

RESIDENTIAL SCHOOLS LEGACY CONTRIBUTION PROGRAM – ANNUAL ACTIVITIES AND EXPENDITURES REPORT

DCI number / Fiscal year:
1074813 (2024-2025)

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 or upon completion of the activities, whichever is earlier.

Due date:
as specified in the recipient’s funding agreement.

Field definitions:

Field	Definition
Identification	
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 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.
Choose the funding stream for which you are reporting	
Choose the funding stream for which you are reporting.	Select the funding stream for which you are reporting. Selecting a funding stream will show fields that are required for that stream. <ul style="list-style-type: none"> - Stream 1: Residential Schools Missing Children – Community Support Funding <ul style="list-style-type: none"> • Activity 1: Local research, engagement and knowledge gathering • Activity 2: Memorialization/Commemoration • Activity 3: Bringing Children Home

Field	Definition
	<ul style="list-style-type: none"> - Stream 2: Sustainability Funding for the National Centre for Truth and Reconciliation - Stream 3: Project-based Funding to Develop and Maintain the National Residential School Student Death Register - Stream 4: Project-based Funding to Develop and Maintain a National Residential School Cemetery Register
Contact	
<ul style="list-style-type: none"> - Given name - Family name - Title - Mailing address (Number/Street/Apartment/P.O. box) - City/Town - Province/Territory - Postal code - Telephone number - Extension number - Facsimile number - Email address 	<p>The name and contact information of the responsible official to verify the content and information contained in this report.</p> <p>A valid postal code is in the upper case in the format A#A#A#.</p> <p>A valid telephone or facsimile number includes the 3 digit area code in the format ###-###-####.</p> <p>A valid email address may be in upper or lower case in the format a@a.a.</p>
Project information	
Project name	Enter the project name as identified in the approved proposal, work plan, approval letter or funding agreement.
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.
Activity report	
Fiscal year	<ul style="list-style-type: none"> - 2024-2025 - 2025-2026 - 2026-2027 - 2027-2028
Annual report <ul style="list-style-type: none"> - For period (YYYY-MM-DD) to March 31 - Due May 15, YYYY 	The period that the annual activity report covers, in the format 'Year-Month-Day'.
Stream 1 – Residential Schools Missing Children – Community Support Funding	
Planned activity	Please list each approved sub-activity as per your letter of approval for the current fiscal year.
Goal/Deliverable	Please list each approved goal/deliverable tied to each of the sub-activities as per your letter of approval for the current fiscal year.

Field	Definition
Goal/Deliverable status	<p>Please indicate the status of completion of each goal/deliverable:</p> <ul style="list-style-type: none"> - Completed; - Partially completed; - Delayed; - Abandoned/no longer relevant <p>If a goal/deliverable was partially completed, delayed or abandoned, please explain the reasons/circumstances in the next field.</p>
Narrative or explanation	<p>Please provide explanations, comments and/or examples as appropriate or relevant OR please provide a description of what you have accomplished in relation to this deliverable.</p>
Please describe any challenge(s) you may have encountered in implementing your initiative so far.	<p>Please describe any challenge(s) you may have encountered in implementing your initiative so far.</p>
Please describe the successes you may have encountered in implementing your initiative so far.	<p>Please describe the successes you may have encountered in implementing your initiative so far.</p>
Provide any additional comments you would like to share regarding this initiative.	<p>Provide any additional comments you would like to share regarding this initiative.</p>
<p>Attach any supporting documents associated with this initiative. (if applicable)</p> <ul style="list-style-type: none"> - Title - Submission method 	<p>Enter the name of the supporting document.</p> <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"> - attachment - email - facsimile - mail - by hand or courier <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>
If this is a final report, describe the final outcomes and any highlights.	<p>A final report is the last report completed for a fiscal year or the last report completed following</p>

Field	Definition
	the end of a project, whichever applies. Outcomes are the results or benefits of a project.
Stream 2: Sustainability Funding for the National Centre for Truth and Reconciliation	
Number of documents received	Please provide the number of documents received.
Number of documents reviewed	Please provide the number of documents reviewed.
Number of documents classified	Please provide the number of documents classified.
Budget item	Please list each approved budget item as per your letter of approval for the current fiscal year.
Goal/Deliverable	Please list each approved goal/deliverable tied to each of the budget items as per your letter of approval for the current fiscal year.
Goal/Deliverable status	<p>Please indicate the status of completion of each goal/deliverable:</p> <ul style="list-style-type: none"> - Completed; - Partially completed; - Delayed; - Abandoned/no longer relevant <p>If a deliverable was partially completed, delayed or abandoned, please explain the reasons/circumstances in the next field.</p>
Narrative or explanation	Please provide explanations, comments and/or examples as appropriate or relevant OR please provide a description of what you have accomplished in relation to this goal/deliverable.
Please describe any challenge(s) you may have encountered in implementing your strategic plan framework.	Please describe any challenge(s) you may have encountered in implementing your strategic plan framework.
Please describe the successes you may have encountered in implementing your strategic plan framework.	Please describe the successes you may have encountered in implementing your strategic plan framework.
Provide any additional comments you would like to share regarding the delivery of the National Centre for Truth and Reconciliation's mandate.	Provide any additional comments you would like to share regarding the delivery of the National Centre for Truth and Reconciliation's mandate.
<p>Attach any supporting documents to supplement your responses above (if applicable)</p> <ul style="list-style-type: none"> - Title - Submission method 	<p>Enter the name of the supporting document.</p> <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"> - attachment - email - facsimile

Field	Definition
	<ul style="list-style-type: none"> - mail - by hand or courier <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>
If this is a final report, describe the final outcomes and any highlights.	A final report is the last report completed for a fiscal year or the last report completed following the end of a project, whichever applies. Outcomes are the results or benefits of a project.
Stream 3: Project-based Funding to Develop and Maintain the National Residential School Student Death Register	
Number of documents received	Please provide the number of documents received.
Number of documents analyzed and input into the National Residential School Student Death Register	Please provide the number of documents analyzed and input into the National Residential School Student Death Register.
Budget item	Please list each approved budget item as per your letter of approval for the current fiscal year.
Goal/Deliverable	Please list each approved goal/deliverable tied to each of the budget items as per your letter of approval for the current fiscal year.
Goal/Deliverable status	<p>Please indicate the status of completion of each goal/deliverable:</p> <ul style="list-style-type: none"> - Completed; - Partially completed; - Delayed; - Abandoned/no longer relevant <p>If a deliverable was partially completed, delayed or abandoned, please explain the reasons/circumstances in the next field.</p>
Narrative or explanation	Please provide explanations, comments and/or examples as appropriate or relevant OR please provide a description of what you have accomplished in relation to this goal/deliverable.
Please describe any challenge(s) you may have encountered in implementing your project so far.	Please describe any challenge(s) you may have encountered in implementing your project so far.

Field	Definition
Please describe the successes you may have encountered in implementing your project so far.	Please describe the successes you may have encountered in implementing your project so far.
Provide any additional comments you would like to share regarding this project.	Provide any additional comments you would like to share regarding this project.
<p>Attach any supporting documents associated with this project. (if applicable)</p> <ul style="list-style-type: none"> - Title - Submission method 	<p>Enter the name of the supporting document.</p> <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"> - attachment - email - facsimile - mail - by hand or courier <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>
If this is a final report, describe the final outcomes and any highlights.	A final report is the last report completed for a fiscal year or the last report completed following the end of a project, whichever applies. Outcomes are the results or benefits of a project.

Stream 4: Project-based Funding to Develop and Maintain a National Residential School Cemetery Register

Number of documents received	Please provide the number of documents received.
Number of documents analyzed and input into the National Residential School Cemetery Register	Please provide the number of documents analyzed and input into the National Residential School Cemetery Register.
Budget item	Please list each approved budget item as per your letter of approval for the current fiscal year.
Goal/Deliverable	Please list each approved goal/deliverable tied to each of the budget items as per your letter of approval for the current fiscal year.
Goal/Deliverable status	<p>Please indicate the status of completion of each goal/deliverable:</p> <ul style="list-style-type: none"> - Completed;

Field	Definition
	<ul style="list-style-type: none"> - Partially completed; - Delayed; - Abandoned/no longer relevant <p>If a deliverable was partially completed, delayed or abandoned, please explain the reasons/circumstances in the next field.</p>
Narrative or explanation	Please provide explanations, comments and/or examples as appropriate or relevant OR please provide a description of what you have accomplished in relation to this goal/deliverable.
Please describe any challenge(s) you may have encountered in implementing your project so far.	Please describe any challenge(s) you may have encountered in implementing your project so far.
Please describe the successes you may have encountered in implementing your project so far.	Please describe the successes you may have encountered in implementing your project so far.
Provide any additional comments you would like to share regarding this project.	Provide any additional comments you would like to share regarding this project.
<p>Attach any supporting documents associated with this project. (if applicable)</p> <ul style="list-style-type: none"> - Title - Submission method 	<p>Enter the name of the supporting document.</p> <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"> - attachment - email - facsimile - mail - by hand or courier <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>
If this is a final report, describe the final outcomes and any highlights.	A final report is the last report completed for a fiscal year or the last report completed following the end of a project, whichever applies. Outcomes are the results or benefits of a project.
Expenditures report	

Field	Definition
Reporting period - From (YYYYMMDD) - To (YYYYMMDD)	The period is the time period that the expenditure report covers, in the format 'Year-Month-Day'.
Stream 1 - Residential Schools Missing Children – Community Support Funding	
Budget item	The Budget items for Stream 1 are: <ul style="list-style-type: none"> - Ceremonies and gatherings - Community engagement sessions/Workshops - Cultural and emotional supports - Environmental and search technology costs - Equipment - Meetings - Memorial/Commemorative spaces and markers - Professional and consultant fees - Promotion and communication - Rent and utilities - Research – Archival, statement gathering, interviews - Salaries - Travel - Volunteer participation expenses Administration fees (up to 10% of sub-total)
Budget amount	Enter the amount budgeted for each budget item.
Total budget amount	The total budgeted amount for each budget item, if more than one activity is selected. This amount is calculated automatically.
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.
Stream 2: Sustainability Funding for the National Centre for Truth and Reconciliation	
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 calculated automatically.
Stream 3: Project-based Funding to Develop and Maintain the National Residential School Student Death Register	
Budget item	Enter the name of the eligible expenditure category or budget item.
Budget amount	Enter the amount budgeted for each budget item.

Field	Definition
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.
Administration fees (up to 10% of sub-total)	Enter the budget amount and expenditure amount for administration fees (up to 10% of sub-total). The variance is calculated automatically.
Stream 4: Project-based Funding to Develop and Maintain a National Residential School Cemetery Register	
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 calculated automatically.
Administration fees (up to 10% of sub-total)	Enter the budget amount and expenditure amount for administration fees (up to 10% of sub-total). The variance is calculated automatically.
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)	If known, list the value of the contribution.
Supporting documents	List any supporting documents associated with the above budget (if applicable).
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"> - attachment - email - facsimile - mail - by hand or courier <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</p>

Field	Definition
	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.
Declaration	
<ul style="list-style-type: none"> - Given name - Family name - Title - Date (YYYYMMDD) 	<p>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.</p> <p>Dates are in the format of 'Year-Month-Day'.</p>