

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: photos of the completed project.

Please provide the approximate date and any details of this project's completion announcement and/or grand opening:

4. Progress Report

Describe the project's progress to date:

5. Project Spending

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

Comments on project spending to date:

6. Advance Request and Interim/Final Claims

Advance amount requested:		
Are you requesting an advance?	\$	(maximum 75%)
<p>✦ Formal advance request letters must be submitted on letterhead and accompanied by a supporting project cash flow forecast demonstrating financial need.</p> <p>✦ 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.</p>		

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)	\$
x Northern Development’s percentage (as specified in signed agreement)	x
= Total reimbursable amount	=
Less: total previous disbursements/advances (if any)	()
Plus: current advance request (if applicable)	+
= Total request	=
MAXIMUM DISBURSEMENT	\$
TOTAL AMOUNT REQUESTED:	\$

8. Annual Project Reporting

I agree that I will report on this project for two years to Northern Development Initiative Trust on the direct economic benefits the project has provided to the local/regional economy and on the following measurables: job creation (permanent full-time, permanent part-time, permanent seasonal jobs), annual revenues, and/or operational cost savings. Northern Development will email a reporting form to be completed at the close of each calendar year for the two years after the final disbursement has been made.

9. Authorization

I have read and understand the [Community Halls and Recreation Facilities 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.
- Staff labour/wages are ineligible.
- Volunteer labour rates: Unskilled labour \$10/hr, Skilled labour \$25/hr.

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