

# NORTHERN HEALTHY COMMUNITIES FUND CAPACITY BUILDING PROGRAM

FINAL  
REPORTING FORM

**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, as well as a version that has been exported to excel.**

**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, supporting documentation for wages must be made available to Northern Development upon request (eg. paystub(s), timesheets, etc.).*

**If applicable:**

**In-kind volunteer labour log** (with name, date, hours, and hourly rate).

**Verification for all monetized donations** (donated materials, equipment, or services from third parties).

- ✦ *Refer to the [Application Guide](#) and/or signed agreement for rates and requirements.*

**Outcome(s) of the project as applicable** (eg. photos, copies of materials, brochures, success stories, etc.).

## 4. Final Reporting

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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.	
Project timeline:	(dd-mmm-yyyy)
Actual project start date	
Actual project completion date	
Were there any major variations from the original project budget? If yes, please explain.	

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## 5. Claim Summary

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

## 6. Mandatory Key Deliverables Reporting

### # of people supported/served:

Baseline: <i>(as per signed agreement)</i>	Projection: <i>(as per signed agreement)</i>	Actual:
Please comment on the impact of the measurable. If the project did not see results as projected, please indicate why.		

### # of communities served:

Baseline: <i>(as per signed agreement)</i>	Projection: <i>(as per signed agreement)</i>	Actual:
List the additional communities that were served by the project:		
Please comment on the impact of the measurable. If the project did not see results as projected, please indicate why.		

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**7. Additional Key Deliverables Reporting** ✦ **Only complete sections identified in your signed agreement.**

**# of programs offered:**

Baseline: <i>(as per signed agreement)</i>	Projection: <i>(as per signed agreement)</i>	Actual:
Describe the programs offered by the project.		
Please comment on the impact of the measurable. If the project did not see results as projected, please indicate why.		

**Other measurable** *(as per agreement)*: \_\_\_\_\_

Baseline: <i>(as per signed agreement)</i>	Projection: <i>(as per signed agreement)</i>	Actual:
Please comment on the impact of the measurable. If the project did not see results as projected, please indicate why.		

**Other measurable** *(as per agreement)*: \_\_\_\_\_

Baseline: <i>(as per signed agreement)</i>	Projection: <i>(as per signed agreement)</i>	Actual:
Please comment on the impact of the measurable. If the project did not see results as projected, please indicate why.		

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## 8. Authorization

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I confirm that I have inputted all applicable baselines, projections, and budget as per the project's signed agreement.

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:
Signature:	Date (dd-mmm-yyyy):

## 9. Submitting Your Report

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

**✦ Northern Development requires this fillable PDF form. Please only scan the signature page. Please submit this Reporting Form and all attachments in one email.**