

**Adobe Reader 8.0+ is required to complete this project report 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>



**+ 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. Proponent Profile**

Project #:	Local government name (municipality or regional district):

**2. Primary Contact Information**

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

**3. Required Attachments (as applicable)**

**Economic development staffing pay stub or summary (should identify year to date totals).**

**A ledger detailing economic development expenses (activities & collaboration) printed from your accounting software.**

**A spreadsheet detailing economic development expenses (activities & collaboration) using Northern Development's template.**

- + **Must match the amounts entered in sections 8 and 9.**
- + **Must be provided in excel format.**
- + *Northern Development reserves the right to request copies of invoices.*

**4. Economic Development Spending Summary**

	<b>Actual (\$) as entered in sections 7, 8, and 9</b>
Economic development wages:	\$
Economic development activities:	\$
Economic development collaboration:	\$
<b>TOTAL ACTUAL SPEND:</b>	<b>\$</b>

## 5. 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

- GST and PST
- Costs incurred in time periods outside the year approved for funding support
- Costs incurred for electoral areas outside of Northern Development's region
- 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
  - 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
  - Hospitality costs including meals or alcohol, lodging, clothing and uniforms and all giveaways
- Salary costs or wages for:
  - Combined chief administrative officer/economic development positions
  - Chief financial officer/economic development positions
  - Local government staff that are not dedicated to economic development
  - Combined positions where economic development is less than 50% of the total workload
- 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
- Purchases of equipment or tools
- In-kind labour and/or monetized donations

6. 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:

7. Economic Development Staffing

Economic development staffing – <b>dedicated position(s)</b> :		% Economic Development:	Budget (\$) per application:	Actual (\$) per pay stub:
<b>#1</b> Name:		100 %	\$	\$
Job title:				
<b>#2</b> Name:		100 %	\$	\$
Job title:				
<b>#3</b> Name:		100 %	\$	\$
Job title:				
Economic development staffing – <b>combined position</b> :		% Economic Development:	Budget (\$) per application:	Eligible amount (\$ x %):
Name:	Actual (\$) per pay stub:		\$	\$
Job title:		(minimum 50%)		
<b>SUBTOTAL</b>			<b>\$</b>	<b>\$</b>
<b>Potential Rebate</b>				<b>\$</b>
+ If the calculated potential rebate is \$45,000, please do not enter any information in section 8 and skip to section 9.				

**8. Economic Development Activities**

Economic development activity description: † Do not enter collaborative projects that will be identified in Section 9.	Lead contact: (staff member/ consultant/organization)	Budget (\$) per application:	Actual (\$):
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>SUBTOTAL</b>		<b>\$</b>	<b>\$</b>

**9. Economic Development Collaboration**

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: (staff member/ consultant/organization)	Budget (\$) per application:	Actual (\$):
1)			\$	\$
2)			\$	\$
3)			\$	\$
4)			\$	\$
5)			\$	\$
<b>SUBTOTAL</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>

**10. Reporting Confirmation**

---

**I have read and understand the eligible and ineligible costs on page two and confirm ineligible costs have been excluded.**

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 30. After April 30, no additional documentation will be accepted.**

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

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

**11. Submitting Your Report**

---

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)