



Government Finance Officers Association
CANADIAN AWARD FOR FINANCIAL REPORTING PROGRAM

CAnFR PARTICIPANT APPLICATION

SECTION I: Government Information

Governments participating in the Canadian Award for Financial Reporting (CAnFR) Program may submit their Annual Financial report in email format only to: canfr@gfoa.org

Submissions should be sent to GFOA no later than six months after the end of the government's fiscal year. If that deadline falls on a weekend or holiday, submissions are due the following business day. If the report cannot be completed within this timeframe, an extension request may be submitted online at: gfoa.org/extension-request

For questions or assistance, contact: canfr@gfoa.org.

1. Name of Government: _____
2. Fiscal Year Ended (Month/Day/Year): _____
3. Is the government a previous participant in the Canadian Award for Financial Reporting Program? Yes ☐ No ☐
If yes, what was the most recent fiscal year? _____

4. Official Requesting Review (This individual will receive the results notification, detailed reviewer comments and suggestions for improvement, and if awarded the Canadian Award for Financial Reporting Achievement (CAFRA), a press release, and either the award medallion, issued annually, or the award plaque which is issued after every fifteen award years.)

Name: Mr. ☐ Ms. ☐ _____

Title: _____

Street Address (required): _____

City: _____ Province: _____ Postal Code: _____

PO Box Address (if applicable): _____

Email (required): _____ Phone: _____

5. If the government is awarded the Canadian Award for Financial Reporting (CAnFR), the Canadian Award for Financial Reporting Achievement (CAFRA) will be prepared for the individual or department listed below, recognized as primarily responsible for the government's success in earning the award.

Name of Individual or Department: _____

Title of Individual (if applicable): _____

FOR GFOA OFFICE USE ONLY:

Date: _____ Check Number: _____ Amount: _____

6. If the submission is awarded the Canadian Award for Financial Reporting (CAnFR), to whom (mayor, board, chair, etc.) should GFOA send a formal announcement of the award and a related press release?

Name: Mr. ☐ Ms. ☐ _____

Title: _____

Street Address (required): _____

City: _____ Province: _____ Postal Code: _____

Email: _____

SECTION II: Auditor Information

Agency or Firm Name: _____

Partner Name (required): _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Email (required): _____ Phone (required): _____

SECTION III: Submittal Instructions

To submit your materials for the CAnFR Award Program, please follow the steps below:

1. Email Submission

Send an email to canfr@gfoa.org that includes the following:

- **Required Attachments (PDF format):**
 - Annual Financial Report
 - Completed Application
 - Responses to Prior Year Comments (*if applicable*)
- **If the Annual Financial Report file is too large to attach:**
 - Include a direct hyperlink to the specific webpage where the report can be accessed.
- **If paying by check:**
 - Clearly state in the email that payment will be mailed separately.

2. Mailing Instructions (Only if Paying by Check)

If you are submitting payment by check, mail it along with a **copy of the application only** to:

Government Finance Officers Association
Canadian Award for Financial Reporting Program
203 North LaSalle Street, Suite 2700
Chicago, IL 60601

Be sure to indicate that the check is for a **Canadian Award for Financial Reporting review**.

SECTION IV: Fee Calculation

Use the fee schedule found at gfoa.org/canfr-award-program-fee-schedule to determine the appropriate fee. Fees are based on the government's total population. Member rates apply if a government joins GFOA at the time of their submission (in this case, indicate below that the government is a GFOA Member).

To pay for this review, please mail a check payable to GFOA with a copy of this application form, or provide the following information if you wish to pay by credit card:

Pay by Credit Card: Visa ☐ MC ☐ Amex ☐ Discover ☐

Pay by Check: ☐

Name on Card: _____

Credit Card Number: _____

Expiration Date: _____ CVV Number: _____

Signature: _____

Is your government a GFOA Member? Yes ☐ No ☐

If yes, enter the official government name used for membership: _____

Membership Number (*please note this is not your personal GFOA membership number*): _____

SECTION V: Authorization

With this application form we are officially requesting that the Canadian Award for Financial Reporting Program review our annual financial report. We agree to comply with the policies and procedures of the program.

Signature (*of official requesting review*): _____

Date: _____