

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:
Local government 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.

Copies of all invoices over \$.

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

Final copy of the Housing Needs Assessment Report.

Copy of council or board minutes adopting report.

Link to the published report on the local government's website:

4. Project Spending and Overview

Expense item:	Budget per agreement (\$):	Actual spent to date (\$):
	\$	\$
TOTAL: \$		\$
Northern Development reimbursable percentage is		, to a maximum of \$
Comments on project spending:		
Provide a brief overview of housing needs identified in the report:		

5. Claim Summary

This claim:	Amount (\$):
Total project spending to date (supported by attached excel spreadsheet)	\$
x Northern Development's percentage (as specified in signed terms and conditions)	x
= Calculated reimbursement	=
MAXIMUM DISBURSEMENT	\$
TOTAL AMOUNT REQUESTED:	\$

6. Authorization

I have read and understand the [Housing Needs Assessment Application Guide](#) including the eligible and ineligible costs and confirm ineligible costs have been excluded.

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:

7. Submitting Your Report

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

Email: finance@northerndevelopment.bc.ca