

SUPPORT FOR COMMUNITY NEGOTIATIONS FUND 2020-2021 Transfer Payment Funding Guidelines

SECTION 1 – PROGRAM INFORMATION

1) PROGRAM OVERVIEW AND OBJECTIVES

The Support for Community Negotiations Fund (SCNF) is an Ontario government program that provides annual financial support for Indigenous communities involved in land claim and land-related negotiations with Ontario, to be better able to participate in those negotiations.

Potential fund recipients are identified by the Ministry of Indigenous Affairs (the “ministry”), Negotiations and Reconciliation Division on the basis of their involvement in claims and land-related matters accepted for negotiation. The fund is administered by the ministry and allocations are approved and monitored through transfer payment agreements between the ministry and the funding recipient.

Funds are provided for specific costs related to specific negotiations and may not be used to support base operating costs of an Indigenous community. The funds may not be used to cover costs incurred prior to or after the time period identified in the transfer payment agreement. Funds are payable to an Indigenous community and not to specific individuals.

2) ELIGIBLE APPLICANTS

Indigenous communities that are involved in an active land claim or land-related negotiations with Ontario may apply to the SCNF. In certain circumstances, Indigenous organizations may apply to the SCNF on behalf of their member communities.

3) ELIGIBLE FUNDING COSTS

Eligible funding priorities include activities in all phases of the negotiation process related to a land claim or land-related negotiations with Ontario. The activities must be identified and included in a project description (based on the joint annual work plan developed and approved by the negotiating parties) and budget. The work described in the project description must be completed within the fiscal year. The following is a description of eligible costs:

Salaries and Wages (hourly or contract):

Salaries and wages of the negotiating team (e.g., negotiator, clerical support and other staff) can be included in the budget. A separate line item must be created for each staff position, including the projected salary for each position.

Mandatory Employer Related Costs (MERC) and other Eligible Benefits:

These costs are calculated using the employers' contributions to the Canada Pension Plan, Employment Insurance, Workplace Safety and Insurance Board, Employee Health Tax, group medical-life-dental insurance premiums, pension plans, vacation pay and registered pension plans. The total of these costs may not exceed 17.5% of the total salary/wage of each staff member.

Honorarium:

This is a payment to an Elder or Community Knowledge Holders for their attendance at a meeting/event. They may provide appropriate advice, guidance, information and insight based on their specialized knowledge. The rate for compensation may be up to \$250 per partial day (less than 3 hours) and up to \$500 for a full day.

Negotiating Team Travel, Meal and Accommodation Costs:

Actual travel, meal and accommodation expenses will be reimbursed in accordance with Ontario's Travel, Meal and Hospitality Expenses Directive (*Appendix I*). These are expenses that are incurred by the negotiating team members (this excludes legal counsel and other contractors as per *Appendix I*) participating in activities directly related to the project description, such as air travel, car rental, road travel (taxi, bus, rail), meals and accommodation. The budget must include the location of all meetings; number of participants; the number of trips; method of travel; destination (e.g., Timmins to Toronto, return); mileage for road travel (e.g., Kenora to Fort Frances, 215 km) and the number of overnight accommodations required and cost per night.

Community Meetings and Related Expenses:

Eligible meetings include community meetings, consultations and ratification meetings and must be included in the project description. Include the number and type of meeting; presentation material; meeting room rental; equipment rental (e.g., audio-visual aids, microphone, fax machine) and hospitality expenses (e.g., coffee).

Professional Fees:

This area is for the fees and expenses of qualified special consultants for studies carried out as agreed to in the joint annual work plan. Professional services should be contracted using a competitive process. Fees for consultants, auditors, translators, interpreters, note takers and experts to attend meetings and offer guidance or advice can be included here. Legal fees should not be included here.

Other:

Provide details for other expenses not listed. These must be itemized and cost details shown for each individual item. Applicable cost for the Annual Audited Financial Statement (where applicable) can be included here. One-time extraordinary costs will require an explanatory note and must be identified as a separate line item.

Administration Costs:

Up to 10 per cent of the budget sub-total (all eligible expenses excluding legal fees, travel and accommodation) can be allocated as administration costs. Eligible costs include utilities, telephone/fax charges, network charges, postage/courier charges, photocopying charges, financial institution service fees and office supplies. These costs do not require separate budget line items.

Legal Fees and Travel:

The Indigenous community may submit a request to cover the costs of legal counsel representing the community in negotiations. Legal fees are usually provided for services such as legal opinions, legal support to negotiations and responding to community questions relating to legal issues. Actual travel and accommodation expenses will be reimbursed in accordance with Ontario's Travel, Meal and Hospitality Directive (*Appendix I*).

4) OVERVIEW OF THE FUNDING PROCESS

The following is an overview of the steps involved in the funding process:

- A claim or land related matter is accepted for negotiation by Ontario.
- All parties to the negotiation jointly develop an annual work plan detailing the proposed objectives, activities, and milestones. The Indigenous community develops its project description and annual budget based on this joint annual work plan.
- The Indigenous community submits its project description and budget through Ontario's online grant portal, Transfer Payment Ontario by the application deadline of August 31, 2020. Availability of funding is subject to the annual appropriation of funds approved by the Ontario legislature. A work plan/project description and budget should also be submitted to Canada, where appropriate.
- All funding proposals are reviewed for compliance with funding criteria. The ministry may contact the Indigenous community for clarification, if required.
- If the Indigenous community has received funding in prior years, a review of past compliance with the program is undertaken.
- If the required information is provided and all documents are in order, the ministry prepares a transfer payment agreement and sends to the Indigenous community for signature.
- The Indigenous community signs the transfer payment agreement and returns a copy to the ministry. The ministry will return an executed final transfer payment agreement to the Indigenous community for its records and installments are paid to the Indigenous community in accordance with the timelines set out in the agreement. All payments are made by Electronic Funds Transfer unless otherwise specified.
- The transfer payment agreement sets out the terms of how Ontario will disburse funds to the Indigenous community. It also sets out conditions the Indigenous community must follow in order to receive funding. These conditions include reporting requirements designed to ensure accountability. Ontario requires strict adherence to reporting requirements.

The transfer payment agreement between the ministry and Indigenous community:

- Sets out expectations, terms and conditions of funding to support good governance, value for money, and transparency in the administration of transfer payment funds.
- Documents the respective rights, responsibilities and obligations of the ministry and recipient.
- Includes specific and measurable results for the money received, reporting requirements and any corrective action the government is entitled to take if the terms of the agreement are breached.
- Is subject to the *Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c.F.31, as amended from time to time and other legislation to allow independent verification of reported program and financial information by independent professionals and the Auditor General of Ontario.

To receive a transfer payment the Indigenous community must:

- Have the capacity to discharge its responsibilities in compliance with the transfer payment agreement.
- Have an appropriate governance and control structure in place that is in accordance with any statutory and/or regulatory provisions that applies to the recipient.
- Provide reliable financial reporting (relevant, accurate, and timely financial reporting) as required by the transfer payment agreement.
- Have or establish a Canadian bank account.
- Be in compliance with all applicable laws and regulations.

Where the following criteria are met, the Indigenous community may request a multi- year funding agreement:

- Negotiating relationship is established, with a framework or protocol in place;
- The Indigenous community has an established history of providing reports by required deadlines;
- The Indigenous community does not owe any outstanding SCNF funds; and
- It is reasonably anticipated that negotiations will continue for a period of two or more years.

Please note, multi-year funding agreements still require annual project descriptions and budgets to allocate and flow funds.

5) DISCLAIMER

- Funds received may only be spent on eligible activities carried out between April 1, 2020 and March 31, 2021 and specified in the budget and project description attached to and forming part of the transfer payment agreement.
- Any payment by the ministry under this program in 2020-2021 is dependent on availability of funds and whether the necessary appropriation is provided from the Ontario legislature.
- In the case of multi-year agreements, funds from one funding year cannot be transferred to another subsequent funding year. If approved for multi-year funding, the subsequent years will be dependent on availability of funds and whether the necessary appropriation is provided from the Ontario legislature. Annual project descriptions, budgets and reporting will be required in each year of the agreement.
- The provision of funding under the SCNF is not an acknowledgement of legal liability or obligation by the Government of Ontario.
- All applications submitted to the ministry are subject to the access to information provisions of the *Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c.F.31, as amended from time to time (the “Act”). The Act provides all persons with a legal right of access to information in the custody and/or control of the ministry, subject to a limited set of exemptions. If an applicant believes that any of the information it submits in connection with its application is confidential and wishes to protect the confidentiality of such information, the applicant should clearly mark the information “confidential.” If the ministry receives a request for access to the information marked “confidential,” the ministry will contact the applicant so that it may, if it wishes, make representations concerning the release of the requested information. Marking the information “confidential” does not mean that the information will not be released if and as required under the Act.

SECTION 2 – APPLICATION PROCESS

Part 1: Applicant Information

The Indigenous community must provide the following documents when applying to the program:

- Completed Project description (*Appendix IV*) and Budget (*Appendix V*) (*more information under Part 2 below*)
- Completed Funding Information Form (*Appendix II*)
- Proof of commercial general liability insurance, with coverage of not less than \$2 million per occurrence and which includes “Her Majesty the Queen in Right of Ontario, Her ministers, agents, appointees, and employees” as an additional insured

For **first-time applicants**, the following additional documents are required prior to entering into an agreement:

- Band Council Resolution or other motion or resolution as may be appropriate, approving the application;
- Audited Financial Statements from 2018-19 fiscal year;
- Banking Information (Application for Electronic Funds Transfer Form (*Appendix III*) and void cheque or bank statement).

Mindful of the challenges presented by the COVID-19 coronavirus pandemic, the ministry will review and assess application requirements so that the SCNF is aligned with controllership best practices and at the same time, is operationally feasible and does not create unnecessary burdens on applicants.

Part 2: Proposal ♦ Project Description ♦ Budget

Proposal:

A proposal, complete with a project description and budget, should be provided to Transfer Payments Ontario (www.Ontario.ca/GetFunding) by August 31, 2020. If the negotiation involves Canada, a proposal must be provided to the federal government at the same time (*Note: Canada and Ontario work together when reviewing proposals for shared settlement negotiations*).

Project Description:

All parties to the negotiation jointly develop an annual work plan setting out the activities and outcomes or products that all parties agree to reach for the coming year. The Indigenous community then prepares a project description and budget based on the activities the Indigenous community is responsible for in the joint annual work plan. The ministry will

consider funding based on the proposal and the funding criteria set out in these guidelines.

The Indigenous community's project description will outline and describe:

- Number of expected or planned meetings
- Location of meetings if funding to support travel is being sought
- Studies or consultations to be undertaken with timelines
- Types of professional services required during the year
- Technical and legal services required
- Research to be undertaken with timelines
- Legal services to be undertaken with timelines
- Reports to be completed
- Any other activities as set out in the joint annual work plan

The project description must be completed using the template in *Appendix IV* labeled "Schedule C – Project." It should include only those activities that the Indigenous community is undertaking in relation to the specific negotiations and for which it is seeking funding from Ontario and should include all such activities described in some detail. Funding will be provided only for work completed within the agreement funding period.

Budget:

The funding request must include a budget based on the anticipated costs associated with the Indigenous community's project description using the template in *Appendix V* labeled "Schedule D - Budget". The budget should only include funding for activities that are set out in the project description and each of the project activities should match with a budget line.

A separate line item is prepared for each type of eligible expense. Expenses detailed within the budget cannot be reallocated or moved to a different line without prior written approval from the ministry. (See *Appendix X – Change Request Form*).

If procuring goods or services, recipients are encouraged to select suppliers through an open and transparent tendering process. Value for money must be sought when purchasing any good or service.

Overspending on any line item will not be funded and any surplus or unspent funds must be returned to Ontario unless prior approval is obtained.

Deadline:

The deadline for the submission of funding proposals is August 31, 2020. The fiscal year for all Ontario ministries and agencies covers the period from April 1, 2020 – March 31, 2021.

Proposals submitted after the deadline will be considered based on the availability of funding. Funding is available on an annual basis and availability is subject to the annual allocation of the transfer payment funds approved by the Ontario legislature.

Part 3: Reporting Requirements and Schedule of Payments

Indigenous communities that receive funding to support negotiations must submit to the ministry all required reports in accordance with the deadlines in the transfer payment agreement.

The reports must be submitted in the format as specified in the transfer payment agreement.

Failure to comply with the reporting requirements may prevent the recipient from receiving funding in future years and result in corrective action being taken by the ministry under the terms of the agreement. Reports that remain outstanding or that are not received and approved by the ministry may result in delays in the flow of future funds or a request to repay a portion of the funds previously advanced and may result in the termination of the transfer payment agreement.

Mindful of the challenges presented by the COVID-19 coronavirus pandemic, the ministry will review and assess reporting requirements so that the SCNF is aligned with controllership best practices and at the same time, is operationally feasible and does not create unnecessary burdens on recipients.

Required Reports:

Interim Expenditure Report – this report must:

- (i) be submitted on or before September 30, 2020;
- (ii) be submitted before the second installment payment can be made;
- (iii) provide an update on financial expenditures;
- (iv) identify any items that may require in-year changes; and
- (v) be submitted in the format shown in *Appendix VI*.

Interim Progress Report – this report must:

- (i) be submitted on or before September 30, 2020;
- (ii) be submitted before the second installment payment can be made;
- (iii) provide an update on activities in progress;

- (iv) identify any items that may require in-year changes; and
- (v) be submitted in the format shown in *Appendix VII*.

Final Progress Report (FPR) – this must:

- (i) be submitted on or before April 30, 2021;
- (ii) be submitted before the final installment payment can be made;
- (iii) report activities undertaken and how they relate to the objectives of the project as described in “Schedule C – Project” of the transfer payment agreement;
- (iv) set out any variances from the approved project and timelines and the reasons for such variances;
- (v) include a statement signed by the Chief/Council/Band Manager/Chief Operating Officer confirming the Final Progress Report is in compliance with the terms and conditions of the agreement; and
- (vi) be submitted in the format shown in *Appendix VIII*.

Final Expenditure Report (FER) – includes information about the actual expenditures incurred in performing the project activities and details all revenues received and expenditures incurred during the period covered by the report. It is presented in a format that uses the same revenue and expenditure line items as contained in the budget schedule outlined in the transfer payment agreement. This report must:

- (i) be submitted on or before April 30, 2021;
- (ii) be submitted before the final installment payment can be made;
- (iii) provide an accounting of all income and expenditure incurred during the fiscal year as it pertains to the transfer payment agreement, including an explanation for any variances from the approved budget;
- (iv) include a statement signed by two signing authorities, including 1) the Chief, Councillor, Executive Director or Chief Operating Officer and, 2) a staff member with Senior Financial Signing Authority (e.g. Chief Financial Officer, Band Manager or Finance Director) confirming actual project expenditures;
- (v) include an accounting of any unspent funds and an explanation as to why there are remaining funds;
- (vi) be submitted in the format shown in *Appendix IX*.

Other Reports –

The ministry will specify the timing and content of any other reports as may be necessary.

SECTION 3 – CONTACT INFORMATION

Senior Finance Business Officer
Support for Community Negotiations Fund
Ministry of Indigenous Affairs Negotiations and Reconciliation
Division
160 Bloor Street East, Suite 920
Toronto, Ontario
M7A 2E6

Telephone: 416-212-2277
Email: NRD_Finance@ontario.ca

APPENDICES

Appendix I –	Ontario’s Travel, Meals and Hospitality Directive
Appendix II –	Funding Information Form
Appendix III –	Electronic Funds Transfer Form
Appendix IV –	Schedule “C” – Project
Appendix V –	Schedule “D” – Budget
Appendix VI –	Interim Expenditure Report
Appendix VII -	Interim Progress Report
Appendix VIII -	Final Progress Report
Appendix IX –	Final Expenditure Report
Appendix X -	Change Request Form

I – Ontario’s Travel, Meal and Hospitality Expenses Directive

The following excerpts are taken from Ontario’s Travel, Meal and Hospitality Expenses Directive. To view the entire directive, please visit:

http://www.mgs.gov.on.ca/en/Spotlight2/STDPROD_080798.html

Meal Rates:

Meal expenses will be reimbursed at the established meal reimbursement rates as set out in the box below, regardless of the actual meal costs. This is a meal allowance.

Meal	Maximum Amount
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

Taxes and gratuities are included in the meal reimbursement rates. Receipts are not required to be submitted with meal claims or retained. Meals must be purchased in order to be able to submit a claim for reimbursement.

Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences.

Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. There are no exceptions to this rule.

Rental Vehicle:

When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- Documented; and
- Guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.

Luxury and sports vehicles are prohibited and to avoid higher gasoline charges, refuel your rental car before returning it. Agency/organization employees, appointees and consultants should follow the rules for renting vehicles approved by the agency/organization.

Personal Vehicle:

The ministry or agency/organization assumes no financial responsibility for personal vehicles. The ministry or agency/organization will, however, pay the kilometric rate if you are using your own vehicle for ministry or agency/ organization business.

If you are going to drive your personal vehicle for more than five days within a single calendar month – even if you are not exceeding 200 kilometres in a single day - you should consider lower cost options, such as vehicle rental or audio or video conferencing.

The type of vehicle used for travel (personal or rental) should be based on the frequency of travel as well as the distance per trip. If you decide to continue using a personal vehicle, both your research and the rationale must be documented.

If using a personal vehicle, keep daily logs to track the business use and advise your own insurer. If you are using a rental vehicle, advise the rental car agency and contact the travel card insurance provider to initiate a claim.

Reimbursement and Rates:

Total Kilometres Driven per fiscal year	Southern Ontario (\$ per km)	Northern Ontario (\$ per km)
0 – 4000 km	0.40	0.41
4001 – 10, 700 km	0.35	0.36
10, 701 – 24, 000 km	0.29	0.30
More than 24, 000 km	0.24	0.25

The highways and roads named below are to be included in southern Ontario. The boundary between northern and southern Ontario for the purposes of kilometre reimbursement is as follows:

- Healey Lake (Municipal) Road from Healey Lake easterly to its junction with Highway 612
- Highway 612 southerly to its junction with Highway 69
- Highway 69 easterly to its junction with Highway 169
- Highway 169 easterly to its junction with Highway 118
- Highway 118 through Bracebridge to its junction with Highway 11
- Highway 11 northerly to its junction with Highway 60 at Huntsville
- Highway 60 easterly to its junction with County Road 58 at Killaloe Station
- County Road 58 to Pembroke

Taxis:

The use of a taxi may be justified in cases where:

- Group travel by taxi is more economical than the total cost of having individuals travel separately by public transit or shuttle; or
- Taking a taxi allows you to meet an unusually tight schedule for meetings.

Taxis may not be used to commute to work or home.

Public Transit:

Local public transportation including hotel/airport shuttles should be used wherever possible.

Expenses for Consultants and Other Contractors:

Consultants and other contractors, including legal services, will not be reimbursed for any hospitality, or incidentals including:

- Gratuities
- Laundry or dry cleaning
- Valet services
- Dependent care
- Home management
- Personal telephone calls

Reimbursement of allowable expenses under this Directive can only be claimed when the contract with the government or agency specifically allows for it.

Appendix II – Funding Information Form

ORGANIZATION INFORMATION

Organization Name

Primary Contact

Title

MAILING ADDRESS

Unit No.

Street No.

Street Name

PO Box

City/Town

Province

Postal Code

Telephone No.

Fax No.

E-mail Address

TERM OF AGREEMENT FOR FUNDING REQUEST

Total funding requested for the period, April 1, 2020 – March 31, 2021

Project Timeframe _____

\$

Single Year Multi Year

COMPLETED FUNDING REQUEST CHECKLIST

Please use this checklist to ensure your funding request meets all of the necessary requirements.

- Proof of general liability insurance, as required;
- Proof of Incorporation, if applicable;
- Audited financial statements from the previous fiscal year; if applicable
- List of current Band Council or Board of Directors (first time applicants)
- Electronic Funds Transfer Form (first time applicants)

NAMES of SIGNING AUTHORITIES FOR ORGANIZATION

Name

Title

Name

Title

FOR USE BY MINISTRY OF INDIGENOUS AFFAIRS

Name of Reviewer

Position

Type of Funding Request

Support for Community Negotiations

Date Request Received
(day/month/year)

Follow up required:

Approved Amount
\$

Appendix III –Electronic Funds Transfer Form



Complete this form electronically as some fields are interactive depending on the selected option.

Ministry of Government
and Consumer Services

Supplier Registration and Application for Direct Deposit/Electronic Funds Transfer

Collection of Information

The authority for the collection of this information as a lawfully authorized activity is the *Ministry of Government Services Act*, R.S.O. 1990, c. M.25 s.6. This form will be used solely for the purposes of supplier registration, depositing your payments into your bank account, providing payment notifications by email and contacting you for any payment related issues. For information about collection and/or use and disclosure practices, write to the Senior Manager, Operations and Transformation Support Branch, Ontario Shared Services, Ministry of Government and Consumer Services, 77 Wellesley Street West, Box 700, Toronto ON M7A 1N3. For further assistance please call 416 212-2345 or toll free at 1 866 320-1756.

Consent to Disclose

By submitting this application, you acknowledge this information may be utilized by other Province of Ontario ministries and agencies in the context of procurement and payment recipient verification.

Important – For details on how to complete this form, including the "submit to" address, please read the **instructions** document.

A Type of Request

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> New Supplier Registration | } | <input type="checkbox"/> Add Additional Location | <input type="checkbox"/> Changes to Current Supplier Information |
| <input type="checkbox"/> Change of Information (specify details if known) | | Supplier No. | Site No. |

Supplier Type (check all that apply)

- Receive payments for goods and/or services
- Receive transfer payments from the Province of Ontario

Do you have a business number registered with Canada Revenue Agency?

- Yes (specify) ▶ Business No. _____
- No, my invoices do not contain tax

B Supplier Profile

Current Information			New Information		
Legal Name			Legal Name		
Operating Name <input type="checkbox"/> Same as Legal Name			Operating Name <input type="checkbox"/> Same as Legal Name		
Suite/Floor No.	Street No. and Name		Suite/Floor No.	Street No. and Name	
City/Town			City/Town		
Province/State	Postal/Zip Code	Country	Province/State	Postal/Zip Code	Country
Telephone No. ext.		Fax No.	Telephone No. ext.		Fax No.
Email Address			Email Address		

C Banking Information

Attach an original void cheque displaying your legal name or an original bank stamped letter from your financial institution.
Note: Bank counter cheques or cheques with hand written information are not acceptable.

Current Information			New Information		
Name of Canadian Financial Institution			Name of Canadian Financial Institution		
Branch No.	Institution No.	Account No.	Branch No.	Institution No.	Account No.

D Certification/Authorization

I certify I am authorized by the organization named above to submit this application for registration and certify that all the information contained herein is true and accurate statement of the facts.

Name (First Last)	Signature	Date (dd/mmm/yyyy)
Title		

Appendix IV – Schedule “C” – Project

Project Description and Timelines

[When describing the “Project” in Schedule “C”, be concise and clear. You must describe the exact purpose for which the Province is providing the Funds. Include a short description of the claim that is being negotiated, including when initiated and any notable milestones already met. The items listed under Activities are for illustrative purposes and may be amended as required.]

Timeframe	Activities <i>[identified activities must correspond with the budget]</i>
	<ul style="list-style-type: none"> • Prepare for and participate in the negotiation meetings with the Province [and Canada] as follows: <ul style="list-style-type: none"> ➤ At least X number of meetings, timing of each (and location as appropriate)
	<ul style="list-style-type: none"> • Organize and host information sessions to provide updates and consult with community members on the claim and negotiations as follows: <ul style="list-style-type: none"> ➤ At least X number of meetings, timing of each (and location as appropriate)
	<ul style="list-style-type: none"> • Engage the following professional services to assist with negotiations: <ul style="list-style-type: none"> ➤ Specify type of services (e.g. legal counsel, historian, economist, etc.)
	<ul style="list-style-type: none"> • Develop publication materials on the claim and negotiations for community members, including: <ul style="list-style-type: none"> ➤ Specify type of services (e.g. legal counsel, historian, economist, etc.)

Appendix V – Schedule “D” – Budget

[When preparing the “Budget” in Schedule “D”, align the Budget with the Project in Schedule “C” and break down the Budget by Funding Year. Detailed Breakdown of Expenses: Only fill in budget lines relevant to activities in the Project description that will be funded by the ministry during the term of the agreement. The budget should include a detailed description of each budget item (itemize unit costs per number of participants, days, meetings, etc.) required to accomplish the activities. Please refer to the budget definitions on page 2. The items in the Detailed Breakdown are for illustrative purposes only, individual breakdowns will vary depending on the Project description.]

Detailed Breakdown	Total
<p>Salaries and Wages: Position title, salary/wage and duration of employment.</p> <p><u>Chief:</u></p> <ul style="list-style-type: none"> - No. of meetings x \$ pay per meeting = \$ <p><u>Councillors:</u></p> <ul style="list-style-type: none"> - #Councillors x \$ rate x no. of meetings = \$ <p><u>Lead Negotiator:</u></p> <ul style="list-style-type: none"> - Start and End date (e.g. August 1, 20XX – March 31, 20XX) - No. of weeks x \$ pay per week = \$ 	\$
<p>Mandatory Employer Related Costs (MERCs) and Other Eligible Benefits: To a maximum of 17.5%. MERCs includes employer’s contribution to EI, CPP, and WSIB. Other eligible benefits may be defined in organization’s Human Resource policy.</p> <p><u>Lead Negotiator:</u></p> <ul style="list-style-type: none"> - Salary indicated above x 17.5% = \$ 	\$
<p>Honorarium: This is a payment to an Elder or ceremonial participant for their attendance at a meeting/event. The rate for compensation may be up to \$250 per partial day (less than 3 hours) and up to \$500 for a full day.</p> <p><u>Honorarium:</u></p> <ul style="list-style-type: none"> - No. of meetings x no. of elders x \$ cost per elder = \$ 	\$
<p>Negotiating Team Travel, Meal and Accommodation Costs: Actual travel, meal and accommodation expenses will be reimbursed in accordance with Ontario's Travel, Meals and Hospitality Expenses Directive.</p> <p>Negotiation Meetings: Travel for # Councillors and Chief</p> <p><u>Transportation:</u></p> <ul style="list-style-type: none"> - Air – # days x no. of attendees x \$ return cost = \$ - Car rental – # days x no. of attendees x \$ cost per day = \$ - Mileage – # trips x \$0.41/km x no. of km = \$ <p><u>Meals:</u></p> <ul style="list-style-type: none"> - No. of days x \$45/day = \$ <p><u>Accommodation:</u></p> <ul style="list-style-type: none"> - No. days x no. of attendees x \$ cost per day/night = \$ 	\$

Appendix V (cont'd) – Schedule “D” – Budget

Detailed Breakdown	Total
<p>Community Meetings and Related Expenses: Number and cost of meetings, presentations, meeting rooms, travel, meals, honoraria, equipment rental, refreshments, food, etc.</p> <p># Information Sessions:</p> <p><u>Room Rental:</u></p> <ul style="list-style-type: none"> - # days x cost per day = \$ <p><u>AV Rental Cost:</u></p> <ul style="list-style-type: none"> - # days x cost per day = \$ <p><u>Break Refreshments/Lunch:</u></p> <ul style="list-style-type: none"> - # days x \$ cost per day = \$ <p>Note: If rental cost, food and AV, etc. is a package, then it must be specified</p>	\$
<p>Professional Fees: Costs may include fees for consultants, auditors, translators, interpreters, note takers, etc.</p> <p><u>Historian:</u> fee = \$</p> <p><u>Interpreter:</u> no. of interpreters x fee per interpreter = \$</p> <p><u>Facilitator:</u> no. of meetings x no. of facilitators x fee per facilitator = \$</p> <p><u>Appraisal Expert:</u> no. of days x fee per day = \$</p>	\$
<p>Other: Provide details for other eligible expenses not listed.</p> <p><u>Publication materials:</u></p> <ul style="list-style-type: none"> - <u>Posters to be used in community meetings:</u> no. of copies x charge per copy = \$ - <u>Pamphlets to be distributed to the meeting attendees:</u> no. of pamphlets x price per pamphlet x no. of attendees = \$ 	\$
SUBTOTAL	\$
<p>Administration Costs: Eligible costs include utilities, telephone/fax charges, network charges, postage/courier charges, photocopying charges, financial institution service fees and office supplies. A maximum of 10% of the sub-total budget can be allocated for administration costs.</p>	\$
<p>Legal Fees: Project-related legal fees only.</p> <p><u>Fees:</u></p> <ul style="list-style-type: none"> - Fee per hour x no. of hours = \$ <p><u>Transportation:</u></p> <ul style="list-style-type: none"> - Air – # trips x \$ return cost = \$ - Car rental – # days x \$ cost per day = \$ - Mileage – # trips x \$0.41/km x no. of km = \$ <p><u>Meals:</u></p> <ul style="list-style-type: none"> - # days x \$45/day = \$ <p><u>Accommodation:</u></p> <ul style="list-style-type: none"> - # days x \$ cost per day/night = \$ 	\$
TOTAL	\$

APPENDIX VI - INTERIM EXPENDITURE REPORT

[NAME OF RECIPIENT]				
INTERIM EXPENDITURE REPORT				
MINISTRY OF INDIGENOUS AFFAIRS				
SUPPORT FOR COMMUNITY NEGOTIATIONS FUND				
[NAME OF PROJECT]				
PERIOD				
ENDING: 2020				
LINE ITEMS	Approved Budget	Year to Date Actual Expenditures	VARIANCE	% DIFFERENCE
FUNDING				
Ministry of Indigenous Affairs				
Payments Received				
Total Funding	\$ -	\$ -		
EXPENSES				
Salary				
(1) Name of position			\$ -	
(2) Name of position			\$ -	
Total Salaries	\$ -	\$ -	\$ -	
Benefits (Mandatory Employer Related Costs)				
(1) MERC per position			\$ -	
(2) MERC per position			\$ -	
Total Benefits	\$ -	\$ -	\$ -	
Staff Travel, Meal and Accommodation				
(1) Meals			\$ -	
(2) Accommodation			\$ -	
(3) Type of Travel			\$ -	
Total Travel	\$ -	\$ -	\$ -	
Consultant and Professional Fees				
(1) Type of professional fees			\$ -	
(2) Type of professional fees			\$ -	
Total Professional Fees	\$ -	\$ -	\$ -	
Other Meetings and Related Expenses				
Itemize each activity separately				
(1) Travel			\$ -	
(2) Meetings			\$ -	
(3) Honorarium			\$ -	
(4) Meals			\$ -	
Total for other meetings	\$ -	\$ -	\$ -	
SUB-TOTAL	\$ -	\$ -	\$ -	
Administration Costs				
Up to maximum of 10% of sub-total			\$ -	
Total Administration Costs	\$ -	\$ -	\$ -	
Legal / Other				
Legal Fees			\$ -	
Legal Travel			\$ -	
Other (please specify on next page)			\$ -	

Total Legal/Other	\$	-	\$	-	\$	-
TOTAL	\$	-	\$	-	\$	-
SURPLUS (DEFICIT)			\$	-		

APPENDIX VII – INTERIM PROGRESS REPORT

MINISTRY OF INDIGENOUS AFFAIRS
 Support for Community Negotiations Fund
 INTERIM PROGRESS REPORT
 TEMPLATE **[INSERT NAME OF RECIPIENT]**
 April 1, 20XX – September 30, 20XX

[INSERT PROJECT NAME]		
Timeframe <i>(The time period in which the activity took place)</i>	Activities <i>(Please provide a detailed description of the activity and how it relates to the objectives in the Project description)</i>	Detailed Results/Variations <i>(Please provide a description of the results achieved and explain any variations from the Project description)</i>

Certification by Recipient Organization

On behalf of the recipient, I hereby certify that, to the best of my knowledge, the information to which this certification is attached, is true, correct, and has been prepared in accordance with the Project description under the Agreement.

 [Insert Name]
 [Insert Title]
 (e.g. Chief/Councillor/Band Manager/Chief Operating Officer)

 Date

MINISTRY OF INDIGENOUS AFFAIRS
Support for Community Negotiations Fund

FINAL PROGRESS REPORT
TEMPLATE **[INSERT NAME OF RECIPIENT]**

April 1, 20XX – March 31, 20XX

[INSERT PROJECT NAME]		
Timeframe <i>(The time period in which the activity took place)</i>	Activities <i>(Please provide a detailed description of the activity and how it relates to the objectives in the Project description)</i>	Detailed Results/Variations <i>(Please provide a description of the results achieved and explain any variances from the Project description)</i>

Certification by Recipient Organization

On behalf of the recipient, I hereby certify that, to the best of my knowledge, the information to which this certification is attached, is true, correct, and has been prepared in accordance with the Project description under the transfer payment Agreement.

[Insert Name]
[Insert Title]
(e.g. Chief/Councillor/Band Manager/Chief Operating Officer)

Date

Appendix IX – Final Expenditure Report

An expenditure report is a requirement of the **2020-21 Support for Community Negotiations Fund** agreement.

Please ensure the following ministry approved template is:

- 1) **signed-off by the financial signing authority** and a second signing authority of the recipient organization; and
- 2) **submitted on or before reporting deadline**

Recipient:	
Program:	
Project Name:	

On behalf of the above-noted organization, I hereby certify that:

- **to the best of my knowledge, the financial data in the Support for Community Negotiations Fund Final Expenditure Report to which this certification is attached, is true, correct, and agrees with the books and records of the organization; and**
- **I have signing authority to sign this document on behalf of our organization.**

Signature:	
Name (<i>please print</i>):	
Title of Senior Financial Signing Authority (e.g. Chief Financial Officer, Band Manager or Finance Director)	
Date:	

On behalf of the above-noted organization, I hereby certify that:

- **to the best of my knowledge, the financial data in the Support for Community Negotiations Fund Final Expenditure Report to which this certification is attached is true, correct, and agrees with the books and records of the organization; and**
- **I have signing authority to sign this document on behalf of our organization.**

Signature:	
Name (<i>please print</i>):	
Title of Signing Authority: (e.g. Chief or personnel with signing authority)	
Date:	

Appendix IX (cont'd)– Final Expenditure Report

[NAME OF RECIPIENT]					
FINAL EXPENDITURE REPORT MINISTRY OF INDIGENOUS AFFAIRS					
SUPPORT FOR COMMUNITY NEGOTIATIONS FUND [NAME OF PROJECT]					
YEAR ENDED: 2021					
LINE ITEMS	Approved Budget	Year to Date Actual Expenditures	VARIANCE	% DIFFERENCE	VARIANCE RATIONALE Please provide further explanation for the variance from the approved budget
FUNDING					
Ministry of Indigenous Affairs					
Payments Received					
Total Funding	\$ -	\$ -			
EXPENSES					
Salary					
(1) Name of position			\$ -		
(2) Name of position			\$ -		
Total Salaries	\$ -	\$ -	\$ -		
Benefits (Mandatory Employer Related Costs)					
(1) MERC per position			\$ -		
(2) MERC per position			\$ -		
Total Benefits	\$ -	\$ -	\$ -		
Staff Travel, Meal and Accommodation					
(1) Meals			\$ -		
(2) Accommodation			\$ -		
(3) Type of Travel			\$ -		
Total Travel	\$ -	\$ -	\$ -		
Consultant and Professional Fees					
(1) Type of professional fees			\$ -		
(2) Type of professional fees			\$ -		
Total Professional Fees	\$ -	\$ -	\$ -		
Other Meetings and Related Expenses					
Itemize each activity separately					
(1) Travel			\$ -		
(2) Meetings			\$ -		
(3) Honorarium			\$ -		
(4) Meals			\$ -		
Total for other meetings	\$ -	\$ -	\$ -		
SUB-TOTAL	\$ -	\$ -	\$ -		
Administration Costs					
Up to maximum of 10% of sub-total			\$ -		
Total Administration Costs	\$ -	\$ -	\$ -		
Legal / Other					
Legal Fees			\$ -		
Legal Travel			\$ -		

Other (please specify on next page)				\$ -	
Total Legal/Other	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ -	
SURPLUS (DEFICIT)		\$ -			

Appendix X – Change Request Form

RECIPIENT:	
DATE REQUESTED	

SUPPORT FOR COMMUNITY NEGOTIATIONS FUND CHANGE REQUEST

PROJECT DESCRIPTION AND TIMELINES 2020-21

Timeframe	Activities	Revised Activities <i>(identify all changes here – where none, type N/A)</i>

*Insert your project description above as it appears in the transfer payment agreement; add additional lines as required.

BUDGET 2020-21

Detailed Breakdown <i>(Input approved funding categories)</i>	Total <i>(Input approved amount)</i>	Revised Breakdown of Expenses <i>(identify all changes here – where none, input N/A)</i>	Revised Total <i>(identify all changes here – where none, input N/A)</i>
Salaries and Wages: Position title, salary/wage and duration of employment. -	\$		
Mandatory Employer Related Costs (MERCs) and Other Eligible Benefits: To a maximum of 17.5%. MERCs includes employer's contribution to EI, CPP, and WSIB. Other eligible benefits may be defined in organization's Human Resource policy. -	\$		

Detailed Breakdown <i>(Input approved funding categories)</i>	Total (Input approved amount)	Revised Breakdown of Expenses <i>(identify all changes here – where none, input N/A)</i>	Revised Total <i>(identify all changes here – where none, input N/A)</i>
<p>Honorarium: This is a payment to an Elder or ceremonial participant for their attendance at a meeting/event. The rate for compensation may be up to \$250 per partial day (less than 3 hours) and up to \$500 for a full day.</p> <p>-</p>	\$		
<p>Negotiating Team Travel, Meal and Accommodation Costs: Actual travel, meal and accommodation expenses will be reimbursed in accordance with Ontario's Travel, Meals and Hospitality Expenses Directive.</p>	\$		
<p>Community Meetings and Related Expenses: Number and cost of meetings, presentations, meeting rooms, travel, meals, honoraria, equipment rental, refreshments, food, etc.</p>	\$		
<p>Professional Fees: Costs may include fees for consultants, auditors, translators, interpreters, note takers, etc.</p>	\$		

Detailed Breakdown <i>(Input approved funding categories)</i>	Total (Input approved amount)	Revised Breakdown of Expenses <i>(identify all changes here – where none, input N/A)</i>	Revised Total <i>(identify all changes here – where none, input N/A)</i>
<p>Other: Provide details for other eligible expenses not listed, applicable cost for the Annual Audited Financial Statement can be included here.</p> <p>-</p>	\$		
<p>SUBTOTAL</p>	\$		
<p>Administration Costs: Eligible costs include utilities, telephone/fax charges, network charges, postage/courier charges, photocopying charges, financial institution service fees and office supplies. A maximum of 10% of the sub-total budget can be allocated for administration costs.</p>	\$		
<p>Legal Fees: Project-related legal fees only.</p>	\$		
<p>TOTAL</p>			

*Insert your budget above as it appears in the transfer payment agreement and add any requested changes or reallocations.