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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><b>Year 1</b></p> <p>✦ If reporting on <b>Year 1</b>, please report on the following time period:</p> <p>_____ to _____</p> <p><b>Year 2</b></p> <p>✦ If reporting on <b>Year 2</b>, please report on the following time period:</p> <p>_____ to _____</p> <p>✦ <b>Where applicable, only complete Year 1 or Year 2 fields, based on your selection above.</b></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**

**Performance Indicator One**

"Measurable: (as per signed agreement)"	Actual:	
"Baseline measurement: (as per signed agreement)"	Year 1:	Year 2:
If the project did not result in the anticipated increase, please explain some of the factors that could have caused this:		

**Performance Indicator Two**

"Measurable: (as per signed agreement)"	Actual:	
"Baseline measurement: (as per signed agreement)"	Year 1:	Year 2:
If the project did not result in the anticipated increase, please explain some of the factors that could have caused this:		

## 7. Authorization

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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

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

✦ *Do not scan this form*