

RURAL BUSINESS AND COMMUNITY RECOVERY

REGIONAL BUSINESS LIAISON

BI-ANNUAL
REPORTING FORM

Adobe Reader 8.0+ is required to complete this project report 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 #:	Organization name:

2. Primary Contact Information

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

3. Required Attachments

If applicable: Survey results.

4. Regional Business Liaison Information

First and last name:	Job title:

5. Outcomes

# of businesses the liaison provided support to:	
Comment on the types of business that contacted the liaison for support (e.g. 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 communities the liaison provided support to:	
List the communities the liaison provided support to:	

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# 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 additional comments on the program delivery to date (successes, challenges, etc.):	

6. Reporting Period

Bi-Annual Reporting Date (as per Rural Business and Community Recovery Regional Business Liaison Application Guide)	
September 30, 2021	
March 31, 2022	
September 30, 2022	

7. Reporting Confirmation

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 felicia@northerndevelopment.bc.ca. ★ Do not scan this form.