

# RURAL BUSINESS AND COMMUNITY RECOVERY

## REGIONAL BUSINESS LIAISON

FINAL  
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:	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.**

**Success stories and testimonials from supported businesses**

**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:

**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:	
# of businesses referred to Northern Development's business support programs:	
Please provide any comments:	

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Was a survey completed to measure the quality of the business liaison services that were provided?	<b>Yes</b>	<b>No</b>
If applicable: comment on the results of the survey (please attach results):		
Comment on the success stories and testimonials (please attach):		
Please provide additional comments on the program delivery (successes, challenges, etc.):		

### 6. Actual Project Expenses

✦ Please refer to the [Rural Business and Community Recovery 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:
<b>Salary/wages</b>	\$	<i>(minimum 50%)</i>	\$
<b>Vacation pay</b>	\$		\$
<b>CPP, EI</b>	\$		\$
<b>Travel expenses related to regional business liaison activities</b> ✦ <i>Excluding GST</i>			\$
<b>Actual Eligible Expenses:</b>			<b>\$</b>
<b>Approved Grant Amount</b>			<b>\$</b>
<b>Requested Reimbursement:</b>			<b>\$</b>

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## 7. Reporting Confirmation

I have read and understand the eligible and ineligible costs the [Rural Business and Community Recovery 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): ✦ <i>Please type name.</i>	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](mailto:felicia@northerndevelopment.bc.ca). ✦ *Do not scan this form.*