FEDERAL INTERLOCUTOR CONTRIBUTION PROGRAM REPORT

DCI number / Fiscal year:
41772 (2024-2025)

Purpose:
The report provides a summary of the objectives, the work completed to date and the results achieved for contributions funded under the Federal Interlocutor's Contribution Program (FICP).

Reporting period:
Terms of reporting are according to the approved funding agreement and/or its amendments. Regular progress reports (activity and financial) are required on all FICP projects undertaken by recipient organizations in accordance with the terms and conditions of the approved funding arrangement. The number of reports required is based on the risk rating as assessed in the General Assessment Tool (GA) completed prior to entering into an arrangement for each recipient organization. These reports are required to ensure Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) / Métis and Non-Status Indian Relations Directorate (MNSIRD) and transfer payment policies are adhered to in terms of cash management and accountability. Progress reports must be received by CIRNAC / MNSIRD usually for the next payment to be released.

Due date:
The due date of a quarterly or mid-year interim report will be specified in the funding agreement as required. The final activity/progress and financial reporting is due on or before April 30.

Field definitions:

Field	Definition
Identification	
Recipient name	Legal name of the recipient organization.
Recipient number	The number assigned to the recipient organization by Grants and Contribution Information Management System.
Telephone number	Telephone number of the Project Coordinator at the recipient organization. A valid telephone number includes the 3 digit area code in the format ###-###-####.
Email address	Email address of the Project Coordinator at the recipient organization. A valid email address may be in upper or lower case in the format a@a.a.
Contact	
- 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 can be contacted for further information about the report.

Field	Definition
	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.
Project information	
Project title and funding type	The title and funding type of the project, which would be the same as the project title in the approved proposal.
Arrangement number	The funding agreement number associated with this report (upper right corner of the funding agreement/amendment).
Report type	Required cycle of reporting: - interim (quarterly) - final reporting as specified in the funding arrangement, including both financial and activity/progress reporting.
Report due date (YYYYMMDD)	The due date in the format 'Year-Month-Day' for a quarterly or mid-year interim report is specified in the funding agreement as required (normally due 30 days post quarter end).
Project description	The description of the work carried out during the fiscal year in accordance with the approved proposal.
Project results	The description of the results compared to the objectives in accordance with the approved proposal.
Did you receive any funding for the Support for the Wellbeing of Families and Survivors of Missing and Murdered Indigenous Women, Girls, and 2SLGBTQI+ People Contribution Program?	Did you receive any funding for the Support for the Wellbeing of Families and Survivors of Missing and Murdered Indigenous Women, Girls, and 2SLGBTQI+ People Contribution Program? Select Yes or No.
If yes, did the funding your organization received improve the wellbeing of families and survivors?	Did the funding your organization received improve the wellbeing of families and survivors? Select one: 1. Strongly disagree; 2. Somewhat disagree; 3. Neither agree nor disagree; 4. Somewhat agree; 5. Strongly agree
If yes, please elaborate on how the funding your organization received did or did not improve the wellbeing of families and survivors	Please elaborate on how the funding your organization received did or did not improve the wellbeing of families and survivors (optional: 1000 characters or less).
If yes, approximately how many individuals participated in your program?	Enter the approximate number of individuals who participated in your program.

Field	Definition
CIRNAC funding	The amount of the arrangement; the amount expended to date; the amount remaining to be spent under this arrangement/amendment.
CIRNAC funding expended	The amount of the arrangement expended to date under this arrangement/amendment.
Surplus/Deficit	The amount of the arrangement remaining to be spent under this arrangement/amendment.
Supporting documents	This table allows you to identify the supporting document(s) being submitted and the method of submission.
Required supporting documentation	To each DCI report, a detailed financial and activity report must be submitted. The itemized expenditures for the activities carried out should be measured against the budget in the agreement.
Document type	Select from the drop-down list the type of supporting document: - Project expenditures as per project budget (statement of revenues and expenditures) - Detailed project report as per project deliverables and annexes as required - Other (specify)
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/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.
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'.