



Create In-house Organization Registration

Step 3 — Information about Government Funding

Welcome to the Office of the Commissioner of Lobbying's Online Assistance. This tutorial has been designed as part of the educational program and awareness efforts by the Office of the Commissioner of Lobbying.

This is one of five tutorials dealing with the creation of a new in-house lobbyist (organization) registration. It describes Step 3, Information about government funding.

Begin by logging into the registration system and going to the Registrant Dashboard.

You will recall that after we entered the information in Step 2, we decided to pause our session. Because of this, when you look under the "Current Activities" tab, you will see a link beside "Pending Registration" indicating that the registration is incomplete.

To open the registration and proceed to Step 3, click "Incomplete."

This will take you to the "Organization Summary" page. Scroll down to the third section, "Information about Government Funding."

Open this section by clicking "Edit Information about Government Funding" at the bottom right.

You must report any "government funding" received by your organization in its last completed fiscal year.

"Government funding" means funds provided by a Canadian or foreign government source which do not have to be repaid or in return for which no goods or services are obtained.

Government funding includes grants, non-repayable contributions and any other non-repayable funding.

Note that repayable contributions, loans, loan guarantees, tax credits, remission orders do not have to be reported in this section.

For the purposes of our demonstration, the "Textile Producers Union" received a grant from Industry Canada in the last completed fiscal year and expects to receive another one in the current year.

When asked, "Was the organization funded in whole or in part by any domestic or foreign government institution in the last completed financial year, or does the

organization expect funding in the current financial year? select Yes from the dropdown menu.

Using the calendar, enter the date of the last completed fiscal year, for example, October 31, 2009. This date will vary depending on the organization's fiscal year.

You must also indicate the source of the funding. Report all funds received from Canadian or foreign government sources. This includes any municipal, provincial, territorial, regional or federal government.

If the funding comes from a Government of Canada institution, you will probably find that institution on the list provided. If the institution is not listed, enter the full name in "Other Institution."

Because the "Textile Producers Union" received funding from Industry Canada, select that institution from the dropdown menu.

Indicate whether the organization received funds from the selected institution in the last completed fiscal year. Select "Yes".

Enter the amount received. The amount must be in Canadian dollars, with no dollar sign and no comma if there is no other decimal.

Finally, indicate whether the organization expects to receive funding from the same source in the current fiscal year. In our case, the organization is expecting more funds from Industry Canada this year. Select "Yes" and click "Add to List."

To enter information about other past or future sources of government funding, click the "Top of Form" link on the right directly above the list of government funding. Because the "Textile Producers Union" has only one past or future source of government funding, you can now save the information.

To save your information, click "Save" or "Save and Continue."

If you select "Save and Continue", the system will save your information and take you directly to the next step so that you can enter information about the subject matter of your lobbying activities.

Clicking the "Cancel" button will delete all the information you entered and take you back to the Registrant Dashboard.

For the purposes of our demonstration, select "Save." This takes you to the "Organization Summary" page, where you can check the information you just entered.

If you find any errors, simply click "Edit Information about Government Funding" to go back and make corrections.

Note that the system marks completed sections with a green check in the "Status" column on the left. Incomplete sections are marked with an empty icon.

We want to pause our session at this point, so we go back to the Registration Dashboard by clicking "Return to Registration Dashboard." Return to Registrant Dashboard.

This concludes the tutorial. This was the third of five steps in the process of completing a new in-house lobbyist (organization) registration. The next step, "Step 4 of 5: Information about Subject Matter", deals with the reporting of information on the subject matter of lobbying activities.

To access other tutorials or view the next steps in creating a new in-house lobbyist (organization) registration, use the navigation bar at the top of the page.

If you have any comments or questions about this tutorial, please contact us by phone at 613-957-2760 or by email at QuestionsLobbying@ocl-cal.gc.ca. You can also visit our website at www.ocl-cal.gc.ca.