

Ministry of Indigenous

Relations & Reconciliation

**INTERIM REPORTING**

Provincial Capacity Funding

# Due October 17, 2019

*We gratefully acknowledge the financial support of the Province of BC   
through the Ministry of Indigenous Relations & Reconciliation*

**Provincial Capacity Funding**

The B.C. Association of Aboriginal Friendship Centres (BCAAFC) is the umbrella association for 25 Friendship Centres throughout the Province of British Columbia.

Friendship Centres play a central role in supporting primarily Indigenous peoples living in urban areas – who may face complex social challenges rooted in colonization and intergenerational trauma. The Centres provide programs and services in the areas of health care, employment, skills training and education, as well as supports for children and families, Elders and youth.

**PURPOSE**

Funds will be used to strengthen and improve the way the BCAAFC and the Centres deliver programs and services by improving infrastructure through Information Technology system updates and human-resource development through staff training and recruitment.

Friendship Centres will also seek to increase cultural activities within existing and new programs, leveraging the funding to pursue economic development opportunities, making minor renovations and expanding operations.

Eligible expenditures are limited to:

* Salaries and employee benefits;
* Professional fees;
* Honoraria;
* Training and development;
* Equipment;
* Facilities; and,
* Capital Renovations and repairs up to $15,000

The BCAAFC will review applications received from each Centre that will include a request for information related to the above expenditures as well as a description on how the funding will be used for programming, capacity development and/or repairs. The BCAAFC will also create a reporting template that Centres will use to report on the utilization of these funds and demonstrate the impact that this new resourcing is having in each respective community.

**OUTCOMES**

Through the delivery of the Services the Province wishes to realize the following outcomes the Recipient must use commercially reasonable efforts to achieve them:

* Serious and pressing issues facing Indigenous peoples will decrease, and a long- term transformation of British Columbia’s relationship with First Nations, Métis and Inuit will be furthered.

**REPORTING REQUIREMENTS:**

The Recipient must, no later than noon, October 17, 2019, provide an Interim Financial Report including:

* Cashflow detailing all expenditures from April 1st to September 30th, 2019, and projection of use of funds for the remainder of the fiscal year.
* Provide an Interim Project Report detailing what the Friendship Centre used their allocation for and what administrative services were provided up to September 30, 2019 by the Recipient.

The Recipient must, no later than noon, January 16, 2020, provide reporting including:

* Cashflow detailing all expenditures from April 1st 2019 to December 31st, 2019, and projection of use of funds for the remainder of the fiscal year.

The Recipient must, no later than noon, April 23, 2020\*, provide a Final Report including:

* Cashflow detailing actual expenditures for Provincial Capacity Funding, and an annual Project income and expenditure summary which identifies all sources and use of the Project funds during the Term;
* General Ledger for Provincial Capacity expenses
* Provide a Final Report detailing what the Friendship Centre used their allocation for and what administrative services were provided up to March 31st, 2020 by the Recipient, through a narrative report detailing goals met, how the funding supported increased capacity of the Centre, and an administrative success story.

The Recipient must, no later than August 15th, 2020 provide an audited Financial Report including:

* A separate project schedule of revenue and expenses, as part of their standard audit financials reporting to the BCAAFC

**Anticipated Payment Schedule\*:**

Contract Payment – Varies depending on Carry Over – October 2019

Upon receipt and approval of application, and release of funds from MIRR

2nd Payment - $30,000 – October 2019

Upon receipt and approval of 2nd Quarter Reporting, and release of funds from MIRR

3rd Payment - $30,000 – January 2020

Upon receipt and approval of 3rd Quarter Reporting, and release of funds from MIRR

*\*Different payment schedule will exist for some centres*

**Interim Reporting Due**: October 17th, 2019

***Section 1: Organization Information***

|  |  |
| --- | --- |
| **Friendship Centre Information** | |
| Organization: |  |
| Contact: |  |
| Address: |  |
| Phone Number: |  |
| Email: |  |

***Section 2: Provincial Core Interim Reporting***

|  |
| --- |
| 1. **Please describe how you have been using the Provincial Capacity Funding allocation.**   Provide a breakdown – what type of staff training you will be offering, and why (include if there is certification at the end of training and from whom, for Capital costs list what renovations you are doing and why, what salaries are covered and what will those positions provide your organization with?  Be detailed in your explanations of how you will be using this funding. |
| **Objectives:** |

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| 1. **Please describe how you will be using the Provincial Capacity Funding allocation over the last half of the fiscal** |
| **ANSWER HERE**: |
| 1. **Expected Results**   How will funds will be used to strengthen and improve the way Centres deliver programs and services by improving infrastructure through Information Technology system updates and human-resource development through staff training and recruitment. Friendship Centres will also seek to increase cultural activities within existing and new programs, leveraging the funding to pursue economic development opportunities, making minor renovations and expanding operations.  **Explain how you are working to meet this funding goals this year:** |
| **ANSWER HERE**: |

PLEASE LIST EXPENSES TO DATE (ACTUAL EXPENDITURES APR 1 – SEPT 30, 2019)

|  |  |  |
| --- | --- | --- |
| ***Salaries and Benefits*** | | |
| *Staff Position – list position titles of those covered* | | ***Amount $*** |
| *1* |  |  |
| *2* |  |  |
| *Employee Benefits* | |  |
| *Salaries and Benefits Total* | |  |
| ***Total Cost*** | | |
| Cost Category | | ***Amount $*** |
| Professional Fees | |  |
| Honoraria | |  |
| Staff Training & Development | |  |
| Equipment | |  |
| Facilities | |  |
| Capital Renovations & repairs up to $15,000 | |  |
| **Total Direct Costs** | |  |
| **Expenditures Grand Total** | |  |
|  | | |

***4. Signature***

By signing this page, I affirm that the information in this interim report is accurate, and complete. I agree to submit an annual audited financial statement that will show all sources of funding received, including a project schedule of revenue and expenses.

|  |  |  |
| --- | --- | --- |
| **Signing Authority** | | |
| **Friendship Centre:** | | |
| **First Name** | **Last Name** | **Title** |
| **Signature** | | **Date(YYYY/MM/DD)** |