

Healing and Reconciliation Seed Fund Reporting Guidelines

Congratulations on your successful proposal for Healing and Reconciliation Seed Funding. As a condition of this grant, you must submit a narrative and financial report no later than 60 days after your initiative's completion. A clear and succinct report may be 1-2 pages (larger initiatives may require 5 pages) and will contain:

Narrative Report

Include the following in your narrative report:

- *Description of the project:* What happened? How many people participated? When and where did project activities take place? How did the project address one or more of the Truth and Reconciliation Commission's Calls to Action? How else did this initiative build up reconciliation between Indigenous and non-Indigenous people? Include details such as the names of presenters or people or organizations involved in planning this initiative.
- *Photographs:* Including pictures throughout your report is helpful in telling the story of the initiative. Please name the people in photographs unless it is a large group photo. Ensure that participants understand that their photos may be used in The Presbyterian Church in Canada's resources and publications and that they sign photo release forms (available at presbyterian.ca/resources/communications-resources/).
- *Reflections from participants:* Gather reflections from both Indigenous and non-Indigenous participants. Were participants' hopes or goals met? Ways to do this include participant evaluation forms and oral feedback. **Please seek feedback from Indigenous participants, presenters or planning partners.**
- *Lessons learned:* What went well? What would you have done differently? What advice would you give to other Presbyterian individuals and groups that are interested in building relationships with Indigenous people in their community?
- *Next steps:* What do you plan to do to continue building the relationships that were developed through your initiative? What actions will you take to keep your community engaged in healing and reconciliation beyond this initiative?

Financial Report

Provide a clear and complete report of revenue and expenses including the following information:

- List all expenses and amounts (e.g. honourarium/speaker's fee, travel, food, etc.). The clearest way to present this information is a table.
- List all sources and amounts of revenue (e.g. contributions from your congregation, other churches, event fees, etc.). If revenue exceeds expenses, provide a brief explanation. Unspent PCC funds must be returned to the PCC's Healing and Reconciliation Program. They cannot be redirected to another initiative or organization.
- If applicable, explain how funding costs were shared between the Healing and Reconciliation Seed Fund and other sources of funding.

The financial report may be included in the same document as the narrative report or be provided as a separate document (MS Word, MS Excel, PDF).