

**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

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Describe the project's progress to date:

**5. Project Spending**

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

Comments on project spending to date:

6. Advance Request and Interim/Final Claims

| Advance amount requested:   |    |               |
|---|----|---------------|
| Are you requesting an advance?  | \$ | (maximum 50%) |
| <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 <b>interim</b> claim?                        | ✦ If this is <b>not</b> 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 <b>final</b> claim?                        | \$  |

7. Claim Summary

| This claim:   | Amount (\$): |
|---|--------------|
| <b>Total project spending to date (supported by attached excel spreadsheet)</b> | \$           |
| <b>x Northern Development’s percentage (as specified in signed agreement)</b>   | x            |
| <b>= Total reimbursable amount</b>  | =            |
| <b>Less: total previous disbursements/advances (if any)</b>                     | ( )          |
| <b>Plus: current advance request (if applicable)</b>                            | +            |
| <b>= Total request</b>  | =            |
| <b>MAXIMUM DISBURSEMENT</b>   | \$           |
| <b>TOTAL AMOUNT REQUESTED:</b>  | \$           |

## 8. Annual Project Reporting

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I agree that I will report on this project for three 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 three years after the final disbursement has been made.

## 9. Authorization

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I have read and understand the [Economic Diversification Infrastructure 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.*

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):<br>✦ <i>Please type name.</i> | Position/title: | Date: |
|  |                 |       |

## 10. Submitting Your Report

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

Email: [finance@northerndevlopment.bc.ca](mailto:finance@northerndevlopment.bc.ca)