

PATHWAYS TO SAFE INDIGENOUS COMMUNITIES ACTIVITIES AND EXPENDITURES REPORT

DCI number/Fiscal year:

1163417 (2024-2025)

Purpose:

The purpose of this form is to collect key information of project reports for the Pathways to Safe Indigenous Communities Initiative. This information, along with other proposal documents submitted to Indigenous Services Canada (ISC), will be used towards funding considerations.

The Pathways to Safe Indigenous Communities (PSIC) Initiative, under which your organization is applying, has specific eligibility requirements that are articulated in the [program's terms and conditions](#). The activities and expenditures report should clearly show how the implemented project meets these requirements.

Reporting period:

The reporting period encompasses each fiscal year of the project. Please note that in the first year of the project, the reporting period will start from the date of project approval until the due date of the report stipulated in your approval letter, (for example, approved on October 1, 2022 and report due on May 31 of that fiscal year 2022-23).

Due date:

There is a set due date that is provided to you in your approval letter for the reporting period on an annual basis.

Note:

The information contained in this report may be shared with external consultants, review committee members, officials in other federal departments, and provincial or territorial governments for assessment purposes and for potential co-funding opportunities. It may also be used or disclosed for policy analysis, research and evaluation purposes.

Field definitions:

Field	Definition
1. Identification	
Community/Organization name	The name of community/organization requesting funding under this authority.
Region	Select the region in the drop-down menu from which the recipient is reporting.
Contact	If needed, add one or more contacts by clicking '[+] Add a contact'.
<ul style="list-style-type: none">- Given name- Family name- Title- Mailing address (Number/Street/Apartment/P.O. box)	The name and contact information of the responsible person to verify the content and information contained in this report. A valid postal code is in the upper case in the format 'A#A#A#'.

Field	Definition
<ul style="list-style-type: none"> - City/Town - Province/Territory - Postal code - Telephone number - Extension - Facsimile number - Email address 	<p>A valid telephone number includes the 3 digit area code in the format '###-###-####'.</p> <p>A valid 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>

2. Project information

Project name	Provide the name of your proposed project.
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Activity report

Reporting period	<p>From and to (this is based on the date provided to you in your approval letter) per fiscal year.</p> <p>Dates are in the format of 'Year-Month-Day'. For example, September 20, 1969 would be 1969-09-20.</p>
Provide a brief description of the activity(ies) of your project.	Provide a brief description of the activity(ies) through which your goal will be achieved.
If any of the activities set out in your approved project work plan for this year were not completed as expected within the period, explain why they were not completed.	Provide a brief description of completed activities along with the results. In addition, provide a list of incomplete activities and how these will be addressed in the future year(s).
<p>List any supporting documents associated with the activity(ies) (if applicable).</p> <ul style="list-style-type: none"> - Title - Submission method 	<p>This table allows you to identify the supporting document(s) being submitted and the method of submission.</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/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>

Field	Definition
Progress on outcomes	
Population	
a) Identify the population that has been reached by your project.	Indicate all that apply. <ul style="list-style-type: none"> - First Nation <ul style="list-style-type: none"> • On-reserve • Off-reserve - Inuit - Métis - Unaffiliated - Urban Indigenous
b) Identify the sub-populations whom your project activities have focused on.	Indicate all that apply. <ul style="list-style-type: none"> - Women - Men - Children - 2SLGBTQQIA+ - Youth - Seniors - Other (specify):
Is this Pathways project linked to a broader community/safety plan?	Indicate yes or no. If yes, provide the name of the plan that your project is linked to.
Has this project increased/improved community safety and well-being? Please explain.	Provide a yes or no answer along with a brief description of how this project increased/improved community safety and well-being and if not, why not.
Report on anything that has supported or challenged your project during this period.	Describe what supported or challenged your project.
Share any key success stories or lessons learned during this reporting period?	Describe success stories and lessons learned throughout this project.
Share statements from individuals served by your project and/or leadership of your community/organization about the project's importance and/or results	Provide statements from individuals served by your project and/or leadership of your community/organization about the project's importance and/or results.
If this is a final report (last year of your project), describe the final outcomes and any highlights.	The final report is due at the end of your project, in the last year of the project. Describe final outcomes and any other highlights of this project.
Expenditure report	
Expense categories	Indicate what expense type is being funded and the costs of the different items listed in the budget.

Field	Definition
	<p>If reporting salaries/wages in 'other', specify the amount under this item. Please provide actual amounts for this year.</p> <p>Note that a salaries/wages budget item can only be confirmed for the duration of the project. It cannot support permanent positions, extension of a program or core funding.</p>
Expense details (if required)	Provide actual expenses for each category.
Planned amount (\$)	Provide the amount you planned to spend towards each category for this reporting date.
Actual amount (\$)	Provide the actual amount spent at this reporting date.
Carry forward amount (\$), if applicable	Remaining amount on hand for this fiscal year can be carried forward into the next fiscal year. Please discuss with your program officer.
Carry forward request	
Provide a short justification indicating the reason for the carryforward what you intend to do with the carry forward amount within the scope of your project.	<p>Provide a reason as to why you need to carry forward these funds into the next fiscal year and what you plan on spending these funds on over the next year.</p> <p>Note that you will need these carryover funds along with the amount of funding requested for that fiscal year.</p>
3. Declaration	
<ul style="list-style-type: none"> - Given name - Family name - Title - Date (YYYYMMDD) 	The given name, family name and position title of the person who acknowledge the accuracy of the information, and the date on which it was completed. Dates are in the format of 'Year-Month-Day'.