

FOLLOW-UP REPORT
(Community Category)

Instructions to Applicant:

- (a) This Follow-Up Report must be completed by the individual Member or Members who applied for funding from the Trustees in relation to the Community Development project or activity for which funding has been received or, in the case of the First Nation, by the Chief or other designated member of the band council or a designated program or department manager of the First Nation.
- (b) All sections of this Follow-Up Report must be fully completed. If additional space is required to fully and completely answer any question contained in this Follow-Up Report, you must provide the information on a separate attachment which may accompany the application submitted.
- (c) Where applicable, all supporting documents required to be submitted in conjunction with this Follow-Up Report must be submitted to the Community Development Administrator in conjunction with this Follow-Up Report.

1. Applicant Information

Name of Applicant or Applicants: _____

Address: _____

Postal Code: _____

Contact person: _____

Phone number: _____ Cell number: _____

Fax number: _____

E-mail address: _____

2. Overview of Community Development Project or Activity Completed

Description of Community Development project or activity completed: _____

Amount of funding received from the Trustees in relation to the Community Development project or activity: _____

If individual Members are involved in operating and administrating the proposed Community Development project or activity, please list the names and addresses of all individuals involved:

3. Revenue and Eligible Expenditures Incurred in Relation to the Community Development Project or Activity

As part of the follow-up process, Applicants shall be required to submit to the Trustees a detailed outline and reporting on all revenue and assets along with expenditures incurred in relation to the Community Development project or activity for which funding has been received in the table provided below. Further, Applicants shall also be required to submit to the Community Development Administrator in conjunction with the completion of this Follow-Up Report evidence verifying that the funding received by the Applicant has been applied towards the payment of eligible expenditures associated with the Community Development project or activity. Such evidence may include submission of paid receipts for eligible expenditures or completed financial statements associated with the Applicant's business. For a description of eligible and ineligible costs associated with Community Development projects or activities, please refer to the Kahkewistahaw 1907 Specific Claim Trust Community Development Account Policies and Procedures document.

Revenue and Assets

REVENUE AND ASSETS ASSOCIATED WITH COMMUNITY DEVELOPMENT PROJECT OR ACTIVITY	AMOUNT
Cash	\$
Capital Assets and Equipment (please include a listing and value of all capital assets and equipment)	\$
Receivables	\$
Materials and Inventory	\$
Other (please specify)	\$
	\$
	\$
TOTAL INCOME AND ASSETS ASSOCIATED WITH COMMUNITY DEVELOPMENT PROJECT OR ACTIVITY	\$

Eligible Expenditures

ELIGIBLE EXPENDITURES ASSOCIATED WITH COMMUNITY DEVELOPMENT PROJECT OR ACTIVITY (VERIFICATION AS TO PAYMENT REQUIRED)	AMOUNT
Independent contractor fees or salaries relating to specialty trades or services that are required in relation to the Community Development project or activity	\$
Acquisition of materials or supplies associated with Community Development project or activity	\$
Rent associated with equipment and utility costs related to Community Development project or activity	\$
Acquisition of capital equipment, livestock or other goods, where applicable	\$
Transportation costs for participants associated with the Community Development project or activity	
Other (please specify)	\$
	\$
	\$
	\$
TOTAL ELIGIBLE EXPENDITURES ASSOCIATED WITH COMMUNITY DEVELOPMENT PROJECT OR ACTIVITY	\$

4. Terms and Conditions

- (a) All Follow-Up Reports must be completed and submitted to the Community Development Administrator no later than sixty (60) calendar days after project or

activity completion date. Any Applicant who fails to provide the completed Follow-Up Report and supporting documents within the sixty (60) calendar day time period shall have the remaining 20% of their funding forfeited and placed back into the Community Development Account for redistribution.

- (b) In those situations where the final costs associated with the Community Development project or activity are lower than originally projected in the Applicant's application, the amount of eligible funding shall be adjusted to reflect the lower cost and will be considered an overpayment. The Applicant shall be required to refund the overpayment to the Kahkewistahaw 1907 Specific Claim Trust office immediately. No adjustments shall be made if the final costs associated with the Community Development project or activity is higher than originally projected.
- (c) Unused funds or funds used for purposes other than what was approved in the Applicant's application must be returned to the Kahkewistahaw 1907 Specific Claim Trust office, unless otherwise approved by the Trustees through motion or resolution.
- (d) Applicants must keep all original documentation relating to their approved Community Development projects or activities for a minimum period of seven (7) years.
- (e) Applicants who fail to comply with the required terms and conditions associated with their application or fail to complete and submit their Follow-Up Report within the sixty (60) calendar day time period specified shall be considered ineligible from receiving any further funding from the Community Development Account for any other project or activity until such time as a full accounting has been provided to the Trustees in relation to their original application.
- (f) Each Applicant must comply with minimum standards that ensure proper accountability and effective financial reporting with respect to all funding received in respect of the Community Development project or activity.

5. **Declaration**

I hereby represent, warrant and agree as follows:

- (a) that the information contained in this Follow-Up Report together with any supporting documentation submitted in relation thereto is true and correct;
- (b) that the Applicant has fully complied with all of the terms and conditions as referenced in their original application for funding along with the terms and conditions as referenced in this Follow-Up Report; and
- (c) that I have the authority to execute this Follow-Up Report for and on behalf of the Applicant and that this Follow-Up Report shall constitute a binding obligation enforceable against the Applicant.

Name of Applicant: _____

Signature of Applicant or Authorized Representative
on behalf of Applicant: _____

Date: _____

Please forward one fully completed original of this Follow-Up Report to:

Kahkewistahaw 1907 Specific Claim Trust
Box 910
Broadview, SK. S0G 0K0
Fax: (306) 696-2775
Email: administrator@kahkewistahaw-trust.ca

Please keep a signed copy of this Follow-Up Report together with any supporting documents submitted in relation to the Report for your records.

