



# FIRST PEOPLES DEVELOPMENT INC.

## Funding Fact Sheet

Contribution Agreements between FPDI and each Sub-Agreement Holder “SAH” set out the terms and conditions upon which SAH will receive funding and deliver training pursuant to the Aboriginal Skill Employment and Training Strategy “ASETS”. Each agreement includes funding guidelines that outline the accountability structures. These accountabilities must be met in order for FPDI to trigger funding from its funding partner. Operating policies and funding review procedures are in place for each of the processes outlined below.

### Critical Dates

Beginning of Initiative	January 17	Q1 July 31	Q2 October 31	Q3 January 31	Q4 April 30	June 30
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**Contribution Agreement:** sets out the terms and conditions upon which SAH will receive funding and deliver training pursuant to the ASETS.

**Annual Operational Plan:** SAH must submit annual operating plans “AOP”. Annual objectives and projected outcomes are identified. Annual program plans are developed for each individual training activity and are accompanied by targets. Overall summary budget consolidates program plans as well as administrative and other training related costs.

**Quarterly Reports:** Funding is disbursed quarterly based on cash flows developed as part of the annual planning process. Each sub-agreement holder must provide the required activity and financial reports on the prescribed schedule. These individual reports are rolled up into a single report and forwarded to the Funder by FPDI. Once the funder reviews and accepts the report, funding is released by Funder to FPDI and then FPDI to the SAH (Note: only actual expenditures reported are reimbursed. The advance will be less surplus from the previous quarters).

**Financial Audits:** The Contribution Agreement outlines specific audit criteria developed for the ASETS by Funders. FPDI integrates all of the SAH audits into one consolidated audit. This integrated audit is forwarded to funder. The funder then processes payment to FPDI. Delays in receiving SAH audits will result in funding delays for the next training cycle for all of the SAH.

**Monitors:**

- Each SAH will undergo an activity and financial monitor for both the employment & training and daycare departments during the ASETS.
- Additional/ follow-up monitors may be conducted based on the outcome of the initial monitor
- All monitor activity is measured against the AOP and contribution agreement.

**Changes to the AOP:** AOP plans may need to be amended as circumstances in SAH communities change, and as the Initiative evolves along with the planning and implementation of the ASETS. All amendments to the AOP will be reported to FPDI. Substantive changes require approval for funding prior to the delivery of training and the changes required a revised AOP. Other minor changes can be captured in monthly/ quarterly reports.

**Other funding facts:**

- All funds provided to SAH are spent and accounted for in accordance with their Contribution Agreements. If there is a year-end surplus, it is identified, and applied (carried forward) to the next training period. Any funds remaining at the end of the ASETS will be returned to Funder.
- Continued funding of training depends on community plans achieving results. These results are measured and reported regularly in several categories, including the number of clients assessed for participation, the numbers that have successfully completed their training, and are employed as a direct result of training.
- Results are captured in the ARMS client management system.
- The SAH are to report any partnerships initiated/formed, in the prescribed form, during the ASETS.
- Administration costs are accepted to a maximum of 10% for SAH, only if they are reasonable and directly related to the implementation of the training as part of the Initiative.
- During the final year of the ASETS, FPDI will withhold final payment of up to 10% of the total contribution until the end of the funding period has been completed, and **all** accountability requirements have been met.
- The SAH AOP’s focus on the strengths and needs of community members, with emphasis on the stated objectives of the ASETS. The ASETS is aligned with labour market demand.