LIST OF DATA FIELDS – FIRST NATIONS AND INUIT YOUTH EMPLOYMENT STRATEGY PROPOSAL

PAW Number/Fiscal Year:
1898217 (2024-2025)

Purpose:
As per funding agreement

Reporting Period:
As per funding agreement

Due Date:
As per funding agreement

Legend:

- Auto-Calc: Automatically calculated field.
- Auto-Fill: Automatically filled field.
- Mandatory: Field must be completed by recipient to reduce potential delays in processing as Regional Office staff may need to contact recipients for incomplete reports.
- Pre-Populated: Data field is Pre-Populated with information contained in the proposal submitted to the department.
- Roll-Over: Data that has been rolled-over from the previous years' submitted report.

IMPORTANT:
The list below is a representation of the data fields. The actual proposals are available on the ISC Services Portal or through your Regional Office.

Field Descriptions:

Field	Description
Proposal Identification - When you indicate your type of organization, the form displays only those sections that are relevant to you. If you do not see a section, it is because ISC does not require that information.	
Fiscal Year Auto-Fill	This field defaults to the fiscal year for which you are making a funding proposal.
Proposal Title Auto-Fill	This unique title will be used to identify the Proposal and must be 5 words or less.
Organization Identification – This section is used to identify the organization information that is required to complete the Proposal.	
Are you the prospective RECIPIENT of funds directly from ISC?	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-proposal. Only some of the fields are displayed. Also, refer to Reporting Organization Contacts on the next page.
Recipient No.	The recipient ID number as assigned by ISC. **Note**: Make sure to enter a 4-digit number. Add zeroes (0) in front if necessary.

Field	Description
Recipient Name	The official name of the Recipient of ISC funds.
Organization Type	A drop-down list of possible organizations that could complete a Proposal.
Organization Name Auto-Fill	The official name of your organization. This field is automatically populated when you enter the Organization No. in the next field and vice versa.
Organization No. Auto-Fill	The official number of your organization. Not all organization types require an organization number.
Organization Telephone No.	The organization's telephone number. This field is automatically formatted.
Organization Extension No.	The extension number, if applicable.
Organization Fax No.	The organization's facsimile number. This field is automatically formatted.
Organization E-mail Address	The e-mail address of the organization's contact, if available.
Organization Website	The home page URL for the organization's web site.
Mailing Address (Number/ Street/ Apartment/ P.O. Box)	The address or P.O. Box at which the party can be reached by mail.
Mailing address - City/Town	The address or P.O. Box at which the party can be reached by mail.
Mailing address - Province or Territory	The address or P.O. Box at which the party can be reached by mail.
Mailing address - Country Auto-Fill	The address or P.O. Box at which the party can be reached by mail.
Mailing address - Postal Code	The address or P.O. Box at which the party can be reached by mail.
Reporting Organization Contacts (sub-proposals only)	
Provide the Reporting Organization's contact information as requested by your Recipient Organization.	Sub-proposals 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.
Incorporation Section - This section depends on the Organization Type selected.	
Is your organization incorporated?	Indicate whether your organization is incorporated by selecting a radio button. Select **Yes** to enter the required incorporation details. If Yes, complete:
Incorporation No.	The incorporation number according to the Articles of Incorporation.
Date of Incorporation	The date of incorporation according to the Articles of Incorporation.
Jurisdiction	A set of radio buttons to indicate the jurisdiction under which the organization is incorporated.
List of Reporting Organizations - This section appears only if you indicated that you are a **RECIPIENT of funds directly from ISC** and your **Organization Type** is allowed to deliver funds to other organizations, for example, schools, communities, etc.	

Field	Description
Reporting Organization Type	Data fields will automatically be populated from Sub-Proposal once attached.
Reporting Organization Name	Data fields will automatically be populated from Sub-Proposal once attached.
Reporting Organization No.	Data fields will automatically be populated from Sub-Proposal once attached.
Total Budget	Data fields will automatically be populated from Sub-Proposal once attached.
File Name Attached	Data fields will automatically be populated from Sub-Proposal once attached.
Primary Contact - The Primary Contact is the person who ISC would contact for general questions regarding the Proposal. The Secondary Contact is the back-up contact in case the Primary Contact is unavailable.	
Given Name	The given name or first name.
Family Name	The family name or surname.
Title/Position	The contact's job title or position.
Telephone Number	The contact's telephone number.
Extension No.	The extension number, if applicable.
Fax No.	The contact's facsimile number, if available.
E-mail Address	The e-mail address of the contact, if available.
Mailing Address (Number/ Street/ Apartment/ P.O. Box)	The address or P.O. Box at which the party can be reached by mail.
Mailing Address - City/Town	The address or P.O. Box at which the party can be reached by mail.
Mailing Address - Province/Territory	The address or P.O. Box at which the party can be reached by mail.
Mailing Address - Country Auto-Fill	The address or P.O. Box at which the party can be reached by mail.
Mailing Address - Postal Code	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.
Street Address - (Number/ Street/ Apartment/ P.O. Box)	The street address at which the party can be reached by mail.
Street Address - City/Town	The street address at which the party can be reached by mail.
Street Address - Province/Territory	The street address at which the party can be reached by mail.
Street Address - Country Auto-Fill	The street address at which the party can be reached by mail.
Street Address - Postal Code	The street address at which the party can be reached by mail.
Secondary Contact Information	

Field	Description
Do you want to specify a secondary contact?	Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact.

Proposal Summary Information

Field	Description
Planned Start Date	The start date is defaulted to the beginning of the fiscal year – YYYY 04 01.
Planned End Date	The end date is defaulted to the end of the fiscal year – YYYY 03 31.
Proposal Description	A brief summary of the proposal.

Current State / Statement of Need

Field	Description
Current State/ Statement of Need	A complete description of why the project is needed and how it will address those needs.

List of Clients to be Served

Field	Description
Client Type	A drop-down list of possible client types.
Client Name	The official name of the client.
Client No.	The client's identification number, if applicable.

Activities Planned and Expected Results

Field	Description
Delivery Organization Type	Automatically copied from the Organization Identification section.
Delivery Organization Name	Automatically copied from the Organization Identification section.
Delivery Organization No.	Automatically copied from the Organization Identification section.
Objective	A list of possible Objectives for the program.
Activity Type Auto-Fill	A list of possible activities for the Objective. If there is only one Activity available, it appears automatically.
Activity Name Auto-Fill	The Activity Name must be **unique**.
Start date	The date must fall within the date range in the Proposal Summary Information.
End date	The date must fall within the date range in the Proposal Summary Information.
Amount	This field is automatically calculated. It displays the total amount for the objective and activities.
Activities Planned	A description of the specific actions you plan to undertake to accomplish the selected Activity
Expected Results	A description of the goals and/or objectives behind the Activity including indicators.
Audience Type	A list of Audience types.
Anticipated Number to be Reached	Number of individuals to whom you are planning to reach in this activity.

Expenses - This section of the form collects planned expenses required to undertake activities for this objective.

Field	Description
Expenses Type Auto-Fill	A list of possible Expense Types.
Amount Auto-Calc	The budget amount for this Expense.
Explanation	A detailed description of the Expense, including how the cost estimates were determined.
Total Auto-Calc	A sub-total for all expenses for this Activity. This field is automatically calculated.

Summary of Expenses - This section is a summary of all amounts requested from ISC by your organization and is where you enter administration cost.

Sub-Total Amount Requested Before Program Administration Costs Auto-Calc	A sub-total before administration costs. This field is automatically calculated.
Administration Costs	The cost for administration for this fiscal year.
Explanation	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 10% of the Sub-Total before Administration Costs.

Proposed Budget -This information is a summary of the project budget that is automatically calculated. There is no information displayed in this section until you select **Calculate**.

Calculate	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, Amounts (totals by Expense Type for each Objective), Program Administration Costs and a Total.

Partners - A Partner is an organization that you expect to provide or has provided funding or in-kind contributions to the project.
If you add a Partner, these fields become mandatory.

Partner Organization Type Auto-Fill	A drop-down list of possible organizations that could be partners.
Partner Organization Name Auto-Fill	Official name of your partner.
Partner Organization No. Auto-Fill	The partner's identification number, if available. This field is only mandatory if the partner has an identification number.
In-kind contribution Auto-Fill	A check box to indicate an in-kind contribution. The Amount defaults to $0.00.
Amount Auto-Fill	The amount received from the Partner.
Explanation	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.

Field	Description
Type of Supporting document	A dropdown list of the types of mandatory documents. If there are no mandatory documents, the only available item is Other.
Name of Supporting Document	The title and file name of the supporting document.
Method of Submission	A dropdown list of possible submission methods.
File name attached	The file name of the attached document will appear. automatically.
Declaration	
Given Name	The given name or first name.
Family Name	The family name or surname.
Title	The job title or position.
Date	Today's date (yyyy-mm-dd).