

**Adobe Reader 8.0+ is required to complete this reporting 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: <https://get.adobe.com/reader>



✦ **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 #:	Project name:		
Proponent organization (legal 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.*

**If applicable:**

**In-kind volunteer labour log.**

**Internal equipment usage log.**

**Verification for all monetized donations.**

✦ *Refer to the [Application Guide](#) for rates and requirements.*

**Upon completion: photos of the completed project.**

## 4. Interim Reporting

★ *Fill out this section only if the project is not fully complete and an interim payment is being requested.*

Describe the elements of the project that have been completed to date:	
What elements of the project have not yet been completed?	
Stage of project:	(dd-mmm-yyyy)
Actual project start date	
Forecasted project completion date	
If your forecasted completion date has changed since signing the agreement, please provide an explanation for the change.	

5. Final Reporting

★ Fill out this section only if the project is fully complete.

How did the project go compared to the original plan?					
Were you able to complete everything listed in your project budget? If not, please explain.					
Stage of project:	(dd-mmm-yyyy)				
Actual project start date					
Actual completion date					
Were there any major variations from the original project budget? If yes, please explain.					
Indicate the physical condition of the asset after investment. ★ After photos required.					
N/A	Very poor	Poor	Fair	Good	Very good

6. Claim Summary

This claim:	Amount (\$):
<b>Reported actual eligible spend to date</b> (as per completed <a href="#">Actual Project Expenses Template</a> )	\$
<b>x Northern Development funding percentage</b> (as per signed agreement)	x
<b>= Calculated reimbursable amount</b>	=
<b>Less: funding already received</b> (previous disbursements/advances, if any)	\$
<b>= Calculated amount requested</b>	=
<b>Maximum funding approved</b> (as per signed agreement)	\$
<b>TOTAL AMOUNT REQUESTED:</b>	<b>\$</b>

7. Key Deliverables Reporting

- ✦ For grants of \$100,000 or less, a [Key Deliverables Reporting Form](#) is required one year after the final disbursement.
- ✦ For grants greater than \$100,000, a [Key Deliverables Reporting Form](#) is required for two years; one year after the final payment date and two years after the final payment date.

I agree that I will report on this project as required within the program guidelines in accordance with the key deliverables outlined in the signed agreement.

8. 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): ✦ Please type name.	Position/title:	Date:

9. Submitting Your Report

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email to [finance@northerndevlopment.bc.ca](mailto:finance@northerndevlopment.bc.ca).

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