URBAN PROGRAMMING FOR INDIGENOUS PEOPLES REPORT

DCI Number/Fiscal Year:
10868729 (2019-2020)

Purpose:
The information collected in this report may be used to demonstrate that funds have been used in a manner that is consistent with program objectives, to verify that the type of expense or amount is eligible to be covered by program funds, to calculate funding that is provided to the recipient, to calculate program performance indicators, to evaluate whether the program is achieving long-term results and to facilitate departmental processing.

Reporting Period:
For the current fiscal year starting April 1st or upon commencement of the activities for which the recipient has received funding, whichever is later, and ending March 31st. The reporting period may be covered by one or more reports according to the number of submissions specified in the recipient's funding agreement. Refer to Annex 5 – Reporting Requirements and Due Dates of your funding agreement.

Due Date:
As specified in the recipient's funding agreement.

Field Definitions:

Field	Definition
Funding Stream	Select the funding stream for which the organization received funding. Only one funding stream can be selected at a time, selecting a funding stream hides fields that are not required for that stream.
	Organizational Capacity - Provides core funding to Indigenous organizations including Friendship Centres that deliver programs/services to urban Indigenous peoples
	Programs and Services - Provides project funding to organization delivering a broad range of programs and services to urban Indigenous peoples
	Research and Innovation - Provides funding to better understand the urban Indigenous reality; gather information on best practices, methodologies and programming approaches, and; pilot innovative programs/services.
	Coalitions - Supports local coalitions that bring together all levels of government, local organizations and other stakeholders to identify key local priorities and needs, and ensure efficient and coordinated delivery of urban Indigenous programs. The primary goals are to promote collaboration at the local level; identify local needs, and, develop local plans on how to best address these identified priorities. Coalitions would need to demonstrate inclusiveness and encourage active participation from a wide range of stakeholders.

Field	Definition
Reporting Period	
Interim or Final From (YYYYMMDD) To (YYYYMMDD)	Indicate if it's a final report or an interim report.
	The Interim report will be for the period: April 1 to September 30 (unless otherwise stated).
	The Final report will be for the period: April 1 to March 31 (unless otherwise stated).
	Indicate the reporting period from and to dates from the drop down calendar. Dates are in the format of "Year-Month-Day".
	Refer to Annex 5 – Reporting Requirements and Due Dates of your funding agreement.
Recipient Information	
Recipient Name	The full legal name of the organization as identified on the Funding agreement with Indigenous Services Canada (ISC).
Recipient Number	The number assigned by ISC to a recipient organization for funding purposes.
Mailing Address (Number/Street/Apartment/P.O. Box) City/Town Province/Territory Postal Code Telephone Number Extension Facsimile Number Email Address Organization Web Site (if available) Street Address, if different than mailing address (Number/Street/Apartment /P.O. Box) City/Town Province/Territory Postal Code	The organization's full street address and mailing address (if different), telephone number and extension, facsimile number, email address and web site (if available) of the recipient.
Contact (person who can be contacted for further information about the report)	
Given Name Family Name Title/Position Telephone Number Extension Facsimile Number Email Address	The contact information (given name, family name, title/position, office telephone number and extension, facsimile number and email address) is to be provided for the person who is authorized to sign on behalf of the organization and who can be contacted for further information about the report.

Field	Definition
Organizational Capacity	
Project Title	The title as identified on your work plan
Interim Report	
Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.	Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.
Are you on target to complete your project?	Is the roll out of the project in accordance with the proposed start dates identified in the work plan?
	Indicate Fully, Partially or Not at all.
	If Not at all, explain why, e.g. identify the barriers in place which are delaying the project roll out and if you have a new proposed start date.
Final Report	
Report on the activities as identified in your work plan	Provide as much detail as possible on how the activities were carried out. Ensure that the activities correspond to those identified in the approved work plan. An activity is a key event, action or task that is planned in order to complete a project, or initiative.
	Or provide an explanation as to why the activity is incomplete and describe the work completed on this activity, including any unplanned work.
List the results and/or outcomes achieved	Ensure that the deliverables of the activities reflect those that are identified in the work plan. A deliverable is any product resulting from an activity.
Did you leverage additional sources of funding to support the activities of the organization?	This indicator measures the ability of organizations to leverage additional sources of funds to support their activities.
	Indicate YES or NO.
	If yes, identify the source of funding and the amount
	Federal: this includes any funding from any of Government of Canada's departments or programs, such as Employment and Social Development Canada, Justice Canada, Health Canada, etc.
	Provincial/Territorial: this includes funding from any of Canada's province's or territories, such as: Ontario Government funding programs, Northwest Territories Health and Social Services, etc.
	Municipal: This includes funding from a City, Canadian Municipalities, etc.
	Private: funding from the private sector, such as: Donations, Organizations, Businesses, Institutions, Philanthropic organizations, etc. and specify the $ amount of funding.

Field	Definition
How many programs and services are being delivered as a result of receiving Organizational Capacity funding?	This indicator measures how many different programs and services are provided as a result of UPIP funding.

Organizational Capacity Financial Report (Use same budget from your work plan)

Field	Definition
Salaries and Employee Benefits	Salary and benefits for the following two positions:
	- Chief Executive Officer or Executive Director
	- Executive Assistant or Receptionist
	Mandatory Employer Related Costs (MERCs) include: Employment Insurance (EI), Canadian Pension Plan (CPP), Mandatory Vacation pay (only if paid out), and Workers' Compensation Health and Safety Board (normally WCB).
	Budget Amount: Enter the amount budgeted for each budget item.
	Carryover/Surplus: The amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.
	Expenditure Amount: Enter the amount expended on each budget item.
	Variance: The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
Overheads Costs	Professional Fees: Contracts for services such as consulting, auditors, IT, accountant, etc. This is not a salary position.
	Travel and Transportation: Travel and Transportation for the staff holding the positions under this funding stream. International travel in not eligible. Expenditures related to travel may not exceed Treasury Board guidelines on travel. Please refer to this website (http://www.njc-cnm.gc.ca/directive/d10/en) for more information.
	Training and Development: Training and Development to support the staff holding the positions under this funding stream.
	Rent or Mortgage: If you own your building a portion of the mortgage can be covered. If you rent, a portion of the rent can be covered.
	Utilities/Office Supplies: Organizational overhead and/or infrastructure costs such as office supplies and utilities required to support the positions being funding under this stream.
	Translation and Communications: Translation for documentation or website content as required. Communications include pamphlets, printing of reports,

Field	Definition
	website, internet, telephone, cell phone, etc.
	Equipment: Any equipment required to support the positions and/or administration to be compliant with the agreement.
	Ineligible expenditures: Purchase of automobiles, land, buildings, cosmetic capital renovations; Purchase of capital assets with a market value in excess of $5,000.
	Management Fees: A portion of management fees associated with costs for preparing financial and other reporting documentation required to be compliant with the agreement.
	Budget Amount: Enter the amount budgeted for each budget item.
	Carryover/Surplus: The amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.
	Expenditure Amount: Enter the amount expended on each budget item.
	Variance: The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
	Please note that this is not an exhaustive list. If an expenditure is not clearly listed under your funding stream please check with the Program for eligibility.
Contribution Financial Summary Report	Contributor Name: List the name of the contributor providing the funds.
	Financial: List the amount of the contribution
	In-Kind: An in-kind contribution is non-monetary support received from participating partners. For example, donated facilities, volunteers, or airline tickets would be considered in-kind contributions.

Programs and Services

Project Title	The title as identified on your work plan

Interim Report

Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.	Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.
Are you on target to complete your project?	Is the roll out of the project in accordance with the proposed start dates identified in the work plan?
	Indicate Fully, Partially or Not at all.

Field	Definition
	If Not at all, explain why, e.g. identify the barriers in place which are delaying the project roll out and if you have a new proposed start date.

Final Report

Field	Definition
Select the key category(ies) for which your project was intended	This measures how many projects target each of the six key priority areas. This helps to demonstrate how well the programs and services are reaching designated priority populations. Vulnerable populations include persons with disability, seniors, and former offenders. Select the keys category(ies) for which your project was intended: Women (e.g. programming in women's shelters): Projects that help women transition out of women's shelters; Healthy parenting projects; Projects that help women enter/stay in the workforce Vulnerable Populations: Projects that assist in understanding urban challenges with respect to financial literacy, understanding rental agreements, etc.; Mentorship projects: Projects that provide assistance re-entering the workforce; Intergenerational projects (youth and elders) Youth (e.g. land-based activities): On the land cultural camps, where the youth learn traditional language and cultural teachings while building their self-esteem and cultural identity; Mentorship, Peer support projects; Stay in school projects; Cultural projects in an urban setting; Intergenerational projects (family, youth and elder projects) Transition Services (e.g. navigator services): Programs and services that ease the transition to urban life, such as: referral services to affordable housing; healthcare; employment services; cultural support; child care; schooling Outreach Programs: To support career, employment, training and education initiatives and programs Community Wellness (e.g. funding for housing plans or studies, community kitchens, anti-racism, pre employment supports): Projects to assist communities with future planning or studies
Report on the activities as identified in your work plan	Provide as much detail as possible on how the activities were carried out. Ensure that the activities correspond to those identified in the approved work plan. An activity is a key event, action or task that is planned in order to complete a project, or initiative. Or provide an explanation as to why the activity is incomplete and describe the work completed on this activity, including any unplanned work.

Field	Definition
List the results and/or outcomes of the services or the project achieved	Ensure that the deliverables of the activities reflect those that are identified in the work plan. A deliverable is any product resulting from an activity.
Identify the total number of individuals that received services or participated in projects	This measures how many urban Indigenous individuals accessed programs and services as a result of UPIP funding.
Of that total, identify the number of individuals in each of the priority populations (youth, women, vulnerable populations)	This measures how many projects target each of the priority populations being: women, youth and vulnerable populations (including persons with disability, seniors, former offenders).
Provide examples of success stories demonstrating client satisfaction or positive impacts of programs and services as a result of UPIP funding.	Provide examples of success stories demonstrating client satisfaction or positive impacts. This helps measure in narrative form the impact of UPIP activities in addressing needs, filling gaps, as well as, on the socio-economic well-being of urban Indigenous peoples.
What is the percent of clients that are satisfied with the programs and services they received?	This measures overall client satisfaction with the programs and services being offered as a result of UPIP funding. This demonstrates how well the programs and services meet their needs.
Specify how this was measured.	Identify how your organization captured the client information as requested above whether through evaluation forms in the activities or other modes of surveys.
Did you leverage additional sources of funding to support the activities of the organization?	This indicator measures the ability of organizations to leverage additional sources of funds to support their activities.

Indicate YES or NO.

If yes, identify the source of funding and the amount

Federal: this includes any funding from any of Government of Canada's departments or programs, such as Employment and Social Development Canada, Justice Canada, Health Canada, etc.

Provincial/Territorial: this includes funding from any of Canada's province's or territories, such as: Ontario Government funding programs, Northwest Territories Health and Social Services, etc.

Municipal: This includes funding from a City, Canadian Municipalities, etc.

Private: funding from the private sector, such as: Donations, Organizations, Businesses, Institutions, Philanthropic organizations, etc.

and specify the $ amount of funding. |
| Identify the number of different programs and services being provided as a result of UPIP? | This measures how many different programs and services are provided in urban areas as result of UPIP funding. |

Field	Definition
Programs and Services Financial Report (Use same budget from your work plan)	
Salaries and Employee Benefits	Mandatory Employer Related Costs (MERCs) include:
	Employment Insurance (EI), Canadian Pension Plan (CPP), Mandatory Vacation pay (only if paid out), and Yukon Workers' Compensation Health and Safety Board (normally WCB).
	Budget Amount: Enter the amount budgeted for each budget item.
	Carryover/Surplus: The amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.
	Expenditure Amount: Enter the amount expended on each budget item.
	Variance: The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
Direct Costs	Professional Fees: Contracts for services such as consulting, auditors, IT, accountant, etc. This is not a salary position.
	Honoraria for Elders: Honorarium payments to Elders who have been asked to provide services for the project. Honoraria is not considered a salary position.
	Honoraria (or per diem) cannot be used for compensation for an individual's participation in an initiative.
	Local Travel and Transportation: Local travel and transportation costs directly linked to the project activities. International travel in not eligible.
	Expenditures related to travel may not exceed Treasury Board guidelines on travel. Please refer to this website (http://www.njc-cnm.gc.ca/directive/d10/en) for more information.
	Meetings: Costs related to organizing local meetings such as: facility rental to host the meeting, audio visual rental, etc. Ineligible expenditures: Compensation for board members time or participation; Stipends for attendance in training, conferences/workshops
	Hospitality: Expenditures related to hospitality may not exceed Treasury Board guidelines on hospitality. Please refer to this website (http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228) for more information.
	Training and Development: Training and development that is directly linked to the project. Ineligible expenditures: stipends for attendance in training, including conferences/workshops; compensation for Board member's time

Field	Definition
	Equipment: Any equipment required to support the project. Ineligible expenditures: purchase of automobiles, land, buildings, cosmetic capital renovations; purchase of capital assets with a market value in excess of $5,000
	Facilities: Identified as rent for space to hold or deliver the project outside of the organization's office.
	Translation and Communications: Translation for documentation or website content as required for the project. Communications include pamphlets, printing of reports, website, internet, etc.
	Materials and Supplies: Material and supplies that are directly linked to the project and not to the organization.
	Volunteer Participation Expenses: For the volunteers supporting the delivery of the project. Out of pocket expenses associated with the volunteer such as: parking, bus ticket, taxi, daycare. A volunteer is considered an unpaid position.
	Budget Amount: Enter the amount budgeted for each budget item.
	Carryover/Surplus: The amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.
	Expenditure Amount: Enter the amount expended on each budget item.
	Variance: The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
Overheads Costs	Rent or Mortgage: If you own your building a portion of the mortgage can be covered. If you rent, a portion of the rent can be covered.
	Project Management: A portion of management fees associated with costs for preparing financial and other reporting documentation required to be compliant with the agreement.
	Utilities/Office Supplies/Telephone/Audit/ Insurance: Costs associated with organizational overhead to supporting the activities of the project and or administration of the agreement to provide funding, such as office supplies, telephone, fax, postage, audit fees, insurance and utilities for the office space.
	Equipment: Any equipment required to support the project. Ineligible expenditures: purchase of automobiles, land, buildings, cosmetic capital renovations; purchase of capital assets with a market value in excess of $5,000
	Please note that this is not an exhaustive list. If an expenditure is not clearly listed under your funding stream please check

Field	Definition
	with the Program for eligibility.
	Budget Amount: Enter the amount budgeted for each budget item.
	Carryover/Surplus: The amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.
	Expenditure Amount: Enter the amount expended on each budget item.
	Variance: The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
Contribution Financial Summary Report	Contributor Name: List the name of the contributor providing the funds.
	Financial: List the amount of the contribution
	In-Kind: An in-kind contribution is non-monetary support received from participating partners. For example, donated facilities, volunteers, or airline tickets would be considered in-kind contributions.

Research and Innovation

Field	Definition
Project Title	The title as identified on your work plan
Type of project	Indicate if it's a research project or an innovative/pilot project.

Interim Report

Field	Definition
Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.	Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.
Are you on target to complete your project?	Is the roll out of the project in accordance with the proposed start dates identified in the work plan?
	Indicate Fully, Partially or Not at all.
	If Not at all, explain why, e.g. identify the barriers in place which are delaying the project roll out and if you have a new proposed start date.

Final Report

Field	Definition
Report on the activities as identified in your work plan	Provide as much detail as possible on how the activities were carried out. Ensure that the activities correspond to those identified in the approved work plan. An activity is a key event, action or task that is planned in order to complete a project, or initiative. Or provide an explanation as to why the activity is incomplete and describe the work completed on this activity, including any unplanned work.

Field	Definition
List the results and/or outcomes of the services or the project achieved	Ensure that the deliverables of the activities reflect those that are identified in the work plan. A deliverable is any product resulting from an activity.
Did your project include knowledge mobilization or knowledge transfer activities?	This helps demonstrates how well the knowledge gained through research and innovation projects is being shared. Will your project collect and use available knowledge and how will you plan to share the information?
Are you planning to implement your pilot project?	Provide as much detail as you can on how your pilot project will be implemented.
Provide examples of success stories demonstrating client satisfaction or positive impacts of programs and services as a result of UPIP funding.	Provide examples of success stories demonstrating client satisfaction or positive impacts. This helps measure in narrative form the impact of UPIP activities in addressing needs, filling gaps, as well as, on the socio-economic well-being of urban Indigenous peoples.

Research and Innovation Financial Report (Use same budget from your work plan)

Field	Definition
Salaries and Employee Benefits	Mandatory Employer Related Costs (MERCs) include: Employment Insurance (EI), Canadian Pension Plan (CPP), Mandatory Vacation pay (only if paid out), and Yukon Workers' Compensation Health and Safety Board (normally WCB).
	Budget Amount: Enter the amount budgeted for each budget item.
	Carryover/Surplus: The amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.
	Expenditure Amount: Enter the amount expended on each budget item.
	Variance: The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
Direct Costs	Professional Fees: Contracts for services such as consulting, auditors, IT, accountant, etc. This is not a salary position.
	Honoraria for Elders: Honorarium payments to Elders who have been asked to provide services for the project. Honoraria is not considered a salary position.
	Local Travel and Transportation: Travel and Transportation directly linked to the project activities.
	Expenditures related to travel may not exceed Treasury Board guidelines on travel. Please refer to this website (http://www.njc-cnm.gc.ca/directive/d10/en) for more information.
	Meetings: Costs related to organizing local meetings such as:

Field	Definition
	facility rental to host the meetings, audio visual rental, etc. Ineligible expenditures: Compensation for board members time or participation; Stipends for attendance in training, conferences/workshops
	Hospitality: Expenditures related to hospitality may not exceed Treasury Board guidelines on hospitality. Please refer to this website (http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228) for more information.
	Training and Development: Training and development that is directly linked to the project. Ineligible expenditures: Stipends for attendance in training, including conferences/workshops; Compensation for Board member's time
	Equipment: Any equipment required to support the project. Ineligible expenditures: Purchase of automobiles, land, buildings, cosmetic capital renovations; Purchase of capital assets with a market value in excess of $5,000
	Facilities: Identified as rent for space to hold or deliver the project outside of the organization's office.
	Translation and Communications: Translation for documentation or website content as required for the project. Communications include pamphlets, printing of reports, website, internet, etc.
	Materials and Supplies: Material and supplies that are directly linked to the project and not to the organization.
	Volunteer Participation Expenses**:** For the volunteers supporting the delivery of the project. Out of pocket expenses associated with the volunteer such as: parking, bus ticket, taxi, daycare. A volunteer is considered an unpaid position.
	Budget Amount: Enter the amount budgeted for each budget item.
	Carryover/Surplus: The amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.
	Expenditure Amount: Enter the amount expended on each budget item.
	Variance: The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
Overheads Costs	Rent or Mortgage: If you own your building a portion of the mortgage can be covered. If you rent, a portion rent can be covered.
	Project Management: A portion of management fees associated with costs for preparing financial and other reporting documentation required to be compliant with the

Field	Definition
	agreement.
	Utilities/Office Supplies/Telephone/Audit/ Insurance: Costs associated with organizational overhead to supporting the activities and or administration of the agreement to provide funding, such as office supplies, telephone, fax, postage, audit fees, insurance and utilities for the office space.
	Equipment: Any equipment required to support the project. Ineligible expenditures: Purchase of automobiles, land, buildings, cosmetic capital renovations; Purchase of capital assets with a market value in excess of $5,000.
	Please note that this is not an exhaustive list. If an expenditure is not clearly listed under your funding stream please check with the Program for eligibility.
	Budget Amount: Enter the amount budgeted for each budget item.
	Carryover/Surplus: The amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.
	Expenditure Amount: Enter the amount expended on each budget item.
	Variance: The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
Contribution Financial Summary Report	Contributor Name: List the name of the contributor providing the funds.
	Financial: List the amount of the contribution
	In-Kind: An in-kind contribution is non-monetary support received from participating partners. For example, donated facilities, volunteers, or airline tickets would be considered in-kind contributions.

Coalitions

Project Title	The title as identified on your work plan

Interim Report

Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.	Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.
Are you on target to complete your project?	Is the roll out of the project in accordance with the proposed start dates identified in the work plan?
	Indicate Fully, Partially or Not at all.

Field	Definition
	If Not at all, explain why, e.g. identify the barriers in place which are delaying the project roll out and if you have a new proposed start date.

Final Report

Field	Definition
Report on the activities as identified in your work plan	Provide as much detail as possible on how the activities were carried out. Ensure that the activities correspond to those identified in the approved work plan. An activity is a key event, action or task that is planned in order to complete a project, or initiative.
	Or provide an explanation as to why the activity is incomplete and describe the work completed on this activity, including any unplanned work.
List the results and/or outcomes achieved	Ensure that the deliverables of the activities reflect those that are identified in the work plan. A deliverable is any product resulting from an activity.
Select all that are active members of your coalition	Active members are organizations that are involved on a regular basis in the activities of the coalition, e.g. attend meetings, provide financial/in-kind contributions, etc. It includes all three orders of government, local organizations and other stakeholders.
	Select all that are active members of your coalition:
	Federal: this includes any funding from any of Government of Canada's departments or programs, such as Employment and Social Development Canada, Justice Canada, Health Canada, etc.
	Provincial/Territorial: this includes funding from any of Canada's province's or territories, such as: Ontario Government funding programs, Northwest Territories Health and Social Services, etc.
	Municipal: This includes funding from a City, Canadian Municipalities, etc.
	Indigenous Organizations: can be not-for-profit or for-profit organization that self identifies as an Indigenous organization i.e. Metro Vancouver Aboriginal Executive Council, Cultural Centre, Friendship Centre
	Non-Indigenous Organizations: i.e. can be not-for-profit or For-profit organization, i.e. YMCA, Red Cross, Mining Company
Does your Coalition have a community plan?	A community plan can be identified as a community-led plan that identifies key community priorities and needs on urban Indigenous issues and ways to address the gaps.
	Indicate yes or no.
Did you leverage additional sources of funding to support the activities of the	Measures the ability of the coalition to leverage additional sources of funds to support their activities. Indicate yes or no.

Field	Definition
Coalitions?	If yes, what was the total amount?
Did you leverage additional sources of funding to address priorities identified by your coalition?	Measures the ability of coalitions to leverage additional sources of funds to address priorities as identified by the coalition. Indicate yes or no. If yes, what was the total amount?

Coalitions Financial Report (Use same budget from your work plan)

Direct Costs	Coordinator Salary: Salary and benefits for one coordinator position.
	Employee Benefits (MERCS): Mandatory Employer Related Costs (MERCs) include: Employment Insurance (EI), Canadian Pension Plan (CPP), Mandatory Vacation pay (only if paid out), and Yukon Workers' Compensation Health and Safety Board (normally WCB).
	Professional Fees: Contracts for services such as consulting, auditors, IT, accountant, etc. This is not a salary position.
	Travel and Transportation: Travel and Transportation directly linked to the coalition activities. International travel in not eligible. Expenditures related to travel may not exceed Treasury Board guidelines on travel. Please refer to this website (http://www.njc-cnm.gc.ca/directive/d10/en) for more information.
	Training for the Coordinator: Training for the coordinator position under this funding stream.
	Local Meetings / Gatherings: Costs related to organizing local meetings/gatherings such as: facility rental to host the meetings, honoraria for Elder, audio visual rental, materials and supplies, etc. Ineligible expenditures: Compensation for board members time or participation; Stipends for attendance in training, conferences/workshops
	Hospitality: Expenditures related to hospitality may not exceed Treasury Board guidelines on hospitality. Please refer to this website (http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228) for more information.
	Translation and Communications: Translation for documentation or website content as required for the coalition. Communications include pamphlets, printing of reports, website, internet, etc.
	Budget Amount: Enter the amount budgeted for each budget item.
	Carryover/Surplus: The amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.
	Expenditure Amount: Enter the amount expended on each

Field	Definition
	budget item.
	Variance: The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
Administration/Overhead	Rent or Mortgage: If you own your building a portion of the mortgage can be covered. If you rent, a portion of the rent can be covered.
	Management Fees: A portion of management fees associated with costs for preparing financial and other reporting documentation required to be compliant with the agreement.
	Administration/Overhead - Utilities/Office Supplies/Telephone/Audit/ Insurance: Costs associated with organizational overhead to supporting the activities and or administration of the agreement to provide funding, such as office supplies, telephone, fax, postage, audit fees, insurance and utilities for the office space.
	Equipment: Any equipment required to support the coalition. Ineligible expenditures: Purchase of automobiles, land, buildings, cosmetic capital renovations; Purchase of capital assets with a market value in excess of $5,000.
	Please note that this is not an exhaustive list. If an expenditure is not clearly listed under your funding stream please check with the Program for eligibility.
	Budget Amount: Enter the amount budgeted for each budget item.
	Carryover/Surplus: The amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.
	Expenditure Amount: Enter the amount expended on each budget item.
	Variance: The variance is the difference between the amount budgeted and the amount expended. This amount is calculated automatically.
Contribution Financial Summary Report	Contributor Name: List the name of the contributor providing the funds.
	Financial: List the amount of the contribution
	In-Kind: An in-kind contribution is non-monetary support received from participating partners. For example, donated facilities, volunteers, or airline tickets would be considered in-kind contributions.

Field	Definition
Supporting Documents (if applicable)	
This table allows you to identify the supporting document(s) being submitted and the method of submission.	
Title	Enter the name of the supporting document.
Submission Method	From the drop-down list, select the method by which additional documents will be submitted. The options include: Attachment Email Facsimile Mail By Hand or Courier If you select 'Attachment' as the submission method, an 'Attach File' button will appear. Selecting this button allows you to select a file that will be attached to the form. After attaching the file you can click on the paper clip icon on the left side of the Adobe application to see the attached file. Once the file is attached, the "Attach File" button changes to "Remove File". To remove the file only, select this button. To clear all fields for a single document and remove the associated file, select the [-] button.
Comments	
Provide any additional comments you would like to share.	Entries in this field may include an explanation of how the activity was carried out, success stories, challenges, highlights, etc.
Declaration	
Given Name: Family Name: Title: Date (YYYYMMDD):	The given name, family name and position title of the person who acknowledged the accuracy of the information, and the date on which it was completed. Dates are in the format of Year-Month-Day.