

BASIC ORGANIZATION CAPACITY PROGRAM ANNUAL REPORT

DCI number/Fiscal year:
1323248 (2024-2025)

Purpose:
A report is required annually in order to describe the activities that were undertaken and the results achieved over the course of the year.

Reporting period:
for fiscal year ending March 31

Due date:
on or before April 30th, as per funding arrangement

- Note:**
- From your saved Basic Organization Capacity (BOC) Funding Application ([PAW 1323247](#)), press the **“Generate report”** button to automatically pre-populate the BOC report using data from your saved BOC Funding Application.
 - If the BOC Funding Application has been approved for the multi-year agreement, please select the year that corresponds to the reporting year.

Field definitions:

Field	Definition
Identification	
Name of recipient organization	The full legal name of the organization that received the funds being reported on (pre-populated).
Program contact	
<ul style="list-style-type: none"> - Given name - Family name - Title - Permanent address (Number/Street/Apartment/P.O. box) - City/Town - Province/Territory - Postal code - Telephone number - Extension - Facsimile number - Email address - Web site (if available) 	The given name, family name, title, permanent address, telephone number and extension, facsimile number, email and web site of the person to be contacted for any questions related to the report. A valid postal code is in the upper case in the format 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.
Reporting period	
<ul style="list-style-type: none"> - From (YYYYMMDD) - To (YYYYMMDD) 	The period covered by the report entered in the format ‘Year-Month-Day’. For example: from: 2024-04-01 to: 2025-03-31.
Date completed (YYYYMMDD)	The date the report was completed in the format ‘Year-Month-Day’.

A. Activity summary

Field	Definition
<ul style="list-style-type: none"> - Objective/Purpose - Proposed activity - Expected output - Actual output 	<p>The fields are automatically carried over from the funding application.</p> <p>Detail the actual output from each activity that was originally proposed in the funding application (pre-populated), and explain any variance from expected output.</p>
B. Budget summary	<p>Expenditure categories may be added or omitted if applicable by clicking on the 'Add other...' and the "[-]" buttons on the page. All subtotal, total and variance amounts are calculated automatically. The budgeted expenditures fields are automatically carried over (pre-populated) from the funding application.</p>
Revenues	<p>List the BOC (core) funding amounts received from Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) and the actual amount of revenue used.</p>
Expenditures	<p>List the actual expenditures for salaries, rent, operation and administration costs in the spaces provided in the chart.</p>
Supporting documents	<p>This table allows you to identify the supporting document(s) being submitted and the method of submission.</p>
Supporting document type	<p>Select from the drop-down list the type of supporting document:</p> <ul style="list-style-type: none"> - Report - Expenditure report
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 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	
<ul style="list-style-type: none"> - Given name - Family name - Title - Signature - Date (YYYYMMDD) 	<p>The given name, family name and position title and signature of the person who acknowledged the accuracy of the information, and the date on which it was completed. Dates are in the format 'Year-Month-Day'.</p>