CULTURAL EDUCATION CENTRES PROGRAM REPORT - LIST OF DATA FIELDS

DCI Number/Fiscal Year:
515786 (2024-2025)

Purpose:
As per funding agreement

Reporting Period:
As per funding agreement

Due Date:
As per funding agreement

Legend:
- Mandatory: Completing all mandatory data fields will reduce potential delays as ISC Regional Office staff will need to contact recipients whose Report is incomplete.
- Pre-populated: These fields are automatically populated from the approved proposal such as Recipient Number and Recipient Name.
- Auto-Calc: Automatically filled or calculated field.

IMPORTANT:
The list below is a representation of the data fields. The actual reports are available on the ISC Services Portal or through your Regional Office. Some of these reports will be available with your pre-populated data, which will save you preparation time. If you have any questions please contact your Regional Office.

Field Descriptions:

Report Identification	
This section of the form is used for identification and tracking purposes. The fiscal year and reporting period are automatically filled with the relevant information.	
Fiscal Year (Pre-populated)	The fiscal year is entered automatically.
Period (Mandatory)	The time period on which you are reporting – Mid-Year or Final.
Title of the approved proposal for which this report is being submitted (Pre-populated and Mandatory)	Title of the approved proposal for which this report is being submitted.
Organization Identification	
This section is used to identify the organization completing the report and the Recipient who has the reporting requirement with ISC.	

Are you the RECIPIENT of funds directly from ISC? (Mandatory)	This is a **Yes** or **No** answer that causes the form to display only those sections that are relevant to you. ‘**Yes**’ indicates that your organization receives funding directly from ISC. ‘**No**’ indicates that it is a sub-report. Only some of the fields are displayed. Also, refer to Reporting Organization Contacts on the next page.
Recipient Number (Pre-populated and Mandatory)	The recipient ID number as assigned by ISC. **Important:** Make sure to enter a 4-digit number. Add zeroes (0) in front if necessary.
Recipient Name (Pre-populated and Mandatory)	The official name of the Recipient of ISC funds.
Organization Type (Pre-populated and Mandatory)	A drop-down list of possible organizations that could complete a Report.
Organization Name (Pre-populated and Mandatory)	The official name of your organization. This field is automatically populated when you enter the Organization Number in the next field and vice versa.
Organization Number (Pre-populated and Mandatory)	The official number of your organization. Some Organization Types do not require an Organization Number.
Telephone Number (Mandatory)	The organization's telephone number.
Extension Number (Pre-populated)	The extension number, if applicable.
Fax Number (Pre-populated)	The organization's facsimile number.
Email Address (Pre-populated)	The e-mail address of the organization’s contact, if available.
Web site (Pre-populated)	The home page URL for the organization's web site.
Mailing Address	
- Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Reporting Organization Contacts (Sub-reports only)	
Provide the Reporting Organization's contact information as requested by your Recipient Organization. (Mandatory)	Sub-reports have a Reporting Organization Contacts section where contact information is provided in a text field so that the Recipient Organization knows who to contact if there are questions.
List of Reporting Organizations	

Use this section to list the organizations that are providing you with their information in separate sub-reports.	
- Reporting Organization Type - Reporting Organization Name - Reporting Organization Number - Total Budget - File Name Attached (Pre-populated and Mandatory)	Data fields will automatically be populated from the Sub-report once attached.
Contacts	
The Primary Contact is the person who is responsible for the DCI when completed. The Secondary Contact is the back-up contact in case the Primary Contact is unavailable.	
Given Name (Pre-populated and Mandatory)	The given name or first name.
Family Name (Pre-populated and Mandatory)	The family name or surname.
Title/Position (Pre-populated and Mandatory)	The contact's job title or position.
Telephone Number (Pre-populated and Mandatory)	The contact's telephone number.
Extension Number (Pre-populated)	The extension number, if applicable.
Fax Number (Pre-populated)	The contact's facsimile number, if available.
E-mail Address (Pre-populated)	The e-mail address of the contact, if available.
Mailing Address	
- Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
Street Address	
Same as Mailing Address	If selected, the fields below will automatically be populated.
- Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The street address or P.O. Box at which the party can be reached by mail.
Secondary Contact Information	

Do you want to specify a secondary contact?	Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact person.
Clients to be Served	
Delivery Organization	
- Delivery Organization Type - Delivery Organization Name - Delivery Organization Number (Pre-populated and Mandatory)	Automatically copied from the Organization Identification section.
Client Information	
Client Type (Pre-populated and Mandatory)	A drop-down list of possible client types.
Client Name (Pre-populated and Mandatory)	The official name of the client.
Client Number (Pre-populated and Mandatory)	The client's identification number, if applicable.
Activities Undertaken and Results Achieved	
Delivery Organization	
- Delivery Organization Type - Delivery Organization Name - Delivery Organization Number (Pre-populated and Mandatory)	Automatically copied from the Organization Identification section.
Objective	
Objective (Pre-populated and Mandatory)	Objectives approved are pre-populated. The objectives are in line with the program terms and conditions.
Activity	
Activity Type (Pre-populated and Mandatory)	A list of possible activities for the Objective. If there is only one Activity available, it appears automatically. For more information see the *National Program Guidelines* attached to the form.
Activity Name (Pre-populated and Mandatory)	The activity name must be unique.
Extent Completed (Mandatory)	Indicate the extent to which the activity was completed as described on the approved proposal. Select Fully, Partially, or Not at all.
Reason not fully completed (Mandatory)	This field is enabled and mandatory if the Extent Completed is not Fully.
Explanation (Mandatory)	A detailed explanation for why the activity was not fully completed. This field is mandatory if the Extent Completed is not Fully.
Activities Undertaken (Pre-populated and Mandatory)	A narrative description of the activities undertaken as compared with what was planned.

Results Achieved (Mandatory)	A narrative description of the results achieved as compared with what was planned.
Audience	
Audience Type (Pre-populated and Mandatory)	A list of Audience types.
Target Number (Pre-populated)	Automatically populated from the approved proposal.
Number Reached (Mandatory)	The number of individuals reached by this activity.
Expenses This section of the form collects planned expenses required to undertake activities for this objective.	
Expense Type (Pre-populated and Mandatory)	A list of possible Expense Types.
Amount Approved (Pre-populated)	Automatically populated from the approved proposal.
Amount Spent (Mandatory)	The amount spent on this Activity for this objective.
Explanation (Mandatory)	An explanation of any variances between the amount approved and spent.
Total (Auto-Calc)	This field is automatically calculated.
Summary of Expenses This section is a summary of the expenses and is where you enter administration costs.	
Amount Approved	
Sub-Total Amount before Program Administration Costs (Pre-populated)	A sub-total before administration costs. Automatically populated from the approved proposal.
Administration Costs (Pre-populated)	The cost for administration for this fiscal year. Automatically populated from the approved proposal.
Total (Auto-Calc)	This field is automatically calculated.
Program Administration Costs (Percentage) (Auto-Calc)	The Administration Costs are expressed as a percentage and are automatically calculated. It should not exceed 15% of the Sub-Total before Administration Costs.
Amount Spent	
Sub-Total Amount before Program Administration Costs (Auto-Calc)	A sub-total before administration costs. This field is automatically calculated.
Administration Costs (Mandatory)	The cost for administration for this fiscal year.

Explanation (Mandatory)	A detailed explanation or description for the Administration Cost.
Total Requested (Auto-Calc)	This field is automatically calculated.
Program Administration Costs (Percentage) (Auto-Calc)	The Administration Costs are expressed as a percentage and are automatically calculated. It should not exceed 15% of the Sub-Total before Administration Costs.
Costs	
There is no information displayed in this section until you select **Calculate**.	
Calculate Button (Auto-Calc and Mandatory)	A button used to display the summary of costs. The information is automatically populated from the Expense section.
There is a table listing the Expense Types, Approved Amounts from the Proposal, the Amounts Spent, Program Administration Costs and a Grand Total.	
Partners	
A Partner is an organization that you expect to provide or has provided funding or in-kind contributions to the project.	
Partner Organization Type (Pre-populated and Mandatory)	A drop-down list of possible organizations that could be partners.
Partner Organization Name (Pre-populated and Mandatory)	Official name of your partner.
Partner Organization Number (Pre-populated and Mandatory)	The partner's identification number if available. This field is only mandatory if the partner has an identification number.
In-Kind Contribution (Pre-populated and Mandatory)	A check box to indicate an in-kind contribution. The amount defaults to $0.00.
Amount (Mandatory)	The amount received from the Partner.
Explanation (Mandatory)	A detailed explanation to describe the type of in-kind contribution expected or received or the main purpose of the funds received.
Supporting Documents If you add a Supporting Document, these fields become mandatory.	
Type of Supporting Document (Mandatory)	A drop-down list of the types of mandatory documents. If there are no mandatory documents, the only available item is Other.
Name of Supporting Document (Mandatory)	The title and file name of the supporting document.
Method of Submission (Mandatory)	A drop-down list of possible submission methods.
File Name Attached (Mandatory)	The file name of the attached document will appear automatically.

Declaration	
Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title/Position (Mandatory)	The job title or position.
Date (Mandatory)	Today's date (YYYY-MM-DD)