

RURAL AND REMOTE EMPLOYMENT INITIATIVES FUND BUSINESS ADVISORY SUPPORTS

REPORTING
FORM

Adobe Reader 8.0+ is required to complete this application 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>



1. Proponent Profile

Project #:	Project name:		
Business name (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, 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.

Proof of payment (copy of cheque, printout from accounting software showing payment, printout from bank showing payment, or statement from vendor showing \$0 balance).

Evidence of work completed (i.e. COR health and safety certificate, marketing plan, etc.)

- ✦ The business must make project deliverables (i.e. business plans, studies, reports, documented procedures) available to Northern Development in order to undertake quality assurance. All documents will remain confidential.

4. Project Overview

✦ Northern Development project investments are expected to provide incremental benefit to the business and contribute to economic growth of the Northern Region. To ensure a positive contribution, please outline how this project will provide direct benefit to the business and identify which measurable key outcomes you anticipate improving.

Provide a concise description of the project and how it addressed tariff related impacts the business was facing:
Explain what key deliverables were provided (i.e. business plan, system implementation, certification etc.) for the project:
Please comment on the economic benefits that this project has had or is expected to have on your business: ✦ Refer to the Economic Benefits section of the application (employment, increased revenue generation, operational cost savings, and other benefits).
Have all positions anticipated to be sustained or created as a result of this project been achieved? If no, please explain why not or progress made to date:

5. Consultant Information

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

6. Project Information

Project start date:	Project completion date:	Approval date: ✦ Costs incurred prior to this date are ineligible.

7. Claim Summary

This claim:	Amount (\$):
Reported actual eligible spend to date (as per completed Actual Project Expenses Template)	\$
x Northern Development funding percentage (as per signed terms and conditions)	x
= Calculated reimbursable amount	=
Less: funding already received (previous disbursements/advances, if any)	\$
= Calculated amount requested	=
Maximum funding approved (as per signed terms and conditions)	\$
TOTAL AMOUNT REQUESTED:	\$

8. Key Deliverables Reporting

✦ Completion and submission of the [Key Deliverables Reporting Form](#) is required one year after project completion.

I agree that I will report on this project as required within the program guidelines in accordance with the key deliverables outlined in the signed terms and conditions.

9. Authorization

I have read and understand the [Business Advisory Supports 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 understand that the 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:

10. 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.*