

RURAL AND REMOTE EMPLOYMENT INITIATIVES FUND

LABOUR MARKET RESEARCH PLANS

REPORTING
FORM

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:		
Local government:		Mailing address:	

2. Primary Contact Information

Primary contact (for this report):	Position/title:
Telephone:	Email:

3. Required Attachments

A spreadsheet detailing all project expenses, as per completed [Actual Project Expenses Template](#).

- ✦ Must support the amount entered in Claim Summary.
- ✦ Must be provided in excel format.

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

Copies of all invoices.

Copy of final Labour Market Research Plan.

4. Submitting Your Reporting

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

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

5. Project Overview

Provide a concise description of how the project went:
Were all original deliverables completed for the project? If not please explain:
Please comment on the actionable items identified in the report, and how the local government plans to address them:

6. Project Collaboration *(if applicable)*

Please explain the other communities you collaborated with and how the collaboration went:
Has the completion of the report, provided an opportunity for future collaboration between the communities to address opportunities identified in the final labour market research plan?

7. Consultant Information

Consultant name/consultant company name:	Would you recommend the consultant?
	Yes No
Please comment on your experience working with the consultant:	

8. Claim Summary

This claim:	Amount (\$):
Reported actual eligible spend (as per completed Actual Project Expenses Template)	\$
x Northern Development funding percentage (as per signed terms and conditions)	x
= Calculated reimbursable amount	=
Maximum funding approved (as per signed terms and conditions)	\$
TOTAL AMOUNT REQUESTED:	\$

9. Authorization

I have read and understand the [Labour Market Research Plans Application Guide](#) and confirm ineligible costs have not been included.

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 (including attachments) is accurate, complete, and fairly presented.

I agree to provide copies of any project deliverables (studies, reports, action plans, etc.) as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.

I agree to provide upon request any additional updates and reporting Northern Development staff deems necessary.

I confirm that Northern Development can use information provided in the attached labour market research plan to produce a region wide synthesis report.

I understand that the information provided to Northern Development may be accessible under the Freedom of Information (FOI) Act.

Name:  Please type name.	Position/title:
Email:	Date: