

ADVANCE REQUEST 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: <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. 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. Advance Request

	Amount:
Value of Northern Development grant approved (as per signed agreement)	\$
Requested advance percentage	
✦ Refer to the signed agreement that indicates the maximum percentage advanceable.	
ADVANCE AMOUNT REQUESTED:	\$

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4. Project Details

Describe why there is financial need for an advance on this grant:	
Stage of project:	(dd-mmm-yyyy)
Actual project start date (if the <u>project has started</u>)	
Forecasted project start date (if the <u>project has not started</u>)	
Forecasted project completion date	
If your forecasted completion date has changed since signing the agreement, please provide an explanation for the change.	
If the project has started, describe the elements of the project that have been completed to date:	
If the project has started:	Amount (\$):
Eligible budget (<i>as per signed agreement</i>)	\$
Value of eligible expenses incurred to date (<i>GST excluded</i>)	\$

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5. Authorization

I confirm that the information in this report is accurate, complete, and fairly presented.

I understand that grant funds must be used in accordance with the budget in the signed agreement and that no changes in the budget or scope of the project may be made without prior written approval from Northern Development.

I understand that this advance or a portion thereof may be repayable should eligible project expenses come in underbudget, or should the project not be completed as agreed upon.

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:	Date:

6. Submitting Your Advance Request

Completed advance request forms should be provided electronically to Northern Development by email to finance@northerndevlopment.bc.ca.