

Activity 2

SAMPLE: Signs in the building in 'Aboriginal Language'.

Result

SAMPLE: There have been 100 language signs put up around the building identifying objects. This has been received so well that we will proceed with identifying another 50 objects. During this process, a youth would walk around the building with an elder recording the words or phrases. The youth would then input the words into an Excel database. Later, a person literate in the language would proofread. Once approved, the words would be made into laminate cards to post.

Date and hours completed

SAMPLE: Between April and September 100 days x 2 hours per day = 200 hours

Activity 3

SAMPLE: Record 10 stories from Elders for youth and children.

Result

SAMPLE: There have been 6 sessions at an hour each of Elders telling stories in the language to community children and youth. The first 2 sessions had limited attendance, but there were 15 children and youth at the last three sessions.

Date and hours completed

SAMPLE: April 15, May 12, June 10, July 5, August 19, and September 8. Total hours are 6.

Activity 4**Result****Date and hours completed****Activity 5****Result****Date and hours completed****Additional Space for Project Activities**

Use this space for other things that you would like to add to your report regarding activities. Some may not be part of the project funding, but it may be relevant to you or your project to report them. This is optional.

Section 4: The number and names of participants involved with the project

State the names and number of people involved with this project. You may have many participants or just a few. List only those directly involved, and specify whether they are children, adults, students, staff, etc. Do not include the number of people in your community. We want to know how many people are benefiting from this project. You will list the resource people below. Do not include them here.

SAMPLES: The program attendance as listed shows that the language classes reached 15 parents and 25 children. The adult immersion class has 12 participants

Section 5: Identify the resource people involved with the project
Identify the resource people that are involved with the project. Tell us who is working on, helping or supporting this project directly. List your consultants, Elders, administrators, speakers, coordinators, instructors, etc.
List everyone that is doing something on this project. Include their names and titles.

Section 6: Status of Project (Please circle one of the following)
a) On target b) Behind c) Ahead d) Other
Please explain
In this section, we would like to know where you are according to your schedule. Note: You outlined this schedule in your proposal objectives including timelines, financial expenditures, objectives, and activities.
Be honest here: how are you doing? We do not penalize anyone for anything, but we need to be informed if you are having difficulties. We may be able to help you or make suggestions so you may complete your project.
In the past, we have made suggestions to projects that may have been too ambitious and now need a solution. Administrators have asked for minor amendments to their projects using a Request for Project Amendment Form and have been give approval from the FPHLCC Language Programs Coordinator. In the future, we would like to identify successful projects and if possible, consider them as best practice methods. FPHLCC has learned from many projects about progress at all levels.

Section 7: Additional Comments or Recommendations
Use this section for any comments you may have about your project or to provide clarification of any information provided elsewhere in the project report. You may also use this area to make recommendations regarding the BCLI program or to ask for more support for your project. We will contact you if you ask us. We will be glad to give you feedback or guidance.

Section 8: Financial Summary	
BC Language Initiative: Interim Financial Report	
Name of First Nation/Organization Please restate the information provided from the first page.	
FPHLCC File Number Please restate the information provided from the first page.	
Date of Reporting Period State the time period this report covers.	Department Which department or office is completing this section?

Section 9: Language Program Revenue	
BC Language Initiative Grant Amount	\$State the amount approved (as per MOU)

Section 10: Language Program Expenses		
Program Activity per MOU Agreement	MOU amount	Actual Project Expenditure
SAMPLES	\$	\$
Honourarium	\$ 3,000	\$1,500
Contractors/Consultants	\$ 3,000	\$1,200
Equipment Rental	\$1,000	\$0
Resource Materials	\$100	\$40
	\$	\$
	\$	\$
Total Expenses	\$7,100 (MOU Amount)	\$2,740 (Actual spent)
Balance Remaining	\$4,360 (MOU Amount less Actual Project Expenditure)	

Note: It is mandatory that your language program activities and expenses reflect those activities and expenses approved in the Memorandum of Understanding agreement.

Did you provide an official general ledger and financial statement as stated in the FPHLCC Memorandum of Understanding agreement? (Note: This is mandatory)

YES _____ NO _____

Signing Authority	
I certify that this report is accurate and reflects actual projects delivered and products developed with the funds from the First Peoples' Heritage, Language & Culture Council's Language Program.	
NAME: _____	TITLE: _____
SIGNATURE: _____	DATE: _____