

# URBAN PROGRAMMING FOR INDIGENOUS PEOPLES REPORT

**DCI number/Fiscal year:**  
10868729 (2024-2025)

**Urban Programming for Indigenous Peoples (UPIP) Terms and Conditions:**  
<https://sac-isc.gc.ca/eng/1386530682712/1615722928307>

**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. The reporting period may be covered by one or more reports according to the number of submissions specified in the recipient’s funding agreement. Refer to Annex 5 – Reporting requirements and due dates of your funding agreement.

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

**Field definitions:**

Field	Definition
Funding stream	<p>Select the funding stream for which the organization received funding. Only one funding stream can be selected at a time, selecting a funding stream hides fields that are not required for that stream.</p> <ul style="list-style-type: none"> <li>- <b>Organizational Capacity:</b> provides core funding to Indigenous organizations including friendship centres that deliver programs/services to urban Indigenous peoples and support the establishment of new organizations in areas not currently served.</li> <li>- <b>Programs and Services:</b> provides project funding to organizations delivering a broad range of programs and services to urban Indigenous peoples that address locally-identified issues, provided that they are not already funded or eligible to be funded by other departments or governments.</li> <li>- <b>Research and Innovation:</b> provides funding to better understand the urban Indigenous reality; gather information on best practices, methodologies and programming approaches, and pilot innovative programs/services.</li> </ul>

Field	Definition
	<ul style="list-style-type: none"> <li>- <b>Coalitions:</b> supports local coalitions that bring together all levels of government, local organizations and other stakeholders to identify key local priorities and needs, and ensure efficient and coordinated delivery of urban Indigenous programs. The primary goals are to promote collaboration at the local level; identify local needs, and, develop local plans on how to best address these identified priorities.</li> <li>- <b>Infrastructure:</b> provides funding for major and minor infrastructure projects that increase the physical capacity and improve the safety, security, and accessibility of facilities that deliver UPIP programming to deliver new programming or to respond to increased demand for existing programs (e.g., addictions, disabilities, seniors services, navigator services, training, youth mentoring.)</li> </ul>
<b>Reporting period</b>	
<p>Interim or final</p> <p>For <b>Infrastructure stream</b> only: progress or year-end or project completion</p>	<p>Indicate if it's a final report or an interim report.</p> <p>For <b>Infrastructure stream</b> only:</p> <p>Please indicate if it's a progress, year-end, or project completion report.</p> <p>Please note that:</p> <ul style="list-style-type: none"> <li>• until the infrastructure project is completed, only the progress report and year-end report are required for each fiscal year.</li> <li>• if the infrastructure project is completed between April 1 and September 30 (i.e., April 1 ≤ Infrastructure project completion ≤ Sept 30), then the progress report and project completion report are required for the fiscal year.</li> <li>• if the infrastructure project is completed between October 1 and March 31 (i.e., October 1 ≤ Infrastructure project completion ≤ March 31), then the progress report, year-end report, and project completion report are required for the fiscal year.</li> </ul>
<p>From (YYYYMMDD) To (YYYYMMDD)</p>	<ul style="list-style-type: none"> <li>- The interim/progress report will be for the period: April 1 to September 30 (unless otherwise stated).</li> <li>- The final/year-end report will be for the period: April 1 to March 31 (unless otherwise stated).</li> </ul> <p>Indicate the reporting period from and to dates from the drop-down calendar. Dates are in the format of "Year-Month-Day".</p>

Field	Definition
	<p>Refer to Annex 5 – Reporting requirements and due dates of your funding agreement.</p> <p>For <b>Infrastructure stream</b> only: The project completion report is only for when the infrastructure project has been completed.</p>
<b>Recipient information</b>	
Recipient name	The full legal name of the organization as identified on the funding agreement with Indigenous Services Canada (ISC).
Recipient number	The number assigned by ISC to a recipient organization for funding purposes.
Mailing address (Number/Street/Apartment/P.O. box) City/Town Province/Territory Postal code Telephone number Extension Facsimile number Email address Organization web site (if available) Street address, if different than mailing address	The organization's full street address and mailing address (if different), telephone number and extension, facsimile number, email address and web site (if available) of the recipient.
<b>Contact</b>	
Given name Family name Title/Position Telephone number Extension Facsimile number Email address	Person who can be contacted for further information about the report
<b>Organizational Capacity</b>	
Project title	The title as identified on your work plan
<b>Interim report</b>	
Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.	Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.
Are you on target to complete your project? If "partially" or "not at all", please explain why?	Is the roll out of the project in accordance with the proposed start dates identified in the work plan? Indicate fully, partially or not at all. If "partially" or "not at all", please explain why (e.g., identify the barriers in place which are delaying the

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	project roll out and if you have a new proposed start date, etc.)
<b>Final report</b>	
<p>Report on each activity identified in your work plan.</p> <p>Activity (description)</p>	<p>For every activity outlined in your approved work plan, please describe in as much detail as possible on how the activity was carried out. Ensure that the activities correspond to those identified in the approved work plan. An activity is a key event, action or task that is planned in order to complete a project, or initiative.</p>
<p>Activity completion date</p>	<p>For every activity outlined in your approved work plan, please provide the activity completion date.</p>
<p>How complete was the activity by the activity completion date? If "partially or "not at all", please explain why.</p>	<p>For every activity outlined in your approved work plan, please indicate if you are fully/partially/not at all able to complete the activity on time. If "partially" or "not at all", please explain why (e.g. identify the barriers in place which are delaying the project roll out and if you have a new proposed start date, etc.) and describe the work completed on this activity, including any unplanned work.</p>
<p>List the results and/or outcomes achieved</p>	<p>Ensure that the deliverables of the activities reflect those that are identified in the work plan. A deliverable is any product resulting from an activity.</p>
<p>How many programs and services are being delivered as a result of receiving Organizational Capacity funding?</p>	<p>This indicator measures how many different programs and services are provided as a result of UPIP funding.</p>
<b>Organizational Capacity financial report</b>	
<p>Salaries and employee benefits</p>	<p>Please use the same budget from your work plan.</p> <ul style="list-style-type: none"> <li>- Salary and benefits for the following three positions: <ul style="list-style-type: none"> <li>• Chief executive officer or executive director;</li> <li>• Executive assistant or receptionist</li> <li>• Youth coordinator</li> </ul> </li> <li>- Mandatory employer related costs (MERCs) include: Employment Insurance (EI), Canadian Pension Plan (CPP), mandatory vacation pay (only if paid out), and Workers' Compensation Health and Safety Board (normally WCB). <ul style="list-style-type: none"> <li>• Budget amount: Enter the amount budgeted for each budget item.</li> <li>• Carryover/Surplus: the amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.</li> <li>• Budget total = Budget amount + Carryover/Surplus</li> <li>• Expenditure amount: Enter the amount expended on each budget item.</li> </ul> </li> </ul>

Field	Definition
	<ul style="list-style-type: none"> <li>• Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> </ul>
Overheads costs	<ul style="list-style-type: none"> <li>- Professional fees: contracts for services such as consulting, auditors, IT, accountant, etc. This is not a salary position.</li> <li>- Travel and transportation: travel and transportation for the staff holding the positions under this funding stream. International travel is not eligible. For expenditures related to travel, please refer to the Treasury Board guidelines on travel at <a href="http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php">http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php</a> and the UPIP Terms and Conditions at <a href="https://sac-isc.gc.ca/eng/1386530682712/1615722928307">https://sac-isc.gc.ca/eng/1386530682712/1615722928307</a>.</li> <li>- Training and development: training and development to support the staff holding the positions under this funding stream.</li> <li>- Rent or mortgage: If you own your building, a portion of the mortgage can be covered. If you rent, a portion of the rent can be covered.</li> <li>- Utilities/Office supplies: Organizational overhead such as office supplies and utilities are required to support the positions being funded under this stream and/or costs associated with regular operating and maintenance.</li> <li>- Translation and communications: translation for documentation or website content as required. Communications include pamphlets, printing of reports, website, internet, telephone, cell phone, etc.</li> <li>- Equipment: any equipment required to support the positions and/or administration to be compliant with the agreement. Ineligible expenditures: <ul style="list-style-type: none"> <li>• purchase of automobiles, land, buildings, cosmetic capital renovations;</li> <li>• purchase of capital assets with a market value in excess of \$5,000.</li> </ul> </li> <li>- Management fees: a portion of management fees associated with costs for preparing financial and other reporting documentation required to be compliant with the agreement.</li> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Carryover/Surplus: the amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.</li> <li>- Budget total = Budget amount + Carryover/Surplus</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> </ul>

Field	Definition
	<p>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</p> <p>Note that this is not an exhaustive list. If an expenditure is not clearly listed under your funding stream please check with the program for eligibility.</p>
<p>Did you leverage additional sources of funding to support the activities of the organization?</p>	<p>This indicator measures the ability of organizations to leverage additional sources of funds to support their activities.</p> <p>Indicate <b>yes</b> or <b>no</b>.</p>
<p>If "yes", identify the sources of funding and provide the funding amount from each source.</p>	<p>If "yes", please identify the source of funding and the amount of funding from each source.</p> <p>Federal: This includes any funding from any of Government of Canada's departments or programs, such as Employment and Social Development Canada, Justice Canada, Health Canada, etc.</p> <p>Provincial/Territorial: This includes funding from any of Canada's provinces or territories, such as: Ontario Government funding programs, Northwest Territories Health and Social Services, etc.</p> <p>Municipal: This includes funding from a city, Canadian municipalities, etc.</p> <p>Private: funding from the private sector, such as: donations, organizations, businesses, institutions, philanthropic organizations, etc.</p>
<p>Contribution financial summary report</p>	<ul style="list-style-type: none"> <li>- Contributor name: List the name of the contributor providing the funds.</li> <li>- Financial: List the amount of the contribution.</li> <li>- In-kind: 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.</li> </ul>
<p><b>Programs and Services</b></p>	
<p>Project title</p>	<p>The title as identified on your work plan</p>
<p><b>Interim report</b></p>	
<p>Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.</p>	<p>Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.</p>
<p>Are you on target to complete your project? If "partially" or "not at all", please explain why?</p>	<p>Is the roll out of the project in accordance with the proposed start dates identified in the work plan? Indicate fully, partially or not at all. If "partially" or "not at all", please explain why (e.g., identify the barriers in place which are delaying the</p>

Field	Definition
	project roll out and if you have a new proposed start date, etc.)
<b>Final report</b>	
<p>Select the key categories for which your project was intended</p>	<p>This measures how many projects target each of the six key priority areas. This helps to demonstrate how well the programs and services are reaching designated priority populations. Vulnerable populations include persons with disability, seniors, and former offenders.</p> <p>Select the keys categories for which your project was intended:</p> <p>Women: (e.g., programming in women’s shelters):</p> <ul style="list-style-type: none"> <li>• projects that help women transition out of women’s shelters;</li> <li>• healthy parenting projects;</li> <li>• projects that help women enter/stay in the workforce</li> </ul> <p>Vulnerable populations;</p> <ul style="list-style-type: none"> <li>• projects that assist in understanding urban challenges with respect to financial literacy, understanding rental agreements, etc.</li> <li>• mentorship projects</li> <li>• projects that provide assistance re-entering the workforce</li> <li>• intergenerational projects (youth and elders)</li> </ul> <p>Youth: (e.g., land-based activities);</p> <ul style="list-style-type: none"> <li>• on the land cultural camps, where the youth learn traditional language and cultural teachings while building their self-esteem and cultural identity</li> <li>• mentorship, peer support projects</li> <li>• stay in school projects</li> <li>• cultural projects in an urban setting</li> <li>• intergenerational projects (family, youth and elder projects)</li> </ul> <p>Transition services: (e.g., navigator services);</p> <ul style="list-style-type: none"> <li>• programs and services that ease the transition to urban life, such as: referral services to affordable housing; healthcare; employment services; cultural support; child care; schooling</li> </ul> <p>Outreach programs: to support career, employment, training and education initiatives and programs</p>

Field	Definition
	<p>Community wellness: (e.g., funding for housing plans or studies, community kitchens, anti-racism, pre-employment supports</p> <ul style="list-style-type: none"> <li>• projects to assist communities with future planning or studies</li> </ul>
<p>Report on each activity identified in your work plan.</p> <p>Activity (description)</p>	<p>For every activity outlined in your approved work plan, please describe in as much detail as possible on how the activity was carried out. Ensure that the activities correspond to those identified in the approved work plan. An activity is a key event, action or task that is planned in order to complete a project, or initiative.</p>
<p>Activity completion date</p>	<p>For every activity outlined in your approved work plan, please provide the activity completion date.</p>
<p>How complete was the activity by the activity completion date? If "partially" or "not at all", please explain why.</p>	<p>For every activity outlined in your approved work plan, please indicate if you are fully/partially/not at all able to complete the activity on time. If "partially" or "not at all", please explain why (e.g. identify the barriers in place which are delaying the project roll out and if you have a new proposed start date, etc.) and describe the work completed on this activity, including any unplanned work.</p>
<p>List the results and/or outcomes of the services or the project achieved</p>	<p>Ensure that the deliverables of the activities reflect those that are identified in the work plan. A deliverable is any product resulting from an activity.</p>
<ul style="list-style-type: none"> <li>- Identify the total number of youths that received services or participated in projects.</li> <li>- Identify the total number of women that received services or participated in projects.</li> <li>- Identify the total number of vulnerable populations (persons with disability, seniors, former offenders) that received services or participated in projects.</li> </ul>	<p>This measures how many projects target each of the priority populations being: women, youth and vulnerable populations (including persons with disability, seniors, former offenders).</p>
<p>Provide examples of success stories demonstrating client satisfaction or positive impacts of programs and services as a result of UPIP funding.</p>	<p>Provide examples of success stories demonstrating client satisfaction or positive impacts. This helps measure in narrative form the impact of UPIP activities in addressing needs, filling gaps, as well as, on the socio-economic well-being of urban Indigenous peoples.</p>
<p>What is the percent of clients that are satisfied with the programs and services they received?</p>	<p>This measures overall client satisfaction with the programs and services being offered as a result of UPIP funding. This demonstrates how well the programs and services meet their needs.</p>
<p>Specify how this was measured.</p>	<p>Identify how your organization captured the client information as requested above whether through</p>

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	evaluation forms in the activities or other modes of surveys.
Identify the number of different programs and services being provided as a result of UPIP.	This measures how many different programs and services are provided in urban areas as result of UPIP funding.
<b>Programs and Services financial report</b>	Please use the same budget from your work plan.
Salaries and employee benefits	<p>Mandatory employer related costs (MERCs) include: Employment Insurance (EI), Canadian Pension Plan (CPP), mandatory vacation pay (only if paid out), and Yukon Workers' Compensation Health and Safety Board (normally WCB).</p> <ul style="list-style-type: none"> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Carryover/Surplus: the amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.</li> <li>- Budget total = Budget amount + Carryover/Surplus</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> <li>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> </ul>
Direct costs	<ul style="list-style-type: none"> <li>- Professional fees: contracts for services such as consulting, auditors, IT, accountant, etc. This is not a salary position.</li> <li>- Honoraria: honorarium payments to individuals who have been asked to provide services for the project. Honoraria is not considered a salary position. Honoraria (or per diem) cannot be used for compensation for an individual's participation in an initiative.</li> <li>- Local travel and transportation: local travel and transportation costs directly linked to the project activities. International travel is not eligible. For expenditures related to travel, please refer to the Treasury Board guidelines on travel at <a href="http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php">http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php</a> and the UPIP Terms and Conditions at <a href="https://sac-isc.gc.ca/eng/1386530682712/1615722928307">https://sac-isc.gc.ca/eng/1386530682712/1615722928307</a>.</li> <li>- Meetings: costs related to organizing local meetings such as facility rental to host the meeting, audio visual rental, etc. Ineligible expenditures: <ul style="list-style-type: none"> <li>• compensation for board members time or participation;</li> <li>• stipends for attendance in training, conferences/workshops</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>- Hospitality: expenditures related to hospitality may not exceed Treasury Board guidelines on hospitality. Please refer to this website (<a href="http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228">http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228</a>) for more information.</li> <li>- Training and development: training and development that is directly linked to the project. Ineligible expenditures: <ul style="list-style-type: none"> <li>• stipends for attendance in training, including conferences/workshops;</li> <li>• compensation for board member's time</li> </ul> </li> <li>- Equipment: any equipment required to support the project. Ineligible expenditures: <ul style="list-style-type: none"> <li>• purchase of automobiles, land, buildings, cosmetic capital renovations;</li> <li>• purchase of capital assets with a market value in excess of \$5,000</li> </ul> </li> <li>- Facilities: identified as rent for space to hold or deliver the project outside of the organization's office.</li> <li>- Translation and communications: translation for documentation or website content as required for the project. Communications include pamphlets, printing of reports, website, internet, etc.</li> <li>- Materials and supplies: material and supplies that are directly linked to the project and not to the organization.</li> <li>- Volunteer participation expenses: for the volunteers supporting the delivery of the project. Out of pocket expenses associated with the volunteer such as parking, bus ticket, taxi, daycare. A volunteer is considered an unpaid position.</li> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Carryover/Surplus: the amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.</li> <li>- Budget total = Budget amount + Carryover/Surplus</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> <li>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> </ul>
Overheads costs	<ul style="list-style-type: none"> <li>- Rent or mortgage: If you own your building, a portion of the mortgage can be covered. If you rent, a portion of the rent can be covered.</li> <li>- Project management: a portion of management fees associated with costs for preparing financial and other reporting documentation required to be compliant with the agreement.</li> </ul>

Field	Definition
	<ul style="list-style-type: none"> <li>- Utilities/Office supplies/Telephone/Audit/ Insurance: costs associated with organizational overhead to supporting the activities of the project and or administration of the agreement to provide funding, such as office supplies, telephone, fax, postage, audit fees, insurance and utilities for the office space.</li> <li>- Equipment: any equipment required to support the project. Ineligible expenditures: <ul style="list-style-type: none"> <li>• purchase of automobiles, land, buildings, cosmetic capital renovations;</li> <li>• purchase of capital assets with a market value in excess of \$5,000.</li> </ul> </li> </ul> <p>Note that this is not an exhaustive list. If an expenditure is not clearly listed under your funding stream please check with the program for eligibility.</p> <ul style="list-style-type: none"> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Carryover/Surplus: the amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.</li> <li>- Budget total = Budget amount + Carryover/Surplus</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> <li>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> </ul>
Did you leverage additional sources of funding to support the activities of the organization?	<p>This indicator measures the ability of organizations to leverage additional sources of funds to support their activities.</p> <p>Indicate <b>yes</b> or <b>no</b>.</p>
If "yes", identify the sources of funding and provide the funding amount from each source.	<p>If "yes", please identify the source of funding and the amount of funding from each source.</p> <p>Federal: This includes any funding from any of Government of Canada's departments or programs, such as Employment and Social Development Canada, Justice Canada, Health Canada, etc.</p> <p>Provincial/Territorial: This includes funding from any of Canada's provinces or territories, such as: Ontario Government funding programs, Northwest Territories Health and Social Services, etc.</p> <p>Municipal: This includes funding from a city, Canadian municipalities, etc.</p>

Field	Definition
	Private: funding from the private sector, such as donations, organizations, businesses, institutions, philanthropic organizations, etc.
Contribution financial summary report	<ul style="list-style-type: none"> <li>- Contributor name: List the name of the contributor providing the funds.</li> <li>- Financial: List the amount of the contribution</li> <li>- In-kind: 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.</li> </ul>
<b>Research and Innovation</b>	
Project title	The title as identified on your work plan
Type of project	<p>Indicate if it is a research project or an innovative/pilot project.</p> <ul style="list-style-type: none"> <li>- Research project - gathers information on best practices, methodologies and programming approaches.</li> <li>- Innovative/Pilot project - addresses systemic challenges in new or untested ways with a goal of mobilizing positive changes.</li> </ul>
<b>Interim report</b>	
Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.	Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.
Are you on target to complete your project? If "partially" or "not at all", please explain why?	<p>Is the roll out of the project in accordance with the proposed start dates identified in the work plan? Indicate fully, partially or not at all. If "partially" or "not at all", please explain why (e.g., identify the barriers in place which are delaying the project roll out and if you have a new proposed start date, etc.)</p>
<b>Final report</b>	
Report on each activity identified in your work plan.  Activity (description)	For every activity outlined in your approved work plan, please describe in as much detail as possible on how the activity was carried out. Ensure that the activities correspond to those identified in the approved work plan. An activity is a key event, action or task that is planned in order to complete a project, or initiative.
Activity completion date	For every activity outlined in your approved work plan, please provide the activity completion date.
How complete was the activity by the activity completion date? If "partially" or "not at all", please explain why.	<p>For every activity outlined in your approved work plan, please indicate if you are fully/partially/not at all able to complete the activity on time. If "partially" or "not at all", please explain why (e.g. identify the barriers in place which are delaying the project roll out and if you have a new proposed start date,</p>

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	etc.) and describe the work completed on this activity, including any unplanned work.
List the results and/or outcomes of the services or the project achieved.	Ensure that the deliverables of the activities reflect those that are identified in the work plan. A deliverable is any product resulting from an activity.
Did your project include knowledge mobilization or knowledge transfer activities?	This helps demonstrates how well the knowledge gained through research and innovation projects is being shared. Will your project collect and use available knowledge and how will you plan to share the information?
Are you planning to implement your pilot project?	Provide as much detail as you can on how your pilot project will be implemented.
Provide examples of demonstrated outcomes or success stories as a result of UPIP funding.	Provide examples of success stories demonstrating client satisfaction or positive impacts. This helps measure, in narrative form, the impact of UPIP funding to support research and knowledge mobilization/transfer activities that may help to address needs and/or fill gaps on the socio-economic well-being of urban Indigenous peoples.
<b>Research and Innovation financial report</b>	Please use the same budget from your work plan.
Salaries and employee benefits	<p>Mandatory employer related costs (MERCs) include: Employment Insurance (EI), Canadian Pension Plan (CPP), mandatory vacation pay (only if paid out), and Yukon Workers' Compensation Health and Safety Board (normally WCB).</p> <ul style="list-style-type: none"> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Carryover/Surplus: the amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.</li> <li>- Budget total = Budget amount + Carryover/Surplus</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> <li>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> </ul>
Direct costs	<ul style="list-style-type: none"> <li>- Professional fees: contracts for services such as consulting, auditors, IT, accountant, etc. This is not a salary position.</li> <li>- Honoraria: honorarium payments to individuals who have been asked to provide services for the project. Honoraria is not considered a salary position.</li> <li>- Local travel and transportation: travel and transportation directly linked to the project activities. For expenditures related to travel, please refer to the Treasury Board guidelines on travel at <a href="http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php">http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php</a> and</li> </ul>

Field	Definition
	<p>the UPIP Terms and Conditions at <a href="https://sac-isc.gc.ca/eng/1386530682712/1615722928307">https://sac-isc.gc.ca/eng/1386530682712/1615722928307</a>.</p> <ul style="list-style-type: none"> <li>- Meetings: costs related to organizing local meetings such as facility rental to host the meetings, audio visual rental, etc. Ineligible expenditures: <ul style="list-style-type: none"> <li>• compensation for board members time or participation;</li> <li>• stipends for attendance in training, conferences/workshops</li> </ul> </li> <li>- Hospitality: Expenditures related to hospitality may not exceed Treasury Board guidelines on hospitality. Please refer to this website (<a href="http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228">http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228</a>) for more information.</li> <li>- Training and development: training and development that is directly linked to the project. Ineligible expenditures: <ul style="list-style-type: none"> <li>• stipends for attendance in training, including conferences/workshops;</li> <li>• compensation for board member's time</li> </ul> </li> <li>- Equipment: any equipment required to support the project. Ineligible expenditures: <ul style="list-style-type: none"> <li>• purchase of automobiles, land, buildings, cosmetic capital renovations;</li> <li>• purchase of capital assets with a market value in excess of \$5,000</li> </ul> </li> <li>- Facilities: identified as rent for space to hold or deliver the project outside of the organization's office.</li> <li>- Translation and communications: translation for documentation or website content as required for the project. Communications include pamphlets, printing of reports, website, internet, etc.</li> <li>- Materials and supplies: material and supplies that are directly linked to the project and not to the organization.</li> <li>- Volunteer participation expenses: for the volunteers supporting the delivery of the project. Out of pocket expenses associated with the volunteer such as parking, bus ticket, taxi, daycare. A volunteer is considered an unpaid position.</li> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Carryover/Surplus: the amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.</li> <li>- Budget total = Budget amount + Carryover/Surplus</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> </ul>

Field	Definition
	<ul style="list-style-type: none"> <li>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> </ul>
Overheads costs	<ul style="list-style-type: none"> <li>- Rent or mortgage: If you own your building, a portion of the mortgage can be covered. If you rent, a portion rent can be covered.</li> <li>- Project management: a portion of management fees associated with costs for preparing financial and other reporting documentation required to be compliant with the agreement.</li> <li>- Utilities/Office supplies/Telephone/Audit/ Insurance: costs associated with organizational overhead to supporting the activities and or administration of the agreement to provide funding, such as office supplies, telephone, fax, postage, audit fees, insurance and utilities for the office space.</li> <li>- Equipment: any equipment required to support the project. Ineligible expenditures: <ul style="list-style-type: none"> <li>• purchase of automobiles, land, buildings, cosmetic capital renovations;</li> <li>• purchase of capital assets with a market value in excess of \$5,000.</li> </ul> </li> </ul> <p>Note that this is not an exhaustive list. If an expenditure is not clearly listed under your funding stream please check with the program for eligibility.</p> <ul style="list-style-type: none"> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Carryover/Surplus: the amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.</li> <li>- Budget total = Budget amount + Carryover/Surplus</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> <li>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> </ul>
Contribution financial summary report	<ul style="list-style-type: none"> <li>- Contributor name: List the name of the contributor providing the funds.</li> <li>- Financial: List the amount of the contribution.</li> <li>- In-kind: 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.</li> </ul>
<b>Coalitions</b>	
Project title	The title as identified on your work plan
<b>Interim report</b>	
Provide a status update on the implementation of the project, on every	Provide a status update on the implementation of the project, on every activity outlined in your approved work plan.

Field	Definition
activity outlined in your approved work plan.	
<p>Are you on target to complete your project?</p> <p>If "partially" or "not at all", please explain why?</p>	<p>Is the roll out of the project in accordance with the proposed start dates identified in the work plan?</p> <p>Indicate fully, partially or not at all.</p> <p>If "partially" or "not at all", please explain why (e.g., identify the barriers in place which are delaying the project roll out and if you have a new proposed start date, etc.)</p>
<b>Final report</b>	
<p>Report on each activity identified in your work plan.</p> <p>Activity (description)</p>	<p>For every activity outlined in your approved work plan, please describe in as much detail as possible on how the activity was carried out. Ensure that the activities correspond to those identified in the approved work plan. An activity is a key event, action or task that is planned in order to complete a project, or initiative.</p>
Activity completion date	<p>For every activity outlined in your approved work plan, please provide the activity completion date.</p>
<p>How complete was the activity by the activity completion date?</p> <p>If "partially" or "not at all", please explain why.</p>	<p>For every activity outlined in your approved work plan, please indicate if you are fully/partially/not at all able to complete the activity on time.</p> <p>If "partially" or "not at all", please explain why (e.g. identify the barriers in place which are delaying the project roll out and if you have a new proposed start date, etc.) and describe the work completed on this activity, including any unplanned work.</p>
List the results and/or outcomes achieved.	<p>Ensure that the deliverables of the activities reflect those that are identified in the work plan. A deliverable is any product resulting from an activity.</p>
<p>Select all types of organizations that are active members of your coalition.</p>	<p>Active members are organizations that are involved on a regular basis in the activities of the coalition, e.g., attend meetings, provide financial/in-kind contributions, etc. It includes all three orders of government, local organizations and other stakeholders.</p> <p>Select all that are active members of your coalition:</p> <ul style="list-style-type: none"> <li>- Federal: This includes any funding from any of Government of Canada's departments or programs, such as Employment and Social Development Canada, Justice Canada, Health Canada, etc.</li> <li>- Provincial/Territorial: This includes funding from any of Canada's provinces or territories, such as Ontario Government funding programs, Northwest Territories Health and Social Services, etc.</li> <li>- Municipal: This includes funding from a city, Canadian municipalities, etc.</li> <li>- Indigenous organizations: can be not-for-profit or for-profit organization that self identifies as an</li> </ul>

Field	Definition
	<p>Indigenous organization, i.e., Metro Vancouver Aboriginal Executive Council, cultural centre, friendship centre</p> <ul style="list-style-type: none"> <li>- Non-Indigenous organizations: i.e., can be not-for-profit or for-profit organization, i.e., YMCA, Red Cross, mining company</li> </ul>
Does your Coalition have a community plan?	<p>A community plan can be defined as a plan that identifies key community priorities and needs on urban Indigenous issues and ways to address the gaps. Examples may include, but are not limited to, work plans, strategic plans and/or community elements/priorities/needs of such plans.</p> <p>Indicate <b>yes</b> or <b>no</b>.</p>
<b>Coalitions financial report</b>	Please use the same budget from your work plan.
Direct costs	<ul style="list-style-type: none"> <li>- Coordinator salary: salary and benefits for one coordinator position.</li> <li>- Employee benefits (MERCs): Mandatory employer related costs (MERCs) include: Employment Insurance (EI), Canadian Pension Plan (CPP), mandatory vacation pay (only if paid out), and Yukon Workers' Compensation Health and Safety Board (normally WCB).</li> <li>- Professional fees: contracts for services such as consulting, auditors, IT, accountant, etc. This is not a salary position.</li> <li>- Travel and transportation: travel and transportation directly linked to the coalition activities. International travel is not eligible. For expenditures related to travel, please refer to the Treasury Board guidelines on travel at <a href="http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php">http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php</a> and the UPIP Terms and Conditions at <a href="https://sac-isc.gc.ca/eng/1386530682712/1615722928307">https://sac-isc.gc.ca/eng/1386530682712/1615722928307</a>.</li> <li>- Training for the coordinator: training for the coordinator position under this funding stream.</li> <li>- Local Meetings/Gatherings: costs related to organizing local meetings/gatherings such as facility rental to host the meetings, honoraria for Elder, audio-visual rental, materials and supplies, etc. Ineligible expenditures: <ul style="list-style-type: none"> <li>• compensation for board members time or participation;</li> <li>• stipends for attendance in training, conferences/workshops</li> </ul> </li> <li>- Hospitality: Expenditures related to hospitality may not exceed Treasury Board guidelines on hospitality. Please refer to this website (<a href="http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228">http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228</a>) for more information.</li> </ul>

Field	Definition
	<ul style="list-style-type: none"> <li>- Translation and communications: translation for documentation or website content as required for the coalition. Communications include pamphlets, printing of reports, website, internet, etc.</li> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Carryover/Surplus: the amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.</li> <li>- Budget total = Budget amount + Carryover/Surplus</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> <li>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> </ul>
Administration/Overhead	<ul style="list-style-type: none"> <li>- Rent or mortgage: If you own your building, a portion of the mortgage can be covered. If you rent, a portion of the rent can be covered.</li> <li>- Management fees: a portion of management fees associated with costs for preparing financial and other reporting documentation required to be compliant with the agreement.</li> <li>- Utilities/Office supplies/Telephone/Audit/ Insurance: costs associated with organizational overhead to supporting the activities and or administration of the agreement to provide funding, such as office supplies, telephone, fax, postage, audit fees, insurance and utilities for the office space.</li> <li>- Equipment: any equipment required to support the coalition. Ineligible expenditures: <ul style="list-style-type: none"> <li>• purchase of automobiles, land, buildings, cosmetic capital renovations;</li> <li>• purchase of capital assets with a market value in excess of \$5,000.</li> </ul> </li> </ul> <p>Note that this is not an exhaustive list. If an expenditure is not clearly listed under your funding stream please check with the program for eligibility.</p> <ul style="list-style-type: none"> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Carryover/Surplus: the amount of unexpended funding remaining at the end of the fiscal year, to carryover to be spent in the new fiscal year under this arrangement/amendment.</li> <li>- Budget total = Budget amount + Carryover/Surplus</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> <li>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> </ul>

Field	Definition
<p>Did you leverage additional sources of funding to support the operation of the Coalition itself? If "yes", what was the total amount?</p>	<p>Measures the ability of the coalition to leverage additional sources of funds to support their activities. Indicate <b>yes</b> or <b>no</b>. If "yes", what was the total amount?</p>
<p>Did you leverage funding to address priorities identified by your coalition and/or in your community plan? (i.e., projects, programs, services that the coalition has identified as a priority.) If "yes", what was the total amount?</p>	<p>Measures the ability of coalitions to leverage additional sources of funds to address priorities as identified by the coalition. Indicate <b>yes</b> or <b>no</b>. If "yes", what was the total amount?</p>
<p>Contribution financial summary report</p>	<ul style="list-style-type: none"> <li>- Contributor name: List the name of the contributor providing the funds.</li> <li>- Financial: List the amount of the contribution</li> <li>- In-kind: 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.</li> </ul>
<p><b>Infrastructure</b></p>	
<p>Infrastructure project category/scale:</p>	<p>Select the option that best describes your infrastructure project:</p> <ul style="list-style-type: none"> <li>- <b>Minor infrastructure:</b> renovations essential to health and safety and improving energy efficiency, where: <ul style="list-style-type: none"> <li>• project cost is up to \$1 million (i.e., project cost ≤ \$1 million);</li> <li>• project scope is often minor renovations and/or repairs;</li> <li>• timeline to project completion is approximately one (1) calendar year. Timeline is not as definitive as project cost and scope.</li> <li>• (e.g., window replacements, HVAC replacement/repairs, foundation repairs, etc.)</li> </ul> </li> <li>- <b>Major infrastructure:</b> major renovations/retrofits, expansions and new builds to meet future needs, where: <ul style="list-style-type: none"> <li>• project cost is over \$1 million (i.e., project cost &gt; \$1 million);</li> <li>• project scope involves construction, heavy equipment, etc.;</li> <li>• project duration is multi-year (i.e., &gt; 1yr). Project duration is not as definitive as project cost and scope.</li> <li>• (e.g., additions, new builds, etc.)</li> </ul> </li> </ul>
<p>Purpose of infrastructure project. Check all that apply:</p>	<ul style="list-style-type: none"> <li>- Select all that apply.</li> <li>- Urban infrastructure investment for major and minor infrastructure projects are to improve the physical capacity, safety, security and accessibility of facilities</li> </ul>

Field	Definition
	<p>that offer UPIP programming. Health and safety projects are prioritized to maximize positive impacts.</p> <ul style="list-style-type: none"> <li>- Eligible minor infrastructure projects include renovations essential to health and safety and improving energy efficiency.</li> </ul>
Project title	The title as identified on the final project plan
<b>Progress or year-end report</b>	
Select project phase:	<p>The planning phase identifies and outlines all the work/activities/tasks to be done, the project resource requirements, timelines, etc.</p> <p>Infrastructure procurement includes the purchase of a building, structure, or capital asset, which is allowable under UPIP Terms and Conditions when it is demonstrated to be the more cost-efficient option to alternative possible options. For example, the purchase of a building would be considered reasonable if the cost of purchasing it and then completing renovations on it is less than completing a new build.</p> <p>Commissioning is the process of assuring that all systems and components of a building or facility are designed, installed, tested, operated, and maintained according to the operational requirements of the recipient. Commissioning makes sure that systems operate as intended and that building staff can operate a building. It also verifies that systems and materials are installed as specified in building plans, ensures that appropriate documentation has been completed, confirm that operators are well-equipped to operate the facility by themselves, etc.</p>
Has the project cost, schedule and/or scope changed from the approved work plan?	If "yes", please provide details as to how the project cost, schedule and/or scope has changed from the approved work plan.
Is the project/facility completed to the stage where the facility/project area can safely be used for the intended purpose, but it still has outstanding work to be completed?	When a facility has been completed to the stage where it is safely being used for the intended purpose, but still has outstanding work, a substantial completion certificate or a certificate of occupancy can be issued and attached with the progress/year-end report. This is with the condition that the outstanding work is completed within a reasonable time, taking into account weather conditions, availability of material and parts, etc. A portion of project funding would be held back until 100% of completion.
If "yes", please check all that apply and attach supporting documents, as applicable:	Please indicate all that are currently applicable to your infrastructure project and attach supporting documents, as applicable. (e.g., certificates, inspection reports, etc.)
<b>Project completion report</b>	

Field	Definition
Has the completion of the project improved the facility's <b>safety and security</b> ?	Indicate <b>yes</b> or <b>no</b> .
Has the completion of the project improved the facility's <b>accessibility</b> ?	Indicate <b>yes</b> or <b>no</b> .
Has the completion of the project improved the facility's <b>energy efficiency</b> ?	Indicate <b>yes</b> or <b>no</b> .
Is the facility's space improved/enhanced as a result of the infrastructure project? (e.g., removal of mold, asbestos, etc.)	Please note that this question on the improvement/enhancement of the space pertains to the qualitative aspect of the space (as opposed to the quantitative aspect of the space). If "yes", how so? If "no", why not?
Has the facility increased space to deliver its programs and services as a result of the infrastructure project? (e.g., increased the space's square footage; additional space/square footage was created, etc.)	Please note that this question on the increase/creation of space pertains to the quantitative aspect of the space.  The infrastructure project could have increased the facility space by expansion or the creation/procurement of additional space, for example.
<b>For those infrastructure projects intended to increase facility space only:</b> What was the facility's square footage before the infrastructure project?	For those infrastructure projects intended to increase facility space only. Please use square footage (ft <sup>2</sup> ).
<b>For those infrastructure projects intended to increase facility space only:</b> Has the facility square footage increased?	For those infrastructure projects intended to increase facility space only. Please use square footage (ft <sup>2</sup> ). If "yes", by how much? If "no", please provide an explanation.
Please provide the number of additional or different classes, services and/or programs being provided as a result of the infrastructure project?	Please provide the number of additional or different classes, services and/or programs being provided as a result of the infrastructure project?
Are you able to provide a final certificate of completion for the infrastructure project?	Please provide final certificate of completion, if applicable.
If applicable, check all that apply for the project completion report:	Please provide any applicable final inspection reports and attach supporting documents.
<b>Infrastructure financial report</b>	Please use the same budget from the final project plan.
Project costs	- Infrastructure procurement: Infrastructure procurement includes the purchase cost of a building, structure or capital asset (e.g. the purchase of a building would be considered reasonable if the cost of purchasing it and then completing renovations on it is less than completing a new build.)

Field	Definition
	<ul style="list-style-type: none"> <li>- Direct materials: Direct materials are the resources used to make the final product/building (e.g., wood/lumber/timber used to make the frame of a building, shingles used to replace the roof, etc.);</li> <li>- Direct labour: Direct labour costs includes wages paid to workers who work directly on the renovation or construction project (e.g., roofer, plumber, electrician, construction worker, etc.);</li> <li>- Equipment, machinery, tools: for the purchase or rental of tools, equipment or machinery necessary to complete the infrastructure project (e.g., cement mixers, compressors, ladders, wheelbarrows, generators, etc.) Major infrastructure projects may also include heavy machinery and equipment (e.g., excavators, backhoes, bulldozers, etc.)</li> <li>- Supplies: for the purchase or rental of supplies necessary to complete the project. Supplies include items used in the fulfillment of the infrastructure project but do not become a physical component/part of the project (e.g., lubricants, cleaning supplies, etc.)</li> <li>- Professional fees: for infrastructure project design, planning, feasibility studies, testing, inspections, engineering reports, etc. (e.g., engineering, architectural, project-specific consulting, etc.)</li> <li>- Permits, municipal inspection fees, etc.</li> <li>- Tendering costs, etc.</li> </ul> <p>Note that this is not an exhaustive list. If an expenditure is not clearly listed under your funding stream please check with the program for eligibility.</p> <ul style="list-style-type: none"> <li>- Contribution from other sources: the amount that was contributed from other sources towards the expenditure.</li> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Budget total = Budget amount + Contribution from other sources</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> </ul> <p><b>Major infrastructure projects are required to have at least 25% of total project costs be funded from other sources.</b></p> <ul style="list-style-type: none"> <li>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> <li>- Ineligible expenditures include:</li> </ul>

Field	Definition
	<ul style="list-style-type: none"> <li>• purchase of land or automobiles</li> <li>• land de-contamination</li> <li>• cosmetic capital renovations</li> <li>• hospitality</li> <li>• travel</li> <li>• miscellaneous fees</li> <li>• deficit recovery</li> <li>• financing expenses (e.g., term loans, real estate mortgages, etc.)</li> <li>• portable equipment and furnishings</li> </ul>
Administration costs	<ul style="list-style-type: none"> <li>- Administration costs, etc.: for preparing financial and other reporting documentation required to be compliant with the agreement.</li> </ul> <p>Note that this is not an exhaustive list. If an expenditure is not clearly listed under your funding stream please check with the program for eligibility.</p> <ul style="list-style-type: none"> <li>- Contribution from other sources: the amount that was contributed from other sources towards the expenditure.</li> <li>- Budget amount: Enter the amount budgeted for each budget item.</li> <li>- Budget total = Budget amount + Contribution from other sources</li> <li>- Expenditure amount: Enter the amount expended on each budget item.</li> </ul> <p><b>Major infrastructure projects are required to have at least 25% of total project costs be funded from other sources.</b></p> <ul style="list-style-type: none"> <li>- Variance = Budget total - Expenditure amount. This amount is calculated automatically.</li> <li>- Ineligible expenditures include: <ul style="list-style-type: none"> <li>• purchase of land or automobiles</li> <li>• land de-contamination</li> <li>• cosmetic capital renovations</li> <li>• hospitality</li> <li>• travel</li> <li>• miscellaneous fees</li> <li>• deficit recovery</li> <li>• financing expenses (e.g., term loans, real estate mortgages, etc.)</li> <li>• portable equipment and furnishings</li> </ul> </li> </ul>

Field	Definition
Contribution financial summary report	<ul style="list-style-type: none"> <li>- Contributor name: List the name of the contributor providing the funds.</li> <li>- Financial: List the amount of the contribution</li> <li>- In-kind: 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.</li> </ul>
<b>Supporting documents</b> (if applicable)	This table allows you to identify the supporting documents being submitted and the method of submission.
Supporting document type	<p>Select from the drop-down list the type of supporting document:</p> <ul style="list-style-type: none"> <li>- <b>Organizational Capacity:</b> Proposal and budget (if information was not completed as indicated above); Forecasted monthly cashflow; Copy of incorporation documents (if applicable); Copy of the most recent audited financial statements; Other (specify)</li> <li>- <b>Programs and Services:</b> Proposal and budget (if information was not completed as indicated above); Forecasted monthly cashflow; Copy of incorporation documents (if applicable); Copy of the most recent audited financial statements; Other (specify)</li> <li>- <b>Research and Innovation:</b> Proposal and budget (if information was not completed as indicated above); Forecasted monthly cashflow; Copy of incorporation documents (if applicable); Copy of most recent audited financial statements (if available); Other (specify)</li> <li>- <b>Coalitions:</b> Proposal and budget (if information was not completed as indicated above); Forecasted monthly cashflow; Copy of incorporation documents (if applicable); Copy of the most recent audited financial statements; Other (specify)</li> <li>- <b>Infrastructure:</b> Proposal and budget (if information was not completed as indicated above); Forecasted monthly cashflow; Copy of most recent audited financial Statements (if applicable); Inspection report; Permit; License; Certificate; Assessment; Plan; Report; Other (specify)</li> </ul>
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>

Field	Definition
	<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>
<b>Comments</b>	
<p>Provide any additional comments you would like to share.</p>	<p>Entries in this field may include an explanation of how the activity was carried out, success stories, challenges, highlights, etc.</p>
<b>Declaration</b>	
<p>Given name  Family name  Title  Date (YYYYMMDD)</p>	<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. Dates are in the format of 'Year-Month-Day'.</p>