

TRIBAL COUNCIL FUNDING REPORT

DCI number/Fiscal year:
5814389 (2024-2025)

Purpose:

This form represents the minimum information required to report on Tribal Council Funding. Tribal councils are encouraged to collaborate with their member First Nations to develop more detailed and comprehensive reports which describe any and all programs, services and activities undertaken by the tribal council.

Note:

Tribal councils are encouraged to provide details to inform their member First Nations, and can provide attached documents that contain expenditure, activity, and/or endorsement information, as an alternative to providing that information directly on this form.

Due date:

April 30, 2025

Field definitions:

Field	Definition
Identification	
Recipient name	The legal name of the community, institution, organization or other group responsible for administering the program as outlined in the funding agreement
Recipient number	The number assigned to the tribal council by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)/Indigenous Services Canada (ISC) through a previous transfer payment funding agreement
Region	From the drop-down list, select the CIRNAC/ISC region to which this report is being submitted.
<ul style="list-style-type: none"> - Telephone number - Facsimile number - Website - Email address (if available) 	Enter the tribal council's contact information. 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.
Mailing/Street address	
<ul style="list-style-type: none"> - Number/Street/Apartment/P.O. box - City/Town - Province/Territory - Postal code 	The tribal council's mailing and street addresses. A valid postal code is in the upper case in the format A#A#A#.
Contact	
<ul style="list-style-type: none"> - Given name - Family name - Title/Position - Telephone number - Extension number - Facsimile number 	The given name, family name, position title, telephone number and extension, facsimile number and email address (if applicable) of the person who can be contacted for further information about the application. A valid telephone or facsimile number includes the 3 digit area code in the format ###-###-####.

Field	Definition
- Email address (if available)	A valid email address may be in upper or lower case in the format a@a.a.
Mailing/Street address	
<ul style="list-style-type: none"> - Number/Street/Apartment/P.O. box - City/Town - Province/Territory - Postal code 	<p>The contact's mailing and street addresses.</p> <p>A valid postal code is in the upper case in the format A#A#A#.</p>
Report information	
A) Core administrative costs	
Provide details for member First Nations?	Yes or no
Expenditures (A)	Enter the amount of expenditures of Tribal Council Funding, in dollars. These costs are generally related to salaries and wages, and office overhead and rent.
Details	Tribal councils are encouraged to provide details about core administrative costs undertaken to inform their member First Nations, and can provide this information directly in this section of the form or may also enter 'see attached' if this information is available elsewhere.
Amount (\$)	If applicable, enter the amount of core administrative costs undertaken with Tribal Council Funding, in dollars.
B) Delivery of CIRNAC/ISC funded services	
Provide details for member First Nations?	Yes or no
Expenditures (B)	<p>These costs include any of the types of costs described under core administrative costs, where they are required to support the delivery of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC)/ Indigenous Services Canada (ISC) funded services (major programs) managed by the tribal council. They cannot include activities and related expenditures funded by another program area.</p> <p>If the tribal council does not provide funded services, this field should have a dollar amount of zero (0).</p>
Details	Tribal councils are encouraged to provide details about the delivery of CIRNAC/ISC funded services to inform their member First Nations, and can provide this information directly in this section of the form.
Amount (\$)	If applicable, enter the amount for the delivery of CIRNAC/ISC funded services undertaken with Tribal Council Funding, in dollars.
C) Capacity development of member First Nations	
Expenditures (C)	The amount of expenditures for capacity development of member First Nations is automatically calculated.
Activity	Capacity development activities may include one or both of the following activity types:

Field	Definition
	<p>i. Capacity development projects where there is a transfer of knowledge and where there is an expectation that First Nation employees will now be able to deliver a specific service or complete a specific task based on their newly acquired skills or knowledge. Projects in this category are not ongoing and therefore do not require ongoing funding.</p> <p>ii. Advisory services type support which provides specialized services with an economy of scale that is not available to any individual member First Nation. For this activity type, the service in question may be ongoing and funding may be requested on an ongoing basis.</p> <p>Enter the title or short description of the capacity development activity undertaken with Tribal Council Funding. The tribal council may also enter 'see attached' if this information is available elsewhere.</p>
Description	Enter a narrative description of the capacity development activity undertaken. The description must specify the member First Nation(s) that benefitted from the activity, and one or more ways that the results were measured. The tribal council may also 'see attached' if this information is available elsewhere.
Amount (\$)	Enter the amount of expenditures of Tribal Council Funding, in dollars.
Total expenditures (A+B+C)	The total expenditures amount of Tribal Council Funding is automatically calculated.
Member First Nation endorsement	Reports must be endorsed by each member First Nation identified in the Tribal Council Funding Application. This table repeats a row for each member First Nation. The determination of what individual or body can provide endorsement of a work plan or report is based on each tribal council's unique governance structure.
Member First Nation name	Enter the name of the member First Nation.
Endorsement	Enter the name of the body or the name and title of the individual endorsing the report on behalf of the member First Nation. The tribal council may also enter "see attached".
Signature (if applicable)	Signature of individual, if applicable.
Supporting documents (if applicable)	This table allows you to identify the supporting document(s) being submitted and the method of submission.
Document type	Select one of the document types from the drop-down list.
Title	Enter the name of the supporting document.

Field	Definition
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/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 - 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. Dates are in the format of 'Year-Month-Day'.</p>