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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>



**✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

## 1. Applicant Profile

Project #:	Local government name (municipality or regional district):	Name of delegated organization (if applicable):

## 2. Primary Contact Information

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

## 3. Required Attachments

**A spreadsheet detailing the year's business façade improvements, using Northern Development's template.**

✦ Must be provided in excel format.

**REBATE REQUESTED:**

*(as calculated in the attachment)*

**Proof of payment to each participating business.**

**A testimonial from each participating business.**

**Before and after photos of each business façade improvement project completed.**

✦ Photos cannot be scanned and must be in colour.

## 4. Business Façade Improvement Project Summary

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Describe the business façade improvement projects completed and how they have impacted your community:

Describe any projects that were unable to be approved or did not proceed as planned:

## 5. Reporting Confirmation

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I have read and understand the [Business Façade Improvement Application Guide](#) including the eligible and ineligible costs\* **and confirm ineligible costs have been excluded in the attachment.**

*\* If the project approval date was prior to 2019, both GST and PST are ineligible.*

I confirm that I have not included any taxes in this report.

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 the information provided in this report may be accessible under the Freedom of Information (FOI) Act.

Name (organization signing authority): ✦ Please type name.	Position/title:	Date:

## 6. 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@northerndevlopment.bc.ca](mailto:finance@northerndevlopment.bc.ca)