

## Post-Approval Process for Community Development Projects

### 1. You've been approved

#### How you'll find out

The project approval letter will be sent by email.

### 2. Sign a contract

#### Collect all information

Before you begin your project please ensure the following information is current and has been collected:

- Approval letters that show the additional funding you need for your project has been secured
- A finalized budget with up to date quotes
- A current project timeline that includes a project start date, completion date, and key milestones
- If applicable, a society incorporation document

#### Agreement sent

Review the agreement provided and advise of any changes before signing. Be sure to review the descriptions, timeline, budget, funding, and more.

#### Sign contract

The contract must be signed by both parties within one year of your approval date. Once the contract has been signed, work can begin on the project and you can begin to incur costs.

### 3. Receiving the money

#### Obtain a project reporting form

Visit Northern Development's website and download the applicable reporting materials.

#### Submit reporting

Email completed reporting form and supporting documentation to [finance@northerndevelopment.bc.ca](mailto:finance@northerndevelopment.bc.ca). If you have any questions, give us a call. Don't forget that we reimburse based on the percentage of eligible costs incurred up to the maximum amount. The percentage and maximum funding are specified in the contract.

#### We will process your reporting

We will process your reporting and be sure to contact you if we need any additional information.

#### We will send you payment

Once our team has reviewed and finalized your claim, we will let you know when payment is coming your way.

### 4. Keeping us informed

#### Obtain key deliverables reporting form

Visit Northern Development's website and download the applicable reporting form.

#### Submit completed form

Submit your completed key deliverables reporting form to [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca). If you have any questions, give us a call.

#### Reporting duration

The length of time you will need to report is based on the program you accessed and may also be based on the amount of funding approved:

- Community Places: not applicable
- Cultural Infrastructure: 1-2 years\*
- Economic Infrastructure: 1-2 years\*
- Main Street Revitalization Capital: 1 year
- Main Street Revitalization Planning: not applicable
- Marketing Initiatives: upon request
- Recreation Infrastructure: 1-2 years\*

\* 1 year if approved for \$100,000 or less.  
2 years if approved for more than \$100,000.