

# NORTHERN AFFAIRS ORGANIZATION - ACTIVITIES AND EXPENDITURES REPORT

**DCI Number / Fiscal Year:**  
41840 (2019-2020)

**Purpose:**  
To provide administrative information on projects for which reports are submitted

**Reporting Period:**  
Annually, Quarterly, Monthly

**Due Date:**  
Annually: April 30  
Quarterly: July 31, October 31, January 31, April 30  
Monthly: May 15, June 15, July 15, August 16, September 15, October 15, November 15, December 15, January 15, February 15, March 15, April 15  
\* Dates may differ; please refer to the funding arrangement or contact the person responsible for the program.

**Field Definitions:**

Field	Definition
<b>Identification</b>	
Recipient Name	The name of an individual or entity that has received a transfer payment, or has been authorized to receive a transfer payment, under a transfer payment program and can be found in the funding agreement.
Recipient Number	The number assigned by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) to an individual or entity that has received a transfer payment, or has been authorized to receive a transfer payment, under a transfer payment program and can be found in the funding agreement.
<b>Program</b>	
Program Identification	<p>The Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) program for which the recipient has received funding. Only one program may be selected.</p> <ul style="list-style-type: none"> <li>- Circumpolar Affairs: Arctic Council</li> <li>- Circumpolar Affairs: Bilateral Relationships</li> <li>- Climate Change and Clean Energy: Climate Change Preparedness in the North</li> <li>- Climate Change and Clean Energy: Climate Policy Engagement</li> <li>- Climate Change and Clean Energy: First Nation Adapt</li> <li>- Climate Change and Clean Energy: Indigenous Community-Based Climate Monitoring</li> <li>- Climate Change and Clean Energy: Northern REACHE - Clean Energy</li> <li>- Devolution</li> </ul>

Field	Definition
	<ul style="list-style-type: none"> <li>- Land and Water Management</li> <li>- Legislative and Regulatory Development</li> <li>- Northern Contaminants Program</li> <li>- Northern Sustainable Development - Conservation &amp; Protection</li> <li>- Oil &amp; Gas and Mining</li> <li>- Other (Specify)</li> </ul>
<b>Program Contact</b>	
Given Name Family Name Title Telephone Number Email Address	The given name, family name, position title, telephone number and email address (if applicable) of the person who is responsible for the program. A valid telephone number includes the 3 digit area code in the format ###-###-####. A valid email address may be in upper or lower case in the format a@a.a.
<b>Report Information</b>	
<b>Contact</b>	
Given Name Family Name Title Mailing Address (Number/Street/Apartment/P.O. Box) City Province or Territory Postal Code Telephone Number Extension Number Facsimile Number Email Address	The name and contact information of the responsible official to verify the content and information contained in this report. A valid postal code is in the upper case in the format A#A#A#. A valid telephone or facsimile number includes the 3 digit area code in the format ###-###-####. A valid email address may be in upper or lower case in the format a@a.a.
Report Type	Select the type of report: <ul style="list-style-type: none"> <li>- Activity Report</li> <li>- Expenditure Report</li> <li>- Narrative Report</li> </ul>
Reporting Period	Select the reporting period: <ul style="list-style-type: none"> <li>- Annually</li> <li>- Quarterly</li> <li>- Monthly</li> </ul>
Report Name	Enter the name of the report.
Report Summary	Provide a brief summary of the report.
<b>Project Information</b>	
Project Name	Enter the project name as identified in the approved proposal, work plan, approval letter or funding agreement.

Field	Definition
Project Number	Enter the project number as it appears in the letter of approval or funding agreement. Not all projects are assigned a project number.
<b>Northern REACHE - Clean Energy Program</b>	
Project Stage: Planning, Construction, Operation	<p>Select what stage project will be at by the end of the fiscal year (March 31), if applicable:</p> <ul style="list-style-type: none"> <li>- Planning phase includes feasibility work, studies, design, engineering, financing and contract negotiation, etc.</li> <li>- Construction phase includes purchase and installation of materials.</li> <li>- Operation phase is when the project has been commissioned and is generating energy or reducing consumption.</li> </ul>
Employment: Number, Type and Duration	<p>Provide the number of local people hired to work on the project.</p> <p>Specify what kind of employment was provided to community members. Examples of positions could be electrician, project manager, equipment operator, laborer, etc.</p> <p>Specify the time period that each employed community member worked for (in hours, days, weeks or months).</p>
Training: Number, Type and Duration	<p>Provide the number of local people trained to work on the project.</p> <p>Describe the training that was provided to the community. For example: how to install solar panels, how to operate and maintain the renewable system, how to invoice the energy consumer, etc.</p> <p>Specify the duration of the training (in hours, days, weeks or months).</p>
Operations and Maintenance Contact: Given Name Family Name Title Mailing Address (Number/Street/Apartment/P.O. Box) City Province or Territory Postal Code Email Address	<p>Provide the name(s), title and contact information for the community member(s) who will be operating and maintaining the project, if applicable.</p> <p>A valid postal code is in the upper case in the format A#A#A#.  A valid email address may be in upper or lower case in the format a@a.a.</p>

Field	Definition
Electricity, Heating and Energy Efficiency Production Estimates	Provide estimates of the following, if applicable: <ul style="list-style-type: none"> <li>- Electrical Generation: how much electricity the system will produce per year, in megawatt-hours</li> <li>- Heating Generation: how much heating the system will produce per year, in British thermal units, megawatt-hours or kilojoules</li> <li>- Greenhouse Gas Emissions: how much greenhouse gas emissions will be reduced per year (in carbon dioxide equivalent)</li> <li>- Energy Savings or Revenue: how much money will be saved on energy costs as a result of the project or how much revenue will be generated by the project (dollars per year)</li> </ul>

### Activity Report

#### Reporting Period

From (YYYYMMDD) To (YYYYMMDD)	The reporting period is the time period the Activity Report covers, in the format 'Year Month Day'.
Provide a brief description of the activity.	Ensure that the activities correspond to those identified in the approved project proposal, work plan or approval letter, if applicable. An activity is a key event, action or task that is planned in order to complete a project, initiative or to operate an organization.
If the activity was completed within the period identified above, enter the date the activity was completed.	Enter the date on which the activity was completed, in the format 'Year Month Day'.
If the activity was not completed within the period identified above, explain why it was not completed and describe any work completed within this period.	Provide an explanation as to why the activity is incomplete and describe the work completed on this activity, including any unplanned work.
List any deliverables associated with this activity that are specified in the recipient's funding agreement and attach if completed.	Ensure that the deliverables reflect those that are identified in the recipient's funding agreement. A deliverable is any product resulting from an activity.
Provide any additional comments you would like to share regarding this activity.	Entries in this field may include an explanation of how the activity was carried out, success stories, challenges, highlights, etc.
If this is a final report, describe the final outcomes and any highlights.	A final report is the last Report on Activities and Expenditures completed for a fiscal year or the last Report on Activities and Expenditures completed following the end of a project, whichever applies. Outcomes are the results or benefits of a project.

### Expenditure Report

#### Reporting Period

From (YYYYMMDD) To (YYYYMMDD)	The reporting period is the time period the Expenditure Report covers, in the format 'Year Month Day'.
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<b>Field</b>	<b>Definition</b>
Budget Item	Enter the name of the eligible expenditure category or budget item.
Budget Amount	Enter the amount budgeted for each budget item.
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 automatically calculated.
In-Kind Sources (if applicable)	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.
Source Name	If applicable, list the source of any in-kind contributions.
Value (Optional)	List the value of the contribution (if known).

**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	<p>From the drop-down list, select the method by which additional documents will be submitted. The options include:</p> <ul style="list-style-type: none"> <li>- Attachment</li> <li>- Email</li> <li>- Facsimile</li> <li>- Mail</li> <li>- By Hand/Courier</li> </ul> <p>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.</p>

**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.
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