information Table(s) as per Section D.

Trench map(s) **MUST** be submitted with the final report form as an appendix(s) and show: geology (including a legend), sample locations (with corresponding sample numbers as they appear on analytical certificates), and a superimposed UTM grid.

SECTION F: GEOPHYSICAL SURVEY INFORMATION

This section pertains to contracted geophysical surveys only. If a contracted geophysical survey(s) formed part of the exploration program(s), indicate **YES**. A copy of the contractor's logistics report (and all associated maps) **MUST** be submitted as an appendix(s). If a geophysical survey(s) was not conducted, indicate **NO,** and proceed to **Section G**.

SECTION G: DRILLING INFORMATION

If a contracted drilling program formed part of the exploration program, indicate **YES,** and complete the **Drilling Information Table**. If contracted drilling was not conducted, indicate **NO,** and proceed to **Section H**.

- The **Drill Hole Name/Number** is the general name for the drill hole that was completed and typically corresponds to the property name, property name initials-year completed-drill hole number, or geographical location (e.g., Gold Property Drill Hole #1, GP-25-001, or Joe's Pond Drill Hole #1).
- The **Licence Number** is the licence(s) where the drilling program was completed.
- **Datum** refers to the geodetic datum used to record a drill hole location (e.g., NAD27 or NAD83).
- **Easting (mE)** and **Northing (mN)** are the GPS coordinates for the drill hole (or drill holes).
- **Azimuth** refers to the orientation of a drill hole. This would only apply to inclined and/or directional drill holes.
- **Dip** refers to the angle or incline that the hole was drilled. Vertical drill holes would have a dip of 90^o.
- **Tests** refer to all down-hole tests performed (i.e., tropari, reflex, gamma, etc.).
- **Depth (m)** refers to the final depth of any given drill hole.
- **Number of Samples** refers to the total number of samples collected from the drill hole (or drill holes). Ensure all drill hole samples are included in a Sample Information Table(s) as per Section D.

Drill hole location map(s) **MUST** be submitted with the final report form and show the collar location, trace of the drill hole(s), and have a superimposed UTM grid. Drill hole cross sections and drill logs **MUST** also be submitted with the final report form and show geological (including a legend) and sample intervals (with corresponding sample numbers as they appear on analytical certificates).

SECTION H: EXPLORATION HIGHLIGHTS

If there were exploration highlights (i.e., a new discovery, expansion of a previous/historic mineral occurrence(s), significant assay results, etc.) produced as part of the work performed, indicate **YES,** and complete the **Exploration Highlights Table**.

- The **Sample Number** is the number assigned to a particular sample and **MUST** correspond to the sample number as it appears on the associated analytical certificate and Sample Information Table.
- **Mineral Licence(s)/Crown Land Area** is the licence(s) and/or Crown Land area(s) where the sample(s) was collected.
- **Sample Type** refers to the type of sample collected (i.e., rock, soil, till, etc.).
- **Commodity(s)** refers to the anomalous elements (i.e., copper, gold, silver, etc.) as reported on the analytical certificate(s).
- **Assay Result(s)** refers to the anomalous geochemical value for any given element as reported on the analytical certificate(s).

Completion of the Exploration Highlights Table is not required if the exploration program(s) did not produce noteworthy results.

SECTION I: CONCLUSIONS AND RECOMMENDATIONS

Field observations, conclusions, and recommendations for the work completed and future work (if applicable) **MUST** be included in the space provided. For prospectors with PA grants covering more than one property/area of Crown Land, a summary for each property/area of Crown Land **MUST** be included.

Note: If already completed, Section D: Traverse Work of the Mineral Lands Division's Prospector Assessment Report Form is an acceptable format for this section and will be accepted by the MIP.

SECTION J: CLAIMS STAKED

If claims were staked during and/or after the exploration program(s), indicate **YES,** and complete the **Claims Staked Table**. If claims were not staked, indicate **NO,** and proceed to **Section K**.

- The **Mineral Licence Number** is assigned by the Mineral Claims Recorder to land that has been staked.
- The **NTS Map Sheet(s)** is the topographic map(s) that the mineral licence is located on.
- The **Number of Claims** corresponds to the number of individual claims that comprise a mineral licence.
- The **Staked/Recorded Date** is the date for which a licence was staked. Note: this date will be different than the Issuance Date of a mineral licence.

SECTION K: OPTION AGREEMENTS

If an option agreement(s) was signed and registered for a mineral licence(s) supported by the PA grant, indicate **YES,** and complete the **Option Agreements Table**. If an option agreement(s) was not signed and registered, indicate **NO,** and proceed to **Section L**.

- The **Mineral Licence Number** is the licence that forms part of the option agreement.

SECTION K: OPTION AGREEMENTS *(cont'd)*

- The **Property Name** is the name of the property/project for each mineral licence included in the option agreement. The name is assigned by the licence holder(s) for one or a group of licences that are contiguous and/or in proximity. It is a common practice to have a property/project name however, it is not a necessary part of holding a mineral licence. If a property name has not been assigned, indicate **N/A** in the Property Name box.
- The **NTS Map Sheet(s)** is the topographic map(s) that the mineral licence is located on.
- The **Company Name** is the name of the company that optioned the property/mineral licence.
- The **Work Commitments ($)** represents the total combined amount to be spent by the optioning company for the term of the option agreement.

SECTION L: DAILY LOG

This section contains the **Daily Log Table** and **MUST** be completed by all applicants who received a PA grant regardless of grant type. All fields of the Daily Log Table must be completed for each day spent in the field.

- The **Date Worked** field is the calendar date when exploration work was conducted. Dates that pre-date the Effective Date of the Prospectors Reimbursement Agreement should **NOT** be included.
- The **Mineral Licence Number(s)** is the licence(s) where exploration was conducted.
- The **Property Name/Crown Land Area** is the name of the property/project for each mineral licence included in the final report. The name is assigned by the licence holder(s) for one or a group of licences that are contiguous and/or in proximity. It is a common practice to have a property/project name however, it is not a necessary part of holding a mineral licence. If an applicant was approved for an area of Crown Land, the area name should be input here.
- The **NTS Map Sheet(s)** is the topographic map(s) that the mineral licence(s)/Crown Land area(s) is located on.
- **Activity** refers to the type of exploration that was conducted on that day (i.e., prospecting, soil sampling, etc.).
- The **Gas Receipt Date** is the date that fuel was purchased to complete the described activity. All fuel receipts **MUST** coincide with exploration activity and/or travel to an applicant's property/area of interest.

SECTION M: EXPLORATION PROGRAM(S) EXPENSES

This section requires the applicant to input their exploration program(s) expenditures in accordance with Sections 6, 7, and 9 of the Prospectors Assistance 2025 Operational Guidelines. The Total Exploration Expenses field will automatically populate when the Final Report Form is completed digitally.

- Receipts (e.g., proof of payment) and invoices for all expenses (excluding meals) are required and **MUST** be submitted with the final report as appendices. All receipts and invoices **MUST** be in the name of the grant holder only.
- Receipts/invoices which pre-date the Effective Date of the Prospectors Reimbursement Agreement will **NOT** be eligible for funding and should **NOT** be submitted.
- Receipts/invoices that have been modified or altered (highlighted, marked up, etc.) may not qualify for funding.
- Receipts smaller than 8.5" x 11" **MUST** be submitted in an organized manner (e.g., categorized fuel receipts, shipping receipts, accommodations, etc.). Unorganized/illegible accounting summaries will **NOT** be processed and will be returned to the applicant for improvement.

NOTE: Expenses claimed in the Prospectors Assistance 2025 Final Report Form will only be approved for the activities and approved locations listed in Schedule A of the Prospectors Reimbursement Agreement.

SECTION N: CHECKLIST, ACKNOWLEDGEMENTS & SIGNATURE

The Checklist, Acknowledgements and Signature section **MUST** be completed, signed, and dated as verification that the Prospectors Assistance 2025 Final Report Form has been completed, and all required supporting documentation has been included with the final report form.

If any of the required information/documentation is missing and/or the Final Report Form is not signed and dated, the final report will not be processed for payment, with the applicant being notified that they must resubmit.