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✦ **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 #:	Organization name:	Mailing address:

**2. Primary Contact Information**

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

**3. Required Attachments**

**Regional Business Liaison pay stub(s) or summary(s) printed from your payroll software.**

✦ *Must identify employee name and show year to date totals.*

**A ledger for all travel expenses related to business liaison activities printed from your accounting software and copies of all invoices/receipts.**

**If applicable: Survey results.**

**4. Regional Business Liaison Information**

First and last name:	Job title:
First day worked/paid for this position:	Final day worked/paid (for this claim):

5. Outcomes

# of businesses the liaison provided support to:		
Comment on the types of business that contacted the liaison for support (eg. NFP, retail, restaurants, tourism, manufacturing, indigenous, etc.). Comment on the kind of support they were interested in and how you were able to help them:		
# of businesses referred to Northern Development’s business support programs:		
Please provide any comments:		
Was a survey completed to measure the quality of the business liaison services that were provided?		Yes      No
If applicable: comment on the results of the survey (please attach results):		
Please provide any additional comments:		

6. Actual Expenses

✦ Please refer to the [Regional Business Liaison Application Guide](#) for eligible and ineligible costs.

Expense item:	Total actual:	% of position dedicated to regional business liaison activities:	Eligible actual expenses:
Salary/wages (including vacation pay)	\$	(minimum 50%)	\$
CPP, EI	\$		\$
Travel expenses related to regional business liaison activities ✦ Excluding GST			\$
<b>Actual Eligible Expenses:</b>			<b>\$</b>
<b>Calculated Reimbursement:</b> (100% to a maximum of \$75,000)			<b>\$</b>
<b>Interim Reimbursement Received (if applicable):</b>			<b>\$</b>
<b>Requested Reimbursement:</b>			<b>\$</b>

7. Reporting Confirmation

I have read and understand the eligible and ineligible costs the [Regional Business Liaison Application Guide](#) and confirm ineligible costs have been excluded.

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 understand that information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

I agree that I will submit any revised reporting or requested information within 15 business days of receiving the request for additional information from Northern Development.

Name (organization signing authority): ✦ Please type name.	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 [finance@northerndevelopment.bc.ca](mailto:finance@northerndevelopment.bc.ca).