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1. Project Profile

Project #:	Project name:
Proponent organization (legal name):	

2. Primary Contact Information

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

3. Reporting Period

Final payment date:	Which year are you reporting on?
<p>✦ This date can be found on the final cheque or the letter accompanying the final cheque for this project.</p> <p>✦ If you are unable to locate this date, give us a call at 250-561-2525.</p>	<p>Year 1</p> <p>✦ If reporting on Year 1, please report on the following time period:</p> <p>_____ to _____</p> <p>Year 2</p> <p>✦ If reporting on Year 2, please report on the following time period:</p> <p>_____ to _____</p> <p>✦ Where applicable, only complete Year 1 or Year 2 fields, based on your selection above.</p>

4. Progress Report

Tell us how the project has positively impacted the organization:
Tell us how the project has positively impacted the community:
Would you have done anything different?

5. Mandatory Key Deliverables

New employment

Nature of positions:	Baseline # of positions: <i>(as per signed agreement)</i>	Current # of positions:
Direct permanent full-time jobs:		
Direct permanent part-time jobs:		
Direct permanent seasonal jobs:		
If the project did not result in increased jobs as anticipated, please explain some of the factors that could have caused this:		

Revenue generation

Baseline annual revenues: <i>(as per signed agreement)</i>	Actual revenues:	
	Year 1:	Year 2:
\$	\$	\$
If the project did not result in increased revenues as anticipated, please explain some of the factors that could have caused this:		

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

Facility traffic

Baseline annual traffic level: <i>(as per signed agreement)</i>	Actual traffic level:	
	Year 1:	Year 2:
If the project did not result in increased traffic as anticipated, please explain some of the factors that could have caused this:		

Number of operating hours

Baseline operating hours annually: <i>(as per signed agreement)</i>	Actual operating hours:	
	Year 1:	Year 2:
If the project did not result in an increase in operating hours as anticipated, please explain some of the factors that could have caused this:		

Number of programs offered by the proponent

Baseline # of programs offered annually: <i>(as per signed agreement)</i>	Actual # of programs offered:	
	Year 1:	Year 2:
If the project did not result in an increase to the number of programs offered by the proponent as anticipated, please explain some of the factors that could have caused this:		

Performances, exhibits and/or events at the facility

Baseline # of performances, exhibits and/or events hosted at the facility: <i>(as per signed agreement)</i>	Actual # of performances, exhibits and/or events:	
	Year 1:	Year 2:
If the project did not result in an increase to the number of performances, exhibits and/or events as anticipated, please explain some of the factors that could have caused this:		

Membership

Baseline # of annual memberships: <i>(as per signed agreement)</i>	Actual # of memberships:	
	Year 1:	Year 2:
If the project did not result in an increase to the number of memberships as anticipated, please explain some of the factors that could have caused this:		

User satisfaction

Baseline overall user satisfaction level: <i>(as per signed agreement)</i>	Actual overall user satisfaction level:	
	Year 1:	Year 2:
If the project did not result in an improvement to the overall user satisfaction level as anticipated, please explain some of the factors that could have caused this:		

7. Authorization

I confirm that I have inputted all applicable baselines as per the project’s signed agreement, and only completed Year 1 or Year 2 as applicable.

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 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

Completed project reporting forms (with all required attachments) should be provided electronically to Northern Development by email to info@northernddevelopment.bc.ca. ★ *Do not scan this form.*