Centralized Publishing System for Proactive Disclosure  
Template Guide: Grants and Contributions

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# Overview

The purpose of this document is to provide supplemental information that is not provided in the *Centralizing Proactive Disclosure*. The functional specifications document will provide information to users that have issues or questions regarding specific elements within the contracts template.

# Legend

The following table provides a description of the attributes for each of the Grants and Contributions data elements:

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | This attribute provides the unique name given to the data field. It should correspond to the field in the template. |
| **Description** | This attribute provides a brief description of the element |
| **Obligation** | This attribute indicates whether the element is required to always or sometimes be present (i.e., contain a value). Options are:   * Mandatory * Mandatory, Conditional * Optional |
| **Format Type** | This attribute indicates the required format of the values, if any, at the file level. “Free text” indicates that the value may be input using natural language (i.e., there is no constraint) while “Text” indicates the value comes from a controlled vocabulary specified in the Encoding Scheme attribute |
| **Validation** | This attribute indicates the valid and acceptable input in a field |

# Fields

## Reference Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Reference Number |
| **Description** | This field is populated **by the user**. It is a unique reference number given to each line item in the spreadsheet. Having a unique identifier for each item will allow users locate a specific item in the registry should they need to modify or delete. |
| **Obligation** | Mandatory |
| **Format Type** | GC-2015-Q1-00001 – this sequence will continue for each line item (i.e.: GC-2015-Q1-00001, GC-2015-Q1-00002, GC-2015-Q1-00001….) |
| **Validation** | This field must not be empty. |

## Program Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Program Number |
| **Description** | This field should be self-populated. It identifies (by number or other tracking ID) the internal department program number. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | None |

## Program Name (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Program Name (English) |
| **Description** | This field identifies the name of the program for the grant or contribution awarded, in English. Each organization has its own programs. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | None |

## Program Name (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Program Name (French) |
| **Description** | This field identifies the name, in French, of the program for the grant or contribution awarded. Each organization has its own programs. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | None |

## Project Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Project Number |
| **Description** | This field identifies the internal project number of the Grant / Contribution awarded. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | None |

## Project Name (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Project Name (English) |
| **Description** | This field identifies the name of the grant or contribution awarded, in English. Each organization has its own projects. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | None |

## Project Name (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Project Name (French) |
| **Description** | This field identifies the name of the program, in French, for the grant or contribution awarded. Each organization has its own programs. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | None |

## Recipient Name (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Recipient Name (English) |
| **Description** | This field describes the name of the individual, company or organization to which the award is paid, in English. Typically it is the name indicated on the funding agreement. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty. |

## Recipient Name (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Recipient Name (French) |
| **Description** | This field describes the name of the individual, company or organization, in French, to which the award is paid. Typically it is the name indicated on the funding agreement. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | This field must not be empty. |

## Recipient Business Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Recipient Business Number |
| **Description** | This field describes the business number applied to the recipient. Not all departments capture this information. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | None |

## Country

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Country |
| **Description** | This field identified the country of the Country of residence of the place of business / headquarters of the Recipient |
| **Obligation** | Mandatory |
| **Format Type** | Controlled List |
| **Validation** | This field must not be empty. |

## Region (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Region (English) |
| **Description** | This field identifies the municipality, Province or Territory of the place of business / headquarters of the Recipient, in English. Typically as indicated on the face of the cheque(s) issued as payment(s) of the award. |
| **Obligation** | Mandatory |
| **Format Type** | Free text – **please use full city/region, province/state where possible** (i.e.: Ottawa, Ontario, New York City, New York) |
| **Validation** | This field must not be empty. |

## Region (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Region (French) |
| **Description** | This field identifies the municipality, Province or Territory of place of business / headquarters of the Recipient, in French. Typically as indicated on the face of the cheque(s) issued as payment(s) of the award. |
| **Obligation** | Mandatory |
| **Format Type** | Free text – **please use full city/region, province/state where possible** (i.e.: Ottawa, Ontario, New York City, New York) |
| **Validation** | This field must not be empty. |

## Date

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Date |
| **Description** | This field is the date at which the awarding of a grant or contribution has been officially authorized and, by extension, results in a commitment in favour of a recipient. |
| **Obligation** | Mandatory |
| **Format Type** | Date (**Please format the data as YYYY-MM-DD**) |
| **Validation** | This field must not be empty. |

## Value

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Value / Valeur |
| **Description** | This field is populated by the dollar value of the award. In the case where a good or service is awarded as a grant or contribution, the fair market value at the time of the award should be reported. In those instances where a grant or contribution as awarded applies to more than one fiscal year, the total amount of the award is to be posted. In such instances, departments and agencies are to include a notation to this effect in the Comments information field. |
| **Obligation** | Mandatory |
| **Format Type** | Free text – **Note, please do not include a dollar sign, numeric value only ($)** |
| **Validation** | This field must not be empty. |

## Type

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Type |
| **Description** | This field describes the type of award (i.e., Grant or Contribution) |
| **Obligation** | Mandatory |
| **Format Type** | Controlled List |
| **Validation** | This field must not be empty. |

## Purpose (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Purpose (English) |
| **Description** | This field describes the purpose of the Grant / Contribution in English. Departments and agencies should endeavour to provide entries that are as descriptive as possible as to the purpose of the grant or contribution being awarded. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty. |

## Purpose (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Purpose (French) |
| **Description** | This field describes the purpose of the Grant/Contribution in French. Departments and agencies should endeavour to provide entries that are as descriptive as possible as to the purpose of the grant or contribution being awarded. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty. |

## Comments (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Comments (English) |
| **Description** | It is expected that entries in this information field will be provided on an exceptional basis only. Departments and agencies must nonetheless provide information in this field in those instances where one or more of the following circumstances apply:   * (Notation that) recipient reallocates or otherwise redistributes grant or contribution award to third-party beneficiaries; * (Advisory where) two or more departments or agencies are involved in the funding of and/or the awarding of a particular grant or contribution award; * Restatement, due to a material error, of a previously-reported grant or contribution award together with appropriate cross-referencing; * Belated reporting of a grant or contribution award; and * Award provided and spanning more than one fiscal year. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | None |

## Comments (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Comments (French) |
| **Description** | It is expected that entries in this information field will be provided on an exceptional basis only. Departments and agencies must nonetheless provide information in this field in those instances where one or more of the following circumstances apply:   * (Notation that) recipient reallocates or otherwise redistributes grant or contribution award to third-party beneficiaries; * (Advisory where) two or more departments or agencies are involved in the funding of and/or the awarding of a particular grant or contribution award; * Restatement, due to a material error, of a previously-reported grant or contribution award together with appropriate cross-referencing; * Belated reporting of a grant or contribution award; and * Award provided and spanning more than one fiscal year. |
| **Obligation** | Optional |
| **Condition** | N/A |
| **Format Type** | Free text |
| **Validation** | None |

## Additional Information (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Additional Information (English) |
| **Description** | This field provide supplemental information to describe the program or project that will benefit from the grant or contribution, in English. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | None. |

## Additional Information (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Additional Information (French) |
| **Description** | This field provide supplemental information to describe the program or project that will benefit from the grant or contribution, in French. |
| **Obligation** | Optional |
| **Format Type** | Free text |
| **Validation** | None. |

# Controlled Lists (Drop down lists in template):

4.1 Country

Source: [Country Codes - ISO 3166](https://www.iso.org/obp/ui/#search) (full list)

|  |  |
| --- | --- |
| English (commonly used countries) | French |
| CA (Canada) |  |
| US (United States of America) |  |
| GB (Great Britain) |  |
| DE (Germany) |  |
| IT (Italy) |  |
| FR (France) |  |
| JP (Japan) |  |

4.2 Type

|  |  |
| --- | --- |
| English | French |
| Grant | Subvention |
| Contribution | Contribution |