



First Nations Forestry Program

PROJECT FINAL REPORT FOR 2005 - 2006

		Contract #	
Name of the Band:			
<hr/>			
Name of Mandatory (if different from the above):			
<hr/>			
Prepared by:			
<hr/>		<hr/>	
Name in capital letters		Title	
<hr/>		<hr/>	
Signature		Date	
<p style="text-align: center;"><u>IMPORTANT</u></p> <p style="text-align: center;">This report must be filled out, signed and all information provided in order to be eligible to receive the last payment as stated in the program</p> <p style="text-align: center;">Note : This form is also available in electronic format "Excel". Your comments on the improvement of this form would be appreciated.</p>			

CHECK LIST	
Documents to include in your final report :	✓
⇒ <u>Copy of studies or reports</u> requested in Appendix "A" of contract.	<input type="checkbox"/>
⇒ Completed cover <u>page 1</u> with signature.	<input type="checkbox"/>
⇒ Page 2 " <u>Summary of expenses for 2005-2006</u> " This page must be signed by the signing authority of the band or mandatory.	<input type="checkbox"/>
⇒ Page 3 " <u>Activities and Detailed description</u> " on separate sheets. This page must be filled out for each activity completed and declared on the expenses summary (except silvicultural work) and an additional sheet with detailed information on the activity.	<input type="checkbox"/>
⇒ Page 4 " <u>Silvicultural work</u> " To fill out if there is silvicultural work. Enclose the attestation of the Forest engineer and map location.	<input type="checkbox"/>
⇒ Page 5 " <u>Information on Forestry Development off-reserve</u> ".	<input type="checkbox"/>
⇒ Page 6 " <u>Additional information to include for some activities</u> " Training, communication and technology transfer	<input type="checkbox"/>

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SUMMARY OF EXPENSES FOR 2005-2006

Up to date: _____

No	Obj.	Activities completed (See Appendix "A" of contract)	Total Cost	Funds from other sources	Requested from FNFP ⁽¹⁾	Person-weeks.	
						Native	Non- native

Total Cost					
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+ Administration fees (7% of Total Cost)					
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GRAND TOTAL					
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<u>Subtract</u> \$ Payment up to date from FNFP	 	 			
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<u>Payment</u> requested from FNFP	—————→	\$ -
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(1) The contributions planned for objective I cannot be transferred to objectives II, III, IV and vice versa. The funds of other sources must represent at least 20% of the cost by objective.

Band Only	
We certify that the information is exact and admissible to the FNFP :	
Name in capital letters : _____	
Signature (authorized person) _____	date _____

CFS Only	
Verified by : _____	
Approved by : _____	

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Fill out this page for each of your activities (except silvicultural work)

1	Code	Title of activity (refer to appendix "A" of contract) (except silvicultural work)

2	Summary of activity (between 4 and 8 line of text)

3	Detailed description of activity (separate sheets)
<p>For each activity, Please describe on separate sheets :</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Objective and goals</u> : from short to medium term, contracts, partnerships, development, ... <input type="checkbox"/> <u>Detailed steps</u> for implementing the activity : actions, dates, personnel, consultations,... <input type="checkbox"/> <u>Additional information</u> to include : depending on which activity : see page 6, addenda. <input type="checkbox"/> Include copy of studies and reports requested in contract. <input type="checkbox"/> Include pictures if possible. 	

4	Jobs created and salaries					
	Type of work	Nb	Nb of person - weeks		Salaries	
			Native	Non-Native	\$/week	Total (\$)
	Total					

Person-weeks = nb of employees X nb of weeks on the job.
 Type of work : cf. forestry worker, foreman, technician, engineer, etc.

5	Expenditures and revenues forecasted			
	Expenditures	Montant(\$)	Revenues	Amount (\$)
	Salaries		FNFP	
	Fringe benefits		Band Council	
	Travel-Meals-Lodging		Mandatory	
	Equipment and material		DIAND	
	Professional services		Contracts revenues	
	Other :		Other :	
	Total			

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SILVICULTURAL WORKS ON RESERVE

Code	Description	Quantity ha/trees/km	Rate per unit (\$)	Total cost (\$)	Source of funds		Nb pers.-weeks		No of blocks	Duration	
					FNFP	Other sources	Native	Non-native		From	To
TOTAL (transfer on page 2 of summary of expenses)											

IMPORTANT : Enclose a map of a suitable scale showing the location of each area of work

Total harvest of wood on reserve (on and off project)

Species	Volume (m ³)	Sale Price (\$/m ³)	Revenues (\$)
Total →	m ³		

Detail of the source of funds for silvicultural works

Source of funds	Account (\$)	Code of works
Band Council		
Mandatory		
MRNQ		
Other :		

PROFESSIONAL ATTESTATION

I certify that the forestry data provided are accurate, that I was directly responsible for or that I personally supervised the carrying out of the forestry activities, according to the rules and regulations governing the professional practice of forest engineers.

Forest Engineer
(Name and permit #)

Signature

date

ADDITIONAL INFORMATION TO INCLUDE FOR SOME ACTIVITIES

TRAINING, COMMUNICATION AND TECHNOLOGY TRANSFER

- | | |
|---|--|
| <input type="checkbox"/> Location : | On reserve and off reserve; |
| <input type="checkbox"/> Target population : | Members of the community, general public, forest companies, other. |
| <input type="checkbox"/> Subjects treated : | Silviculture, transformation, managements, GPS, operators, other. |
| <input type="checkbox"/> Personnel trained: | Forest worker, forest trainee, foreman, administrative personnel , technician assistant, professional, other. Give a list. |
| <input type="checkbox"/> Number of participants : | Native, Non-Native; |
| <input type="checkbox"/> Type of training : | Academic course, on-site training, seminars, workshops, other. |
| <input type="checkbox"/> Training tools used : | Manuals, CD-Rom , photos, videos, other. |
| <input type="checkbox"/> Certificates awarded : | Enclose copy of certificates or attestations. |

ADMINISTRATION FEES

These fees must not be included within each activity. A fixed allotment of 7% is applied to the net expenditures of the contract. This amount will cover the following fees :

- | | |
|-------------------|------------------------------------|
| - Office space; | - Accounting and secretarial work; |
| - Phone and fax; | - Office equipment and supplies; |
| - Microcomputers; | - Financial fees. |

The 7% can be calculated on page 2 of the "SUMMARY OF EXPENSES".