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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: <http://www.adobe.com/products/acrobat/readstep2.html>



✦ 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. Applicant Profile

Project #:	Host community/organization:
	Partner community/organization (if joint project):
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.

Payroll records/summary(s) or pay stub printed from your accounting or payroll software

- ✦ *Must identify employee name and show year to date totals.*

If applicable: Proof of intern eligibility for housing allowance.

(e.g. signed tenancy agreement, and other relevant documents if applicable)

If applicable: Project ledger for all relocation expenses printed from your accounting software.

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

Project ledger for all professional development expenses printed from your accounting software.

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

4. Progress Report

Describe the activities undertaken in the internship year relative to the work plan:

Evaluate the intern's competencies during the internship/on tasks assigned:

Evaluate the internship program and provide recommendations for program enhancements:

5. Claim Type and Project Spending

Claim type:	Amount already received: ✦ If this is not your first claim, please enter the amount previously received for this project	Actual spent to date (\$): ✦ As per completed Actual Project Expenses Template
Is this your interim claim?	\$	\$
Is this your final claim?		
Describe the intern's professional development completed to date: ✦ Supported by attached ledger and invoices/receipts.		

6. Authorization

I have read and understand the eligible and ineligible expenses in the signed agreement.

I confirm that the information in this report (including attachments) 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 updates and reporting Northern Development staff deems necessary.

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

Name (CAO, Manager, or equivalent): ✦ Please type name.	Position/title:	Date:

7. Submitting Your Report

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