Fonds canadien de la radio communautaire

Community Radio Fund of Canada

# REPORT SUBMISSION PROCEDURES

All CRFC recipients must submit at least one report on their funded project. The dates by which the report(s) must be submitted are specified in the contribution agreement.

1. **Two (2) weeks** prior to the filing date of the progress report, the recipient will automatically receive an email reminder.

2. If, **two (2) days after** the due date of the final report, the CRFC has not yet received the report, an email reminder will be sent to the recipient.

3. If, at the new deadline indicated by the CRFC, the CRFC has not yet received the said report, it may terminate the contribution agreement and request a reimbursement of the funds paid out to the recipient because the CRFC is unable to attest to the progress made by the recipient and the recipient is not adhering to the terms and obligations set out in the contribution agreement.

4. **Two (2) weeks** prior to the end date of the project, the recipient will automatically receive an email reminder of the due date of the final report.

5. On the **end date** of the project, the recipient will automatically receive an email reminder of the due date of the final report.

6. If, **two (2) days after** the due date of the final report, the CRFC has not yet received the final report, an email will be sent out to the recipient by the program officer responsible for the file to explain the situation and invite the recipient to communicate with us as soon as possible.

7. If, **within one (1) week** of the latter reminder, the CRFC has not yet received the complete final report, an email requesting a written justification for the delay in filing the final report will be sent to the recipient.

8. If the justification provided is satisfactory, an additional period of **one (1) week** to submit the complete final report may be authorized. Particular arrangements may also be made with the recipient, at the discretion of the CRFC.
9. If the justification provided is not deemed satisfactory, the CRFC may cancel the final instalment of the contribution and/or make any other arrangements with the recipient.

10. If, **within one (1) month** of the due date of the final report, the CRFC has not yet received the complete final report, which includes a financial report accompanied with all official proof of payments, an email will be sent to the recipient specifying a date at which the complete report shall be received. If the CRFC does not receive the report on time, an invoice representing the total amount that has been sent out to the recipient for their project will be sent to the recipient. The recipient will then have **thirty (30) days** to reimburse the amount owed to the CRFC.

11. If the recipient is unable to provide a final report deemed satisfactory by the CRFC, the CRFC may, at its discretion, reduce the amount allocated to the project, which may in some cases result in the reimbursement of funds to the CRFC.

12. A recipient has **one (1) week** to send any additional documentation required by the CRFC.

13. If the CRFC deems that a recipient is in breach of its obligations[1], it may at any time reduce, at its discretion, the maximum amount for which the station can apply, until their funding application is approved and until the station has demonstrated its capacity to manage a financial contribution. The recipient will be notified of this decision prior to the closure of their project's file.

14. As per the contribution agreement, if the recipient violates any of the provisions of the agreement, including any amendments, the CRFC has the right to withhold any payment or to terminate the agreement.

15. The CRFC fosters dialogue. All recipients must contact the CRFC if they are unable to meet the deadlines prescribed by the CRFC.

[1] By obligation, the CRFC means, for example, submitting a report after the due date, not communicating with the CRFC in the event of a change to the project, not sending the documentation required by the CRFC, not spending the financial contribution in accordance with the contribution agreement, etc.