Office use only	
Pre-approval #:	



Claim Form: 2024 Climate Action Seed Funding

Applicants who are pre-approved for Climate Action Seed Funding must complete this form and submit supporting documents in order to receive funds. The completed Claim Form and documentation must be submitted within the same calendar year as the pre-approval notification (Deadline December 31, 2024).

A complete list of funding requirements is available online at www.rdn.bc.ca/climate-action-seed-funding.

Applicant Information			
Name of Group or Organization			
Full Mailing Address			
Telephone and Email	T:	E:	
Contact Person			
Supporting documentation			
An itemized breakdown of all volunteer hours, donations, etc.) -	financial costs and in-kind contributions (i.e., - Page 2 of this document		Office use only Total amount approved for
A copy of invoices/receipts fo	r materials/supplies required for project		reimbursement:
Applicable project photos			\$
Project Details			
Project Timeline	Start date: End date:		
Please describe the following: How RDN funds were spent and the results of the project If measurable deliverables/outcomes were listed in the pre-approval application were met Any project partners and their involvement			

Final Project Expenses				
Date of Purchase (M/D/Y)	Source (e.g. retailer name)	Item Description (Details of what was purchased, if item is ambiguous include its purpose)	Total Cost (\$)	Seed Funding Request (\$)
TOTAL (attached all invoices/receipts for listed expenses)			\$	\$
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Example of Final Project Expenses				
6/26/2024	Canadian Tire	2 x Folding table for event	\$ 123.18	\$ 123.18
6/29/2024	Parksville Printing	Print & laminated 3 posters	\$ 43.64	\$ 43.64
7/01/2024	Coffee shop	Donated coffee and cookies	\$ 100.00	\$0
7/01/2024	In-kind volunteer	3 x volunteers, 5 hours each (\$20/hr)	\$ 300.00	\$0
TOTAL \$ 505			\$ 505.23	\$ 166.82

By signing below, I declare that:

- 1) I have read and understood the requirements of the RDN 2024 Climate Action Seed Funding program provided on the RDN website (www.rdn.bc.ca/climate-action-seed-funding).
- 2) I understand that if the Regional District of Nanaimo determines that the Claim Form contains misrepresentation, the agreed-upon pre-approval amount may be denied.

Signature	
Name	
Signature	
Date	