

# REPORTING FORM: COMPETITIVENESS CONSULTING REBATE

**Adobe Reader 8.0+ is required to complete this application 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. Project Information

|   |               |                                 |
|---|---------------|---------------------------------|
| Project #:                                    | Project name: |                                 |
|   |               |                                 |
| Business name (legal name):                   |               |                                 |
|   |               |                                 |
| Business address (street, city, postal code): |               | Mailing address (if different): |
|   |               |                                 |

## 2. Primary Business Contact Information

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

## 3. Required Attachments

**Copies of all invoices.**

**Proof of payment (copy of cheque, printout from accounting software showing payment, or printout from bank showing payment).**

**Confirmation from consultant verifying full payment (i.e. letter or email from consultant).  
The confirmation must specify the total amount paid.**

**Copies of project deliverables (i.e. consultant report, documented procedures, certifications).**

## 4. Submitting Your Reporting

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)

**5. Project Overview**

✦ *Northern Development project investments are expected to provide incremental benefit to the business and contribute to economic growth of the Northern Region. To ensure a positive contribution, please outline how this project will provide direct benefit to the business and identify which measurable key outcomes you anticipate improving.*

|  |
|--|
| Provide a concise description of the project:  |
|  |
| Explain what key deliverables were provided (i.e. business plan, system implementation, certification etc.) for the project:   |
|  |
| Please comment on the economic benefits that this project has had or is expected to have on your business:<br>✦ <i>Refer to the Economic Benefits section of the application (employment, increased revenue generation, operational cost savings, and other benefits).</i> |
|  |

**6. Consultant Information**

|  |  |
|--|--|
| Consultant name/consultant company name:                       | Would you recommend the consultant?                      |
|  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please comment on your experience working with the consultant: |  |
|  |  |

7. Project Information

|                     |                          |  |
|---------------------|--------------------------|--|
| Project start date: | Project completion date: | Approval date:<br>✦ <i>Costs incurred prior to this date are ineligible.</i> |
|                     |                          |  |

8. Approved Budget and Actual Spending

✦ Please refer to the [Competitiveness Consulting Rebate Application Guide](#) for eligible and ineligible costs.

|                              |  |   |  |
|------------------------------|--|---|--|
| Approved budget:             |  | Actual (\$) spent as per attached invoices:<br>✦ <i>GST is an ineligible expense. Enter the amounts before GST below.</i> |  |
| Consulting                   |  | Consulting  |  |
| Travel                       |  | Travel  |  |
| Other                        |  | Other   |  |
| <b>Total Approved Budget</b> |  | <b>Total Actual Spend</b>   |  |

9. Authorization

I have read and understand the [Competitiveness Consulting Rebate Application Guide](#) including the eligible and ineligible costs.

I confirm that the information in this report (including attachments) is accurate and complete, and fairly presented. I also agree to provide copies of any project deliverables (studies, reports, action plans etc.) as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I agree to provide upon request any additional updates and reporting Northern Development staff deems necessary.

I agree that I will report on this project for three\* years to Northern Development Initiative Trust on the economic benefits identified in the application. Northern Development will email a reporting form to be completed for the three\* years after completion.

*\*Two years required for FAB or Wildfire Recovery; none required for SBR.*

I understand that the information provided in this report may be accessible under the Freedom of Information (FOI) Act.

|  |                 |
|--|-----------------|
| Name (business owner or signing authority): ✦ <i>Please type name.</i> | Position/title: |
|  |                 |
| Email:   | Date:           |
|  |                 |