



## **COMMUNITY JUSTICE – SPECIAL PROJECTS FUND REPORTING REQUIREMENTS**

### **Narrative Report**

Project funding recipients must submit a narrative report near the end of the project or right after the reporting period ends, as outlined in Section 2 of the Contribution Agreement.

If the recipient has access to the Apricot system, the narrative report must be completed there.

If the recipient does not have access to Apricot, the narrative report must be emailed to [communityjustice@gov.nt.ca](mailto:communityjustice@gov.nt.ca) as a Word or PDF document, addressed to the Coordinator, Community Justice Programs.

### **What to Include in the Narrative Report**

The narrative report should explain:

- What activities took place during the reporting period; and
- What goals were achieved.

These should clearly relate to the activities and budget approved in the project proposal.

### **Projects That Work Directly with Clients**

If the project provides direct services to clients, basic participant information should be collected and included in the report, such as:

- Gender
- Sexual orientation
- Age
- Ethnic background
- Marital status
- Employment status and any changes during the reporting period
- Housing status and any changes during the reporting period



- Justice system involvement at the start of the program (if applicable)
- Any changes in justice system involvement during the reporting period

Recipients must collect, store, and dispose of client information according to privacy laws and GNWT standards. Client information should only be shared with approved program staff when needed to support services or ensure safety.

Any client information shared with GNWT Justice staff must not identify the client. This can be done by using initials or made-up names.

Clients have the right to refuse to provide personal information, unless providing that information is required to participate in the program.

### **Projects That Do Not Work Directly with Clients**

If the project does not provide direct client services, participant demographic information is not required. Instead, the report should include information that shows how effective or successful the project was.

### **Apricot Reporting**

Project partners who already use Apricot for Community Justice Program reporting must also create an **Activity Log** in Apricot and select the “**Special Project**” checkbox. The log should include details about the project.

This Activity Log is required **in addition to** the narrative report, not as a replacement.

### **Report Submission Deadline**

Narrative reports and any other required information must be submitted to the Coordinator, Community Justice Projects (or their designate) when requested, and no later than **May 15** of the year the project reporting period ends.