

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 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 amounts entered in section 7: Project Spending.*

Upon completion: final report from the intern with the first page signed off by the mentor.

- ✦ *This form is available on the [website](#).*

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 Claim

Amount already received:	
<p>Is this your interim claim?</p> <p style="margin-left: 20px;">+ If this is not your first claim, please enter the total amount previously received for this project from Northern Development.</p>	\$
<p>Is this your final claim?</p>	

7. Project Spending

Expense item:	Budget per application (\$):	Actual spent to date (\$):
Salary/wages	\$	\$
CPP, EI, and other benefits		
Training and travel (professional development) + Excluding GST.		
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@northernddevelopment.bc.ca