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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 general ledger of the project detailing capital costs, printed from your accounting software.

Copies of all capital invoices.

4. Claim Description

Provide a description of the item(s) claimed:

5. Claim Summary

This claim:	Amount (\$):
Eligible capital expenses <i>(excluding GST; should match the ledger supplied)</i>	\$
x Northern Development capital funding percentage <i>(as per signed agreement)</i>	x
= Calculated reimbursable amount	=
Less: Capital funding already received <i>(previous advance, if applicable)</i>	\$
= Calculated amount requested	=
Maximum capital funding approved <i>(as per signed agreement)</i>	\$
TOTAL AMOUNT REQUESTED	\$

6. Authorization

I confirm that the following ineligible costs have not been included:

- Real estate and other fees related to purchasing or leasing land, buildings, or facilities
- GST
- Costs incurred (work started and/or deposits paid) prior to April 1, 2022, unless an exception was made by Northern Development in writing.

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:
Email:	Date:

7. Submitting Your Report

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

✦ Please submit this Reporting Form and all attachments in one email; do not scan this form.