



**You're
Approved!**

Now

what?

**Community Development
Programs:**

- Business Facade Improvement
- Capital Investment Analysis
- Community Foundation Matching Grants
- Community Halls and Recreation Facilities
- Community Revitalization
- Economic Diversification Infrastructure
- Marketing Initiatives

Who do I contact?

Finance Department

Northern Development Initiative Trust
Phone: 250-561-2525
finance@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca



Post-Approval Process for Community Development Projects

1. You've been approved

How you'll find out

We will contact you by phone, followed by a formal approval letter by mail.

2. Sign a contract

**Not required for Business Façade Improvement or Community Foundation Matching Grants programs.*

Collect all information

Before you begin your project please ensure the following information is current and has been collected:

- Approval letters that show the additional funding you need for your project has been secured
- A finalized budget with up to date quotes
- A current project timeline that includes a project start date, completion date, and key milestones
- If applicable, a society incorporation document

Contact our finance team

Once the items are in order, phone our finance team at 250.561.2525 to draft a funding contract.

Sign contract

The contract must be signed by both parties within one year of your approval date. Once the contract has been signed, work can begin on the project and you can begin to incur costs.

3. Receiving the money

Obtain a project reporting form

Email finance@northerndevelopment.bc.ca or call our finance team at 250-561-2525 to have a project reporting form sent to you.

Submit reporting

Email complete reporting form and supporting documentation to finance@northerndevelopment.bc.ca. If you have any questions, give us a call. Don't forget that we reimburse based on the percentage of eligible costs incurred up to the maximum amount. *The percentage and maximum funding are specified in the contract.*

We will process your reporting

We will process your reporting and be sure to contact you if we need any additional information.

We will send you a cheque

Once our team has reviewed and finalized your report, we will let you know that a cheque is coming your way.

4. Keeping us informed

We will send you an annual reporting form

Starting the year you receive your final cheque, we will email you a one page annual reporting form that measures the success of your project.

Submit completed form

Submit your completed annual reporting form to finance@northerndevelopment.bc.ca by the date specified on the form. If you have any questions, give us a call.

Reporting duration

The length of time you will need to report is based on the program you accessed:

- Business Façade Improvement: not applicable
- Capital Investment Analysis: 2 years
- Community Foundation Matching Grants: 2 years
- Community Halls and Recreation Facilities: 3 years
- Community Revitalization: not applicable
- Economic Diversification Infrastructure: 5 years
- Marketing Initiatives: 2 years