

**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 organization (legal name):	Mailing address:

**2. Primary Contact Information**

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

**3. Required Attachments**

**A project ledger detailing all project expenses, printed from your accounting software.**

**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 the project approval date was prior to 2019, both GST and PST are ineligible.*

**Copies of all invoices over \$** .

- ✦ *Northern Development reserves the right to request copies of additional invoices.*

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

Please provide the approximate date and any details of this project's completion announcement and/or grand opening:

## 4. Progress Report

---

Describe the project's progress to date:

**5. Project Spending**

Expense item:	Budget per agreement (\$):	Actual spent to date (\$):
	\$	\$
<b>TOTAL: \$</b>		<b>\$</b>
<b>Northern Development reimbursable percentage is</b>		<b>, to a maximum of \$</b>

Comments on project spending to date:

6. Advance Request and Interim/Final Claims

Advance amount requested:		
Are you requesting an advance?	\$	(maximum 50%)
<p>✦ Formal advance request letters must be submitted on letterhead and accompanied by a supporting project cash flow forecast demonstrating financial need.</p> <p>✦ Advance monies remaining unearned at completion of the project must be promptly repaid to Northern Development. Only projects with a demonstrated need are eligible for an advance.</p>		

Total previous money received:		
Is this an <b>interim</b> claim?	✦ If this is <b>not</b> your first claim, please enter the total monies you have previously received for this project from Northern Development. This number will be used to calculate your current claim amount.	
✦ A 10% holdback will be kept until project completion.		
Is this your <b>final</b> claim?	\$	

7. Claim Summary

This claim:	Amount (\$):
<b>Total project spending to date (supported by attached excel spreadsheet)</b>	\$
<b>x Northern Development’s percentage (as specified in signed agreement)</b>	x
<b>= Total reimbursable amount</b>	=
<b>Less: total previous disbursements/advances (if any)</b>	( )
<b>Plus: current advance request (if applicable)</b>	+
<b>= Total request</b>	=
<b>MAXIMUM DISBURSEMENT</b>	\$
<b>TOTAL AMOUNT REQUESTED:</b>	\$

## 8. Annual Project Reporting

---

I agree that I will report on this project for three years to Northern Development Initiative Trust on the direct economic benefits the project has provided to the local/regional economy and on the following measurables: job creation (permanent full-time, permanent part-time, permanent seasonal jobs), annual revenues, and/or operational cost savings. Northern Development will email a reporting form to be completed at the close of each calendar year for the three years after the final disbursement has been made.

## 9. Authorization

---

I have read and understand the [Economic Diversification Infrastructure Application Guide](#) including the eligible and ineligible costs\* and confirm ineligible costs have been excluded.

*\* If the project approval date was prior to 2019:*

- Both GST and PST are ineligible.
- Staff labour/wages are ineligible.

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

## 10. Submitting Your Report

---

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)