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If you are using an earlier version, you will not be able to save any information you enter into the form.
 Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

**1. Applicant Profile**

Project #:	Lead First Nation:
	Partner proponent (if joint project):
Mailing address:	

2. Primary Contact Information

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

3. Required Attachments**Payroll records/summary printed from your accounting or payroll software.**

- ★ *Must identify employee name and show year to date totals.*
- ★ *Must support the amount entered in section 7: Project Spending.*

Upon completion: a report from the intern (no longer than five pages) that includes, at minimum, a summary of the year's activities, signed off by the intern's mentor, an evaluation of their personal learning outcomes, and a program evaluation of the internship program with recommendations for program enhancements.

4. Intern Information

Intern name:	Intern job title:
Intern first day worked/paid:	Intern final day worked/paid (for this claim):

5. Progress Report

Describe the activities undertaken in the internship year relative to the work plan:

Evaluate the intern’s competencies in the field of First Nations government administration:

Evaluate the internship program and provide recommendations for program enhancements:

6. Interim/Final Claims

Total previous money received:
<p>Is this your interim claim?</p> <p style="margin-left: 20px;"><i>+ If this is not your first claim, please enter the total monies you have previously received for this project from Northern Development.</i></p> <p style="margin-left: 100px;">\$</p> <p>Is this your final claim?</p>

7. Project Spending

Expense item:	Budget per application (\$):	Actual spent to date (\$):
Salary and benefits	\$	\$
Training and Travel		
TOTAL:	\$	\$

Identify the intern training and travel completed to date:

8. Authorization

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

Name (CAO or equivalent): <i>+ Please type name.</i>	Position/title:	Date:

9. Submitting Your Report

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: finance@northerndevelopment.bc.ca