

Adobe Reader 8.0+ is required to complete this application 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. Community Information

Project #:	Name of the Love website:	Applicant organization (payee):	Community champion (name and job title):	Funding year:

2. Funding and Marketing Details

Describe how the \$1,200 was used to promote Love Northern BC and participating businesses in your community this year:
 ✦ *Refer to Eligibility section.*

Please provide details of your promotional/marketing activities during the year:
 ✦ *Activities may include hosting or participating in events, tradeshow booth, advertisements (print, radio, online, social media), campaigns, contests, giveaways and/or merchandise, etc.*

3. Eligibility

Eligible expenses/activities:

- Print, radio, social media advertising
- Costs associated with hosting community events (such as small business tradeshow, shopping nights, Christmas Fairs, plaid Friday, etc.)
- Branded promotional goods/merchandise

Ineligible expenses:

- GST
- Internal administration costs including but not limited to printer usage, postage, staff and/or champion wages or travel
- Alcohol, marijuana, firearms, or live animals
- Expenses for or incurred outside the approved calendar year

4. Required Attachments

Ledger and copies of invoices/receipts.

Total eligible spend: _____ (excluding GST)

5. Authorization

I confirm that the information in this report is accurate, complete, and fairly presented.

I understand eligible and ineligible expenses and confirm ineligible expenses have been excluded.

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

6. Submitting Your Reporting Form

Completed project reporting forms must be provided electronically to Northern Development by January 31st of each year. Submit the project reporting form with attachments electronically to finance@northernddevelopment.bc.ca.