



ONE-TIME ASSISTANCE MEASURE FOR INDIGENOUS MEDIA

Section 1 – Applicant Information

Name of the call for projects:	
Legal name of the client/partner:	
Administrative region:	
Application number:	
Project title:	
Fiscal year of project completion: -	
Name of the contact person:	
Phone:	Extension:
Email:	

Section 2 – Actual Project Data Following Completion

Project start date:	Project completion date:
Project duration:	
Number of full-time equivalent (FTE) staff assigned to the project:	
Number of volunteer hours to complete the project:	
Percentage of project completed under subcontract:	

Section 3 – Additional Information About Your Organization

Number of full-time equivalent (FTE) employees:

RELATED COMPANIES

Legal name	Québec Enterprise Number (NEQ)

Section 4 – Actual Budget

EXPENSES

Eligible expenses	Budgeted amount	Actual amount
Labour including benefits	\$	\$
Rental of property or equipment	\$	\$
Purchase of materials or equipment	\$	\$
Studies and consulting services	\$	\$
Subcontracting	\$	\$
Advertising	\$	\$
Travel	\$	\$
Administration	\$	\$
Subtotal of eligible expenses	\$	\$

Other eligible project expenses	Budgeted amount	Actual amount
Description:	\$	\$
Subtotal of other eligible project expenses	\$	\$

Total eligible expenses	\$	\$
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Ineligible expenses	Budgeted amount	Actual amount
Description:	\$	\$
Total ineligible expenses	\$	\$

Total project cost	\$	\$
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Portion of taxes refunded (if applicable)	\$	\$
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Total actual project cost	\$	\$
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Section 4 – Actual Budget (continued)

REVENUE

Revenue		Budgeted amount	Actual amount
Applicant:	(funding)	\$	\$
	(services)	\$	\$
Municipal bodies:	(funding)	\$	\$
	(services)	\$	\$
Regional bodies:	(funding)	\$	\$
	(services)	\$	\$

Revenue - Gouvernement du Québec	Budgeted amount	Actual amount
Ministère de la Culture et des Communications	\$	\$

Revenue - Gouvernement du Québec - Other departments or agencies	Budgeted amount	Actual amount	
Name of partner 1:	(funding)	\$	\$
	(services)	\$	\$
Name of partner 2:	(funding)	\$	\$
	(services)	\$	\$
Name of partner 3:	(funding)	\$	\$
	(services)	\$	\$

Revenue - Gouvernement du Canada	Budgeted amount	Actual amount	
Name of partner 1:	(funding)	\$	\$
	(services)	\$	\$
Name of partner 2:	(funding)	\$	\$
	(services)	\$	\$

Revenue - Other partners	Budgeted amount	Actual amount	
Name of partner 1:	(funding)	\$	\$
	(services)	\$	\$
Name of partner 2:	(funding)	\$	\$
	(services)	\$	\$

Others revenue	Budgeted amount	Actual amount	
Other revenue:	(funding)	\$	\$
	(services)	\$	\$
Other revenue:	(funding)	\$	\$
	(services)	\$	\$

Total revenue	\$	\$
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Section 4 – Actual Budget (continued)

JUSTIFICATION OF VARIANCES BETWEEN BUDGETED AND ACTUAL AMOUNTS (EXPENSES)

Explain any **significant variances** between budgeted and actual amounts in the Expenses section. As specified in the *One-Time Assistance Measure for Indigenous Media* program and in the agreement between the client/partner and the Ministère de la Culture et des Communications, the Ministère must verify that the amounts paid were used for the purposes for which they were intended. The Ministère may request further explanation or require that the client/partner provide all accounts, records or documents of any kind relating to the use of the grant.

JUSTIFICATION FOR VARIANCES BETWEEN BUDGETED AND ACTUAL AMOUNTS (REVENUE)

Explain any **significant variances** between budgeted and actual amounts in the Revenue section. As specified in the *One-Time Assistance Measure for Indigenous Media* program and in the agreement between the client/partner and the Ministère de la Culture et des Communications, the Ministère must verify that the amounts paid were used for the purposes for which they were intended. The Ministère may request further explanation or require that the client/partner provide all accounts, records or documents of any kind relating to the use of the grant.

Empty table area for the Summary of Activities.

6.1 IN THE TARGET SECTOR(S)

Empty content area for reporting project impacts in the target sector(s).

Section 6 – Project Impacts (continued)

6.2 IN THE TARGET REGION

[Empty text area for reporting project impacts in the target region]

Section 7 – Additional Documents Provided with this Accountability Report (optional)

- The organization’s Activity Report (other)
- Most recent financial statements
- Promotional tools
- Press review
- Surveys, studies, assessments
- Other (specify):