

# FUNDING FOR NEGOTIATIONS AND IMPLEMENTING BODIES UNDER SPECIAL CLAIMS

**DCI Number/Fiscal Year:**  
3842730 (2023-2024)

**Purpose:**

The Department uses this report to confirm that funding has been spent by the recipient for the intended purpose as detailed in the Negotiation and/or Implementation Plan. The quarterly reports allow the Department to monitor progress and track funding allocations.

**Reporting Period:**

Quarterly activity and financial reports, and a final year-end audited financial statement.

**Due Date:**

Quarterly reports as per fiscal quarter: July 15, October 15, January 15, and May 31. The year-end report is due May 31. Audited financial statements will be reviewed upon submission to CIRNAC.

**Field Definitions:**

| Field   | Definition  |
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| <b>A. Identification</b>  |   |
| Recipient Name  | The name of the funding recipient participating in negotiations and implementation activities. As per the program authority, eligible recipients may include a First Nation Council, a self-governing First Nation, an Inuit community, a representative organization of Inuit members of an Inuit community, or a third party organization that has been mandated and designated by them to delivery project activities or services (e.g. tribal council, regional delivery organization). |
| Recipient Number  | The number assigned by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) for funding purposes. The recipient number is the number of an organization or group specified in a Funding Agreement. If not known, leave blank.  |
| <b>Contact</b>  |   |
| Given Name<br>Family Name<br>Title<br>Mailing Address<br>(Number/Street/Apartment/P.O. Box)<br>City<br>Province/Territory<br>Postal Code<br>Telephone Number<br>Facsimile Number<br>Email Address | The name and contact information of the responsible official to verify the content and information contained in this report. This person should be the senior financial officer or Band Manager responsible for financial reporting.<br>A valid postal code is in the upper case in the format A#A#A#.<br>A valid telephone or facsimile number includes the 3 digit area code in the format ###-###-####.<br>A valid email address may be in upper or lower case in the format a@a.a.      |

| Field                      | Definition  |
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| <b>Project Information</b> |   |
| Approved Annual Allocation | The amount of annual funding for negotiations and/or implementation activities. The amount must correspond with the annual work plan and proposed budget submitted to CIRNAC for approval. Cash flow and activity forecasts in Sections C and D should correspond to the work plan and budgets for accurate reporting.  |
| Project Name               | The official project title (Negotiation Table or Negotiation Agreement for Implementation) as indicated on CIRNAC documentation.  |
| Tombstone Data             | Each report must contain a background summary of the negotiations or implementation agreement. This information provides the relevant information relating to the date of the negotiations mandate or agreement for implementation, timeframe, key issues and parties to the activities and agreement. General information about the community such as geographic location may be included in this section. |

**B. Project Activities Undertaken**

Complete Section B for projects and activities under each objective. Provide quantitative and qualitative information for each activity per quarter. Use additional pages if the space provided is not sufficient.

Provide a brief description of the activities and/or projects to be undertaken as per the annual negotiation work plan or implementation plan.

Specify the performance indicators of expected results and the target for each activity or project. Include both quantitative information (a number, date, dollar value) and qualitative (the background to the issue, storyline and summary of the challenges and opportunities within the project and activities underway during the reporting period.)

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| <p>Negotiation and Implementation Activities</p> <ul style="list-style-type: none"> <li>- Description of Projects or Activities</li> <li>- Performance Indicators</li> <li>- Actual Results</li> </ul> | <p>There are three strategic objectives that projects and activities support to advance negotiations and implementation of agreements.</p> <ol style="list-style-type: none"> <li>1. Governance and Institutions of Government <ul style="list-style-type: none"> <li>- Capacity Building or Professional Development activities to support negotiations: <ul style="list-style-type: none"> <li>• Quantitative - Number of individuals; number of training sessions/workshops</li> <li>• Qualitative - Results achieved by the activity to support governance, institutional capacity to manage negotiations/implementation</li> </ul> </li> <li>- Community or Band Council Representation to undertake the administrative/financial management or Band representation for negotiations: <ul style="list-style-type: none"> <li>• Quantitative - Number of individuals; number of meetings; number of bodies</li> <li>• Qualitative - Narrative of how the participation of members contributed to negotiations or implementation of agreement</li> </ul> </li> <li>- Community Planning projects to support negotiations: <ul style="list-style-type: none"> <li>• Quantitative - Number of activities to support future planning and costing to support negotiations</li> </ul> </li> </ul> </li> </ol> |
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| Field | Definition   |
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|       | <ul style="list-style-type: none"> <li>• Qualitative - How the activity contributed to improved community engagement and decision-making for negotiations; labour force development or training strategies</li> </ul> <p>2. Co-operative Relationships</p> <ul style="list-style-type: none"> <li>- Facilitation or Mediation activities (intra-community or multiparty) to support negotiations: <ul style="list-style-type: none"> <li>• Quantitative - Number of individuals; number of meetings; number of bodies</li> <li>• Qualitative - Narrative of how facilitation/mediation contributed to the negotiation of an agreement</li> </ul> </li> <li>- Supplemental Research to support negotiation positions: <ul style="list-style-type: none"> <li>• Quantitative - Number of projects to support information gathering</li> <li>• Qualitative - How the activity contributed generally to addressing the data gap for negotiations</li> </ul> </li> <li>- Community Consultation and Engagement to support negotiations: <ul style="list-style-type: none"> <li>• Quantitative - Number of activities to enable communication dialogue, consultation or engagement of community in negotiations or implementation activities</li> <li>• Qualitative - How the activity contributed to improved decision-making and engagement in the negotiations or implementation project</li> </ul> </li> </ul> <p>3. Claims Settlement Activities</p> <ul style="list-style-type: none"> <li>- First Nation Administration/Finance and Project Management activities to manage implementation agreements: <ul style="list-style-type: none"> <li>• Quantitative - Number of individuals; number of meetings; number of bodies</li> <li>• Qualitative - Narrative of how the participation of members contributed to the implementation of agreement; are the HR supports short-term or a long-term Secretariat-type unit as specified in an implementation plan</li> </ul> </li> <li>- First Nation Representation on implementation bodies and/or agreement activities: <ul style="list-style-type: none"> <li>• Quantitative - Number of individuals; number of meetings; number of bodies</li> <li>• Qualitative - Narrative of how the participation of members contributed to the implementation of agreement</li> </ul> </li> <li>- Facilitation or Mediation activities to support implementation agreements: <ul style="list-style-type: none"> <li>• Quantitative - Number of individuals; number of meetings; number of bodies</li> <li>• Qualitative - Narrative of how facilitation/mediation contributed to the implementation of an agreement</li> </ul> </li> </ul> |

| Field | Definition   |
|-------|--|
|       | <ul style="list-style-type: none"> <li>- Community Planning projects to support negotiations:               <ul style="list-style-type: none"> <li>• Quantitative - Number of activities to support future planning and costing to support negotiations</li> <li>• Qualitative - How the activity contributed to improved community engagement and decision-making for negotiations</li> </ul> </li> </ul> |

**C. Annual Actual Expenditures by Objective and Source of Funds**

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| <p>Objectives</p> <ul style="list-style-type: none"> <li>- Governance and Institutions of Government</li> <li>- Cooperative Relationships</li> <li>- Claims Settlement Activities</li> </ul> | <p>An annual cash flow forecasts the proposed expenditures for negotiation or implementation projects and activities. The funding provided must include CIRNAC contributions, and note contributions received from other sources (e.g. Provincial, Program sources, in-kind contributions, etc.). Recipients must report actual expenditures by quarter, with the final audited figures to be provided in the end-of-year audited financial statement. The Senior Financial Officer is responsible to verify the financial reporting as accurate. (Totals are calculated automatically)</p> |
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**D. Annual Cash Flow**

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| <p>Cash Flow by Quarter</p> <ul style="list-style-type: none"> <li>- Quarter 1 (Apr - Jun)</li> <li>- Quarter 2 (Jul - Sep)</li> <li>- Quarter 3 (Oct - Dec)</li> <li>- Quarter 4 (Jan - Mar)</li> </ul> | <p>A cash flow must be produced reflecting expenditures by quarter, in accordance with the annual work plan. (Totals are calculated automatically)</p> |
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**E. Proposed Projects**

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| <ul style="list-style-type: none"> <li>- Project Name</li> <li>- Purpose and Description</li> <li>- Amount</li> </ul> | <p>The projects and activities to be undertaken to support negotiations or implementation of special claims. Projects must be approved by the negotiators and written confirmation that funding is approved must be provided by CIRNAC prior to beginning work. Projects may include one-time annual activities, or multi-year projects, depending on the negotiation work plan or implementation plan requirements.</p> |
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**Declaration**

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| <p>Given Name<br/>Family Name<br/>Title<br/>Date (YYYYMMDD)</p> | <p>The person completing the report may be a finance or project officer but the individual with senior financial authority for the organization must review and be responsible for its contents. This report requires the given name, family name and title of the authorized financial officer, and the date on which the accuracy of the information was acknowledged. Dates are in the format 'Year Month Day'.</p> |
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