



## **Project Reporting Form**

Project Number:

Project Name:

Proponent Organization (Legal Name):

Primary Contact (for this report):

Position / Title:

Address (street, city, postal code):

Telephone:

Email:

Milestone Report

Final Report

### **Project Summary Report**

*(In two or three paragraphs provide a summary explaining your project suitable for uploading to the CCBAC Website.)*

## **Detailed Project Report**

*(Please provide a narrative description of your project (who, what, where, when, why) detailing successes and challenges as well as how you were able to meet or exceed your goals for this project and how these goals match those of the CCBAC. Please explain the legacy that this project will leave for the community or region. Refer to your Contribution Agreement to ensure that all milestones have been successfully completed, or explain any adjustments, modifications or changes that were necessary.)*

## Financial Summary

### Total Project Funding Showing Contribution by Proponent and other Project Partners

Proponent & Partner Project Funding	Planned Budget		Actual Spent to Date (\$)	
	Cash (\$)	In-kind	Cash (\$)	In-kind
Proponent <i>(your organizations name here)</i>				
CCBAC				
<b>Totals</b>				

### Summary of Funding Received from CCBAC

Payment Type	Value (\$)	Status of Payment	Payment Received Date
Advance		Received	
Milestone # 1			
Milestone # 2			
Milestone # 3			
Milestone # 4			
Milestone # 5			
Final		Outstanding	
<b>Total</b>			



**Comments on Project Spending to Date:**

*(Please feel free to attach your own Project Tracking Spreadsheets to this report to detail your financial summary information as long as it includes the data requested above.)*

**Project Photos: (please attach your photos seperately when submitting your report. Provide a list of the attached photos below to ensure all attached photos are received. )**

**List Your Attachments Here:** *(Filenames and purpose)*

1. File Name: Cover letter on your business letterhead stating that your project is now complete and you are requesting the release of your final project payment. (For final reports only.)
2. File Name: Interim or Final Project Invoice
3. File Name: This report document
4. File Name: Your organizations Logo in digital form
5. File Names: Your project photos in .jpg
6. File Names: Any additional reports as required
7. File Names: Copies of all invoices over \$1,000. *(to be submitted with the final report only unless requested)*

**Authorization**

I AFFIRM THAT the information in this report is accurate, complete, and fairly presented. I authorize the Cariboo Chilcotin Beetle Action Coalition to make enquiries on order to verify the results reported, and I agree to provide upon request any additional updates and reporting the Cariboo Chilcotin Beetle Action Coalition staff deems necessary. I understand that information provided to the Cariboo Chilcotin Beetle Action Coalition may be accessible under the Freedom of Information (FOI) Act.

Name:

*(Typed Name of Organizations Signing Authority who has reviewed and approved this report. **Signature not required.**)*

Title:

Date:

## Submitting Your Report

Please send completed project reporting forms and attachments to:

1) **Email:**

[manager@c-bac.com](mailto:manager@c-bac.com) or

2) **Mail:**

Cariboo Chilcotin Beetle Action Coalition  
Box 4883, Station Main  
Williams Lake, B.C.  
V2 G 2V8

### Instructions for the Completion of this Report

- 1) This project report format is designed to be a cumulative report in that it should be completed for the first time when you request either your first milestone payment or in some cases your final report. For achievement of your second milestone you just resave the first report to a new file name and update the report with the new and additional information. Continue in this way until you complete the project at which time you will finalize the report for the last time. The intent is to keep reporting simple up to date and cumulative.
- 2) File naming convention for report document:
  - a. 14-01-29 194 Prog Rep 1.doc  
*(Date, Project Number, Progress Report 1,2,3... or Final = Final Report 4, numbers being consecutive reporting numbers of your CCBAC project reports)*
- 3) Before you complete this report, STOP! If you are required to submit project reporting to other Project Funding Organization (ie: NDIT), please contact the CCBAC office to determine if these other reports will meet CCBAC's reporting requirements.
- 4) In the Project Report "Footer" add:
  - a. Your Project Number
  - b. Define if this is a Milestone or Final Report
  - c. Project Name as per your application
  - d. Your organizations name
- 5) Please ensure that your final project report has suitable page breaks inserted so that tables do not split across pages.