

**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: <http://www.adobe.com/products/acrobat/readstep2.html>



## 1. Applicant Profile

Project #:	Project name:
Proponent (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, using Northern Development's template.**

- ✦ Must support the amounts entered in section 5: Project Spending.
- ✦ Must be provided in excel format.

**If available, 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.*

**Upon completion: Outcome(s) of the project (eg. photos, reports, etc.) as applicable.**

4. Project Impact

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Describe how the funds supported agriculture production/agrifoods economic activity or environmental sustainability in your area:

5. Project Spending

Expense item:	Budget per agreement (\$):	Actual spent to date (\$):
	\$	\$
<b>TOTAL:</b>		
	\$	\$
This project's reimbursable percentage is _____, to a maximum of \$ _____		

6. Claim Summary

This claim:	Amount (\$):
<b>Total project spending to date (supported by attached ledger and/or excel spreadsheet)</b>	\$
<b>x Northern Development's percentage (as specified in signed agreement)</b>	x
<b>= Total reimbursable amount</b>	=
<b>Less: advance (if applicable)</b>	( )
<b>= Total request</b>	=
<b>MAXIMUM DISBURSEMENT</b>	\$
<b>TOTAL AMOUNT REQUESTED:</b>	\$

**7. Authorization**

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I have read and understand the [BC Hydro Peace Agricultural Compensation Fund 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 agree to provide upon request any additional updates and reporting, include proof of payment, 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:

**8. Submitting Your Report**

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Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: [finance@northerndevlopment.bc.ca](mailto:finance@northerndevlopment.bc.ca)