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1. Proponent Profile

Project #:	Project name:
Local government name:	Mailing address:

2. Primary Contact Information

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

3. Required Attachments

A spreadsheet detailing all project expenses, as per completed [Actual Project Expenses Template](#).

- ✦ Must support the amount entered in Claim Summary.
- ✦ Must be provided in excel format.

A project ledger detailing all project expenses, printed from your accounting software.

Copies of all invoices over the dollar amount specified in your signed agreement.

✦ *Northern Development reserves the right to request copies of additional invoices.*

Final copy of the main street revitalization plan.

Copy of council or board minutes adopting the plan.

Link to the published report on the local government's website:

4. Project Overview

Was there any major variation from the original project scope? If yes, please explain.

Provide a brief overview of action items identified in the main street revitalization plan.

Provide a brief overview of the local governments next steps to achieve a revitalized main street.

5. Claim Summary

This claim:	Amount (\$):
Reported actual eligible spend to date <i>(as per completed Actual Project Expenses Template)</i>	\$
x Northern Development funding percentage <i>(as per signed agreement)</i>	x
= Calculated reimbursable amount	=
Maximum funding approved <i>(as per signed agreement)</i>	\$
TOTAL AMOUNT REQUESTED:	\$

6. Authorization

I have read and understand the [Application Guide](#) and confirm ineligible costs have not been included.

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 information 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): ★ <i>Please type name.</i>	Position/title:	Date:

7. 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.

★ *Please submit this Reporting Form and all attachments in one email; do not scan this form.*