OFF-RESERVE CLAIM FORM
FIRST NATION REPRESENTATIVE SERVICES (FNRS)
Ontario Region (Fiscal Year 2025-2026)

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SECTION 1: REQUESTOR INFORMATION

A. Organization Details	
Recipient name	
Mailing address	
B. Primary Contact (required)	
Primary contact name	
Job title	
Email address	
Phone number	
C. Secondary Contact (optional)	
Secondary contact name	
Job title	
Email address	
Phone number	

SECTION 2: EXPENSE DETAILS

Instructions: Complete this section to identify the type of claim and provide details for all expenses being requested.

A. Claim Type

Instructions: Select either reimbursement or advance claim. Separate forms must be used for each option.

- ◯ **Reimbursement Claim** (for expenses incurred April 1, 2025 to November 15, 2025)
- ◯ **Advance Claim** (for expenses to be incurred November 16, 2025 to Mar 31, 2026) - *Advance claims for this period must be submitted by October 31, 2025*.

B. Salaries & Benefits

Instructions: List each salary linked to the provision of FNRS off-reserve services. If not previously submitted, please submit a job description for each position requested. For positions shared between multiple programs, please provide a proration calculation based on time or caseload.

Job Title	Job Description (required)	Proration Details (optional) *Example:* *$60K salary x 50% for FNRS off-reserve = $30K salary cost*	Cost ($)
	◯ Attached ◯ Previously provided		
	◯ Attached ◯ Previously provided		
	◯ Attached ◯ Previously provided		
	◯ Attached ◯ Previously provided		
	◯ Attached ◯ Previously provided		
	◯ Attached ◯ Previously provided		
	◯ Attached ◯ Previously provided		
	◯ Attached ◯ Previously provided		

C. Other Eligible Expenditures

Instructions: List all other eligible expenditures linked to the provision of FNRS off-reserve services.

Examples are provided for illustration only and are not an exhaustive list. Some costs that fall outside typical FNRS funding parameters may be considered on an exceptional basis if justified by complex or unique needs.

Expense Category	Guidance & Examples	Description of Expenses	Cost ($)
Legal costs	Actual or anticipated legal costs related to off-reserve FNRS child welfare matters. *Example: Lawyer's fees to attend child welfare court matters*		
Consultant, qualified professional, paraprofessional services and fees	Actual or anticipated costs related to the engagement of temporary personnel to support the development and delivery of FNRS off-reserve. *Example: honoraria for Elders, Knowledge Keepers*		
Operation costs	Costs necessary to support the implementation and delivery of off-reserve FNRS. *Example: office supplies, start-ups costs (laptops, office furniture, cellphones), rent for leased office space*		
IT costs	Costs related to the purchase, installation and maintenance of IT hardware and software. *Example: Internet services, software subscriptions*		
Staff training	Staff training costs. Include a description of training and how it supports eligible FNRS off-reserve activities. *Example: Mental health first aid, Band Rep training*		

C. Other Eligible Expenditures

Instructions: List all other eligible expenditures linked to the provision of FNRS off-reserve services.

Examples are provided for illustration only and are not an exhaustive list. Some costs that fall outside typical FNRS funding parameters may be considered on an exceptional basis if justified by complex or unique needs.

Expense Category	Guidance & Examples	Description of Expenses	Cost ($)
Staff travel	Travel costs for staff within Canada. Include a description of travel and how it supports eligible FNRS off-reserve activities. International travel is not eligible. *Example: client home visits, court attendance*		
Client travel	Travel costs for FNRS clients within Canada. Include a description of travel and how it relates to eligible FNRS off-reserve activities. International travel costs will only be considered with pre-approval of specific travel requirements prior to costs being incurred. First Nations/recipients need to contact a Program Officer at ISC before incurring expenses related to international travel. *Example: Repatriation, family access, court attendance*		
Administrative costs	Actual administrative costs required to support FNRS off-reserve activities. Costs must be based on actual expenses and may be prorated as necessary. Flat-rate percentage allocations are not eligible. *Example: Percentage cost of HR / payroll administration required for staff delivering off-reserve FNRS.*		
Other	Other expenses required to deliver eligible FNRS off-reserve activities.		

SECTION 3: AUTHORIZATION AND DECLARATION

This section must be completed and signed by the Band Manager, Finance Officer or Chief and Council of the organization with financial signing authority to authorize the claim.

Authorized Representative Information	
Name	
Job title	
Email address	
Phone number	

Declaration	
By signing below, the authorized individual confirms that:	
All costs submitted for **reimbursement** have been incurred in support of eligible off-reserve FNRS clients. The information provided is accurate to the best of my knowledge. ◯ YES ◯ NO	
All costs submitted in **advance** will be incurred in support of eligible off-reserve FNRS clients. The information provided is accurate to the best of my knowledge. ◯ YES ◯ NO	
Total amount claimed	$0.00
Signature	
Date	

SUBMISSION INSTRUCTIONS

Please email your application package to creancesdeschrt-chrtclaims@sac-isc.gc.ca, including the following documents:

☐ Completed FNRS off-reserve claim form *(this form)*

☐ Job descriptions for all salary-related requests *(if not previously submitted)*

☐ For reimbursement claims – supporting financial documentation, such as receipts, invoices , general ledger reports, or other proof of payment *(where applicable and available)*

☐ For advance claims – supporting financial documentation, such as quotes or proposals *(where applicable and available)*

RESET FORM