NORTHERN DEVELOPMENT INITIATIVE TRUST

MARKETING INITIATIVES

REPORTING FORM

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 #:	Project name:

Proponent organization (legal name):	Mailing address:

2. Primary Contact Information

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

3. Required Attachments

☐ **A project ledger detailing all project expenses, printed from your accounting software.**

☐ **A spreadsheet detailing all project expenses, using Northern Development's template.**
- **Must support the amounts entered in section 5: Project Spending.**
- **Must be provided in excel format.**
- *If the project approval date was prior to 2019, both GST and PST are ineligible.*

☐ **Copies of all invoices over $.**
- *Northern Development reserves the right to request copies of additional invoices.*

☐ **Upon completion: Outcome(s) of the project (eg. photos, copies of materials, brochures, etc.) as applicable.**

Northern Development Initiative Trust
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Tel: 250-561-2525
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Email: finance@northerndevelopment.bc.ca
Website: www.northerndevelopment.bc.ca

NORTHERN DEVELOPMENT

4. Progress Report

Describe the project's progress to date:

Summarize the effectiveness of the project by reporting on the measurable outcomes (identified in the application/agreement):

5. Project Spending

Expense item:	Budget per agreement ($):	Actual spent to date ($):
	$	**$**
TOTAL:	**$** 0.00	**$** 0.00
Northern Development reimbursable percentage is 0.0000% , to a maximum of $		

Comments on project spending to date:

6. Advance Request and First/Final Claims

	Advance amount requested:
☐ Are you requesting an advance?	$ **(maximum 50%)**

- *Formal advance request letters must be submitted on letterhead and accompanied by a supporting project cash flow forecast demonstrating financial need.*
- *Advance monies remaining unearned at completion of the project must be promptly repaid to Northern Development. Only projects with a demonstrated need are eligible for an advance.*

	Total previous money received:
◯ Is this an **interim** claim?	*If this is **not** your first claim, please enter the total monies you have previously received for this project from Northern Development. This number will be used to calculate your current claim amount.*
A 10% holdback will be kept until project completion.	
◯ Is this your **final** claim?	$

7. Claim Summary

This claim:		Amount ($):
Total project spending to date (supported by attached excel spreadsheet)	$	0.00
x Northern Development's percentage (as specified in signed terms and conditions)	x	0.00%
= Total reimbursable amount	=	0.00
Less: total previous disbursements/advances (if any)	(	0.00)
Plus: current advance request (if applicable)	+	0.00
= Total request	=	0.00
MAXIMUM DISBURSEMENT	$	0.00
TOTAL AMOUNT REQUESTED:	$	0.00

8. Annual Project Reporting

☐ I agree that I will report on this project one year after completion to Northern Development Initiative Trust on the economic benefits the project has provided to the local/regional economy and on the effectiveness of the project using the specific and measurable outcomes specified in the application/agreement. Northern Development will email a reporting form to be completed approximately one year after the project completion date.

9. Authorization

☐ I have read and understand the Marketing Initiatives Application Guide including the eligible and ineligible costs* and confirm ineligible costs have been excluded.

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

☐ I confirm that funding received or to be received for this project will not exceed the total cost of this project.

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

10. Submitting Your Report

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: finance@northerndevelopment.bc.ca