

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: Outcome(s) of the project (eg. photos, reports, studies, research) as applicable.

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

4. Final Project Report

Describe the project's activities and outcomes:

5. Project Spending

Expense item:	Eligible budget per agreement (\$):	Actual spent to date (\$):
	\$	\$
TOTAL: \$		\$
Northern Development reimbursable percentage is		, to a maximum of \$

Comments on project spending:

6. Claim Summary

	Amount (\$):
Total project spending to date (supported by attached ledger)	\$
x Northern Development’s percentage (as specified in signed accountability agreement)	x
= Total reimbursable amount	=
Less: previous amounts paid (if any)	()
= Total request	=
MAXIMUM DISBURSEMENT	\$
TOTAL AMOUNT REQUESTED:	\$

7. 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, and other benefits. 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.

8. Authorization

I have read and understand the [Northern Industries Innovation Fund 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.*

** If the project approval date was prior March 2020:*

- staff labour/wages are ineligible

- applicant contribution requirement is 25% toward the total project

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 (business owner or signing authority): <i>✦ Please type name.</i>	Position/title:
Email:	Date:

9. Submitting Your Report

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