

# NORTHERN COMMUNITY TRANSPORTATION BOOSTER PROGRAM

**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: <https://get.adobe.com/reader>



**✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

## 1. Proponent 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 spreadsheet detailing all project expenses, using Northern Development's template.**

✦ *Must support the amount entered in section 5.*

✦ *Must be provided in excel format.*

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

**Copies of all invoices over the dollar amount specified in your signed agreement.**

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

**Outcome(s) of the project as applicable (eg. photos, reports, minutes, copies of materials, brochures, etc.).**

**Link(s) to the published report(s) or materials online:**

## 4. Final Reporting

How did the project go compared to the original plan? How was capacity increased?	
What are the organizations future plans for using the knowledge gained through this project?	
How can the project deliverables/results be used to address transportation gaps in the community?	
	(dd-mmm-yyyy)
Actual project start date	
Actual project completion date	

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FINAL REPORTING FORM

Were there any major variations from the original project budget? If yes, please explain.

Is there any other information you would like to share about the project or future transportation initiatives the organization has?

## 5. Claim Summary

This claim:	Amount (\$):
<b>Reported actual eligible spend to date</b> <i>(must match general ledger submitted)</i>	\$
<b>x Northern Development funding percentage</b> <i>(as per signed agreement)</i>	x
<b>= Calculated reimbursable amount</b>	=
<b>Maximum funding approved</b> <i>(as per signed agreement)</i>	\$
<b>TOTAL AMOUNT REQUESTED:</b>	\$

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## 6. Authorization

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I have read and understand the Application Guide and confirm ineligible costs have not been included.

I confirm that funding 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 information 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:
Signature:	Date (dd-mmm-yyyy):

## 7. 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 [finance@northerndevelopment.bc.ca](mailto:finance@northerndevelopment.bc.ca).

**✦ Northern Development requires this fillable PDF form. Please only scan the signature page. Please submit this Final Reporting Form and all attachments in one email.**