Government Transfer Request Guide

The purpose of the Government Transfer Request Guide is to provide the framework for meeting the organization's accountability requirements in the planning, monitoring, and reporting of government transfers. While decision making processes in each ministry are different, this document can assist in clarifying the organization's objectives, provides justification, and considerations for determining the minimum requirements to include in a government transfer request.

1. **Set the Background and Strategic Context**
   - Describe the nature of the government transfer and the recipient. What program need or benefit does this government transfer initiative fulfill?
   - What is the role of government vs. the organization receiving the government transfer with respect to this initiative?
   - Describe the governance model in place to ensure that the delivery of goods or services to be provided by government transfer recipients will in fact be what is anticipated by government.
   - Is this a government transfer for a new initiative or project or is it part of ongoing programming?

2. **Background Information**
   - How does this government transfer initiative align with your ministry's business plan and/or Service Plan?
   - Define the category for the government transfers as prescribed in CPPM Chapter 21:
     - Grants
     - Entitlements, or
     - Shared Cost Arrangements
   - What is the total fiscal impact on government's fiscal plan (i.e. operating and capital budget impact by year; what is the funding source)?

3. **Define Your Government Transfers Recipients**
   - What is the ministry trying to accomplish with this initiative?
   - Describe the scope or extent of benefits that would be created by the initiative (e.g., number of citizens that would benefit or similar appropriate measure)
   - Can you describe the nature of the client group that would benefit from the government transfer initiative (e.g., students, community groups, seniors, etc.)?
   - Is the government transfer providing a one-time / temporary benefit or will it provide ongoing need benefits?
   - Are there third parties involved (i.e. is the receiving entity inside or outside the Government Reporting Entity)?
   - In selection of the recipients, are you using government processes that are fair, open and transparent?
   - Are there any conflict of interest issues between the parties?
   - What is known about the capacity of the government transfer recipient to expend the funds appropriately? Are past financial statements and history of the organization available; is the mandate of the organization aligned with the intent of the government transfer? Would they have the ability to pay back funds if stipulations are not met?
   - Is the organization expected to match funds – do they have that ability and/or what is their track record in fundraising.

4. **Identify Risks**
   - Identify specific risks of the initiative, including risks of not moving forward.
   - Compare how you will mitigate the risks of the initiative, including any financial, safety, privacy, public relations, records management and security risks and how they will be addressed.

5. **Review, Evaluation, Monitoring**
   - How will the government know whether the initiative has achieved its objectives? Are there clear success criteria?
   - What arrangements will be put in place to monitor and/or evaluate the efficiency and effectiveness of the initiative (i.e. what performance targets or milestones are required to be met by the recipient and is there a report-back process)?

6. **Moving Forward & Approvals**
   - Are there any labour relations, legal/constitutional implications, First Nations treaties or negotiations that need to be addressed?
   - Is legislation required?
   - Is approval needed from either Cabinet or Treasury Board? If so, when?