

## **Indigenous Elder/Traditional Knowledge Keeper/Elder Helper Honarium Receipt Form**

When working with Indigenous Elders and Traditional Knowledge Keepers it is protocol, or the common and accepted practice, to provide honoraria for the knowledge, skills, and time they provide. The CIF Community Grant Program can subsidize Indigenous Elder and Traditional Knowledge Keeper honorarium fees to a maximum of \$150/day and Elder Helper fees to a maximum of \$50/day. Tobacco may be included within the per day total.

If Elder honorariums are being paid through your CIF grant you will be required to submit documentation confirming the payments made. Attached is an Elder honorarium receipt form that your organization may use for inclusion with your CIF final report. If using your own form, be sure to include the name and address of the recipient, the date and description of services provided, and the amount paid. The form is to be signed by both the recipient and the person providing the honorarium.

As a general note, organizations providing payments to individuals in the form of honorariums should ensure they are familiar with Canada Revenue Agency (CRA) payroll and withholding requirements. According to the CRA, most amounts paid to an individual by an employer are referred to as remuneration. As an employer, you have to fill out T4 slips for all individuals who received remuneration from you during the year if the remuneration was more than \$500. Individuals receiving payments of over \$500 should also be reporting this as income.

Elders and Traditional Knowledge Keepers might choose to fill out a Canada Revenue Agency TD1 form (Personal Tax Credits Return) to have taxes taken off at the time of payment. The Canada Revenue Agency TD1 form can be found [here](#).

**Organizations are strongly encouraged to visit [www.cra.gc.ca/payroll](http://www.cra.gc.ca/payroll) to review CRA definitions and requirements. Organizations operating in contravention to these requirements may be subject to penalties.**

**Indigenous Elder/Traditional Knowledge Keeper/Elder Helper  
Honorarium Receipt**

Recipient Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Community \_\_\_\_\_ Prov. SK Postal Code \_\_\_\_\_

Date(s)	Description of Services	Amount
<b>Total Honorarium</b>		\$

**To be completed by recipient:**

I have received payment for the above services.

Recipient Signature \_\_\_\_\_

**To be completed by applicant organization:**

Organization Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Community \_\_\_\_\_ Prov. SK Postal Code \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Signing Authority Name \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date of Payment \_\_\_\_\_