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1. Proponent Profile

Project #:	Community name (local government):

2. Primary Contact Information

Primary contact (for this report):	Position/title:
Telephone:	Email:

3. Economic Development Goals and Activities Summary

Briefly describe the economic development goals you focused on this year and the activities undertaken to achieve those goals.

4. Eligible and Ineligible Costs

Eligible costs

- Staff salaries or consulting fees to support economic development officer position(s)
 - Up to \$45,000 to support dedicated economic development officer position(s)
 - Up to \$22,500 to support a combined position where the economic development portion is at least 50% of the workload e.g., economic development/deputy corporate officer, economic development/planning officer, economic development/grant writing. A copy of the job description specifying the % of time allocated to each of the combined roles must be provided to Northern Development to be eligible for the rebate
- Operational costs directly supporting an economic development office
- Costs associated with hosting Northern Development economic development interns during community work placements (does not include local government management or planning interns)
- Development/update of a formal economic development plan (a copy of the completed plan must be provided to Northern Development)
- Implementation of activities in an economic development plan (as long as they do not conflict with ineligible costs)
- Collaboration with another local government, First Nations band, non-profit organization, or tourism or industry association (as long as they do not conflict with ineligible costs)

Ineligible costs

- Local government operational costs including:
 - Visitor centre, info centre, chamber of commerce, and community forest costs
 - Grants in aid or sponsorships
 - Repairs, maintenance, and beautification
 - Postage, phone, office space rental, and photocopying
 - Regular website maintenance and website hosting (other than Love Northern BC website hosting which can be claimed as a collaborative cost)
 - Memberships (other than BC Economic Development Association)
 - Remuneration and travel of elected officials and non-economic development staff
 - Office equipment or office furniture
 - Costs related to recruiting, hiring, relocating, or terminating economic development staff
- Salary costs for combined chief administrative officer/economic development and chief financial officer/economic development positions
- Salary costs for local government staff that are not dedicated to economic development or where economic development is less than 50% of the total workload for a combined position
- Grant writer wages or contract fees
- Costs being claimed under any other Northern Development funded project
- Costs associated with projects that would be eligible and qualify for funding under other Northern Development programs
- Hospitality costs including meals or alcohol, lodging, clothing and uniforms and all giveaways
- Purchases of equipment or tools
- In-kind labour or monetized donations
- GST and PST
- Costs incurred for electoral areas outside of Northern Development's region
- Costs incurred in time periods outside the year approved for funding support

5. Economic Development Staffing

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Economic development staffing – dedicated position(s) :		% Economic Development:	Budget (\$) per application:	Actual (\$) per pay stub:
#1 Name:		100 %	\$	\$
Job title:				
#2 Name:		100 %	\$	\$
Job title:				
#3 Name:		100 %	\$	\$
Job title:				
Economic development staffing – combined position :		% Economic Development:	Budget (\$) per application:	Actual per pay stub (\$ x %):
Name:	Actual (\$) per pay stub:	(minimum 50%)	\$	\$
Job title:	\$		\$	\$
SUBTOTAL ✦ Please submit a final year pay stub for the economic development position(s).			\$	\$
Potential Rebate ✦ If the calculated potential rebate is \$45,000, please do not enter any information in section 6 and skip to section 7.				\$

6. Economic Development Activities

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Economic development activity description:	Lead contact name responsible for delivering the activity: (staff member/consultant/organization)	Budget (\$) per application:	Actual (\$) per attached ledger:
✦ Please do not enter collaborative projects that will be identified in Section 7.		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
SUBTOTAL ✦ Please submit a detailed printout from your accounting software supporting this amount.		\$	\$

7. Economic Development Collaboration

✦ If you were approved for the additional collaborative project funding, please complete the following:

✦ Please refer to the [Economic Development Capacity Building Application Guide](#) for eligible and ineligible costs.

Partner(s): ✦ Local government, First Nations band, non-profit organization, tourism or industry association	Briefly describe the collaborative project you and your partners pursued:	Lead contact name responsible for delivering the activity: (staff member/consultant/organization)	Budget (\$) per application:	Actual (\$) per attached ledger:
1)			\$	\$
2)			\$	\$
3)			\$	\$
4)			\$	\$
5)			\$	\$
SUBTOTAL ✦ Please highlight the collaborative activities on your attached ledger.			\$	\$

8. Economic Development Spending Summary

	Actual (\$) per attachments:
Economic development staffing:	\$
Economic development activities:	\$
Economic development collaboration:	\$
TOTAL ACTUAL SPEND:	\$

9. Attachments

✦ Please list all documents attached to this project report:

Document name:
1) Required (if applicable): Economic development staffing pay stub(s)
2) Required: Ledger supporting economic development spending with collaboration highlighted
3)
4)

10. Reporting Confirmation

I have read and understand the [Economic Development Capacity Building Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this report is accurate, complete, and fairly presented.

I authorize Northern Development to make enquiries in order to verify the results reported.

I agree to provide upon request any additional updates and reporting Northern Development staff deems necessary.

I agree that I will submit any revised reporting or requested information by April 30th. After April 30th, no additional documentation will be accepted.

I understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

By checking these boxes, the local government confirms the above information.

Date:

11. Submitting Your Reporting

Completed project reporting forms with required attachments should be provided electronically to Northern Development by:

Email: finance@northerndevelopment.bc.ca