

CONNECTING BRITISH COLUMBIA PROGRAM**Regional Connectivity Plan Funding**

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>

+ 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 #:	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.

Spreadsheet detailing all project expenses, using [Actual Project Expenses Template](#).

- + Must support the amount entered in Claim Summary.
- + Must be provided in excel format.

Copies of all invoices for costs in the project ledger.

Upon completion: Final copy of the Regional Connectivity Plan and any related materials.

Actual project completion date:

4. Project Summary

Provide a brief summary of the project and the benefits:

5. Claim Summary

This claim:	Amount (\$):
Reported actual eligible spend to date <i>(as per completed Actual Project Expenses Template)</i>	\$
x Northern Development funding percentage <i>(as per signed agreement)</i>	x
= Calculated reimbursable amount	=
Maximum funding approved <i>(as per signed agreement)</i>	\$
TOTAL AMOUNT REQUESTED:	\$

6. Other Funding Sources

Funding source:	Amount (\$):	Identify funding received:	Comments:
	\$	Funding received Date funding expected:	
	\$	Funding received Date funding expected:	
	\$	Funding received Date funding expected:	
TOTAL OTHER FUNDING: <i>(received and/or expected)</i>	\$		

7. Authorization

I have read and understand the [Application Guide](#) and confirm ineligible costs have not been included.

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 (including attachments) 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 information 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): ✦ <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 to connectingbc@northerndevelopment.bc.ca.

✦ *Please submit this Reporting Form and all attachments in one email; do not scan this form.*