

## Appendix “H”

### Progress Report (Business Category)

Instructions to Applicant:

- A. All supporting documents required to be submitted in conjunction with the application must be completed and submitted to the Community Development Administrator prior to the processing and consideration of the progress report.
- B. “Progress Report” means an interim report on the utilization of initial funds received for any project or activity for which authorized funds have been approved under the Business Category.
- C. Applicants who have made application for funding under Business Category shall, unless otherwise directed by the Trustees, receive 80% of their allocated funding following approval of their application by the Trustees. The remaining twenty percent (20%) of the approved funding shall be payable when the Applicant has fully demonstrated the utilization of the 80% for approved purposes through a Progress Report. The Applicant will still be required to comply with all requirements associated with the Follow-Up Report.

#### 1. Applicant Information:

Business Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

#### 2. Overview of Progress Report

Amount of funding received from the Trustees in relation to the Community Development project or activity: \$ \_\_\_\_\_

Total amount of money paid by the Applicant in relation to the Community Development project or activity: \$ \_\_\_\_\_

Under the terms of the original application for funding completed, Applicants are required to submit to the Community Development Administrator completed receipt(s), invoice(s) or other supporting documentation pertaining to the Community Development project or activity for which funding was received.

Have you enclosed your receipt(s), invoice(s) or other supporting documentation?

Yes

No

Please provide a full description as to how the monies originally allotted were expended.

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**3. Terms and Conditions**

If the remaining amounts requested in the original application are released following review and acceptance by the Trustees of this Progress Report, the Applicant hereby agrees to the following:

- (a) to maintain all original documentation, invoices, receipts or supporting documentation pertaining to the Community Development project or activity for which funding has been applied for and to submit such documents to the Community Development Administrator in conjunction with the completion of the required Follow-Up Report within sixty (60) calendar days following completion of the Community Development project or activity;
- (b) to utilize the funding received only for purposes identified herein and not for any other purpose;
- (c) to return immediately to the Kahkewistahaw 1907 Specific Claim Trust office any unused funds not utilized for the purposes of the Community Development project or activity identified herein;
- (d) to authorize the Trustees to publish for use in conjunction with the preparation of its audited financial statements along with reporting to the Kahkewistahaw First Nation Band Membership of the Applicant's name, description of the Community Development project or activity and the amount of funding received by the Applicant. The Applicant hereby acknowledges and agrees that this shall constitute proper and sufficient authority and consent for the release of the said information under applicable federal and provincial privacy legislation including, without restricting the generality of the foregoing, the *Personal Information Protection and Electronic Documents Act (Canada)*; and
- (e) in the event the Applicant's application for funding is approved by the Trustees and the Applicant fails to comply with the terms and conditions as referenced above including the completion and submission by them to the Community Development Administrator of the required Follow-Up Report and submission of all required documentation, receipts or supporting documentation pertaining to the Community Development project or activity within sixty (60) calendar days of completion of the project or activity, the following shall occur:

- (i) the Trustees shall cancel or suspend any further payments to the Applicant with respect to the Community Development project or activity. In addition, the Applicant shall be prohibited from receiving any further funding from the Trust for any other Community Development project or activity until such time as a full accounting has been provided to the Trustees in relation to their original application; and
- (ii) the Trustees may proceed with the exercise of any other rights or remedies it may have in law against the Applicant.

**4. Declaration**

I hereby represent, warrant and agree as follows:

- (a) that the information contained in this Progress Report reflects an accurate description of the costs expended in relation to the proposed Community Development project or activity;
- (b) that the information contained in this application is true and correct;
- (c) that I agree to the terms and conditions as prescribed herein and agree to be bound by such terms and conditions with respect to receipt of all funding received from the Trustees; and
- (d) that I hereby authorize the Community Development Administrator or any duly appointed representative on behalf of the Trustees to obtain from and share with such persons or organizations, public or private, any information necessary to complete their assessment of the application for funding as outlined herein.

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Approved (20%)**

**Denied (20%)** \_\_\_\_\_

Reason

**Motion #:** \_\_\_\_\_