

Ministry of Indigenous

Relations & Reconciliation

**FINAL REPORTING**

Provincial Capacity Funding

# Due April 23, 2020

*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, 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 - $21,000 – January 2020

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

Final Holdback Payment - $9,000 –May 2020

Upon receipt and approval of Final Reporting, and release of funds from MIRR

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

**Final Reporting Due**: April 23rd, 2020

***Section 1: Organization Information***

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

***Section 2: Provincial Core Final Narrative Report***

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| 1. **Please describe how you have been using the Provincial Capacity Funding allocation.**   Provide a breakdown – what type of staff training you offered (include if there is certification at the end of training and from whom, for Capital costs list what renovations were completed and why, what salaries were covered and what have those positions provided your organization with?  Review page 2 of this report and ensure while listing the funding uses, that you tie it back to funding goals.  **Be detailed in your explanations of how you used this funding.** |
| **Objectives:** |
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| 1. **Expected Results**   Friendship Centres were to 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 met these funding goals this year:** |
| **ANSWER HERE**: |
| 1. **Increased Capacity – part 1**   A main goals of this funding was to increase/build up the capacity of Friendship Centres. How did this funding help you this year increase the capacity of your Centre. Did it increase human capacity (staffing), physical capacity (building space), IT capacity (Sharepoint, hardware, software upgrades).  How did this increase capacity of your centre, help increase the delivery of program and services in your centre?  **Be detailed in your explanations of how you increased capacity.**  **Explain how you met these funding goals this year:** |
| **ANSWER HERE:** |
| 1. **Increased Capacity – part 2**   How did this increase capacity of your Centre, help increase the delivery of program and services in your Centre?  **Be detailed in your explanations of how you increased capacity.**  **Explain how you met these funding goals this year:** |
| **ANSWER HERE:** |
| 1. **OUTCOMES:**   Did this funding help your Centre address the serious and pressing issues facing Indigenous people, and help with a long term transformation of BC relationship with Indigenous Peoples?  **Explain how you met these funding goals this year:** |
| **ANSWER HERE:** |
| **ADDITIONAL SPACE IF NEEDED FOR ANY QUESTIONS:** |

#### Additional Reporting Required:

* **2 Success Stories** from staff on how this funding increased the capacity and/or programming of the Friendship Centre
* **3 photos** pertaining to activities carried out as part of this funding
* Cashflow showing actual expenditure of funds from April 1, 2019 – March 31, 2020 – *Cashflow template can be located online at bcaafc.com – Member Services – Provincial Capacity*

***4. Signature***

By signing this page, I affirm that the information in this final 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 before August 15th, 2020.

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