

**Adobe Reader 8.0+ is required to complete this reporting form.**

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 local government:
	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.*

**Project ledger for training and travel expenses printed from your accounting software and copies of invoices.**

- ★ *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

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

## 5. Progress Report

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

Evaluate the intern's competencies in the field of local government administration:

Evaluate the internship program and provide recommendations for program enhancements:

## 6. Interim/Final Claims

Total previous money received:
<p>Is this your <b>interim</b> claim?</p> <p style="margin-left: 20px;">+ If this is <b>not</b> your first claim, please enter the total monies you have previously received for this project from Northern Development.</p> <p style="text-align: right; margin-right: 50px;">\$</p> <p>Is this your <b>final</b> claim?</p>

## 7. Project Spending

Expense item:	Budget per application (\$):	Actual spent to date (\$):
<b>Salary and benefits</b>	\$	\$
<b>Training and Travel</b> + Minimum \$5,000 in order to receive full rebate.		
<b>TOTAL:</b>	\$	\$

Identify the intern training and travel completed to date (supported by attached ledger):

## 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): + Please type name.	Position/title:	Date:

## 9. Submitting Your Report

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

Email: [finance@northerndevelopment.bc.ca](mailto:finance@northerndevelopment.bc.ca)