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 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)**Wages:**

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

Activities:

A ledger detailing economic development activities printed from your accounting software.

A spreadsheet detailing economic development activities using Northern Development's template.

- + Each activity must be entered on a separate tab and match the amount entered in section 6.
- + Must be provided in excel format.
- + Northern Development reserves the right to request copies of invoices.

4. Economic Development Spending Summary

	Actual (\$) as entered in sections 5 and 6
Economic development wages:	\$
Economic development activities:	\$
TOTAL ACTUAL SPEND:	\$

5. Economic Development Staffing

Employee name (first and last):	Position/title:
Actual wages:	% dedicated to economic development:
\$	(minimum 50%)
Action item (per application):	Actual outcome(s):
1)	
2)	
3)	
4)	
5)	
Was the employee involved in leading or promoting any of Northern Development’s programs in the community? If so, please describe how and which programs.	

6. Economic Development Activities

Activity name:	Budget (\$) per application:	Actual (\$):
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
SUBTOTAL		
	\$	\$

7. Reporting Confirmation

I have read and understand the eligible and ineligible costs the [Economic Development Capacity Building Application Guide](#) 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 May 31. After May 31, no additional reporting 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): ✦ <i>Please type name.</i>	Position/title:	Date:

8. 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