



**Small Business Internship Program
SME - FINAL ACTIVITY REPORT AND PAYMENT CLAIM FORM
2010-2011**

Part 1: Employer Information

| | | |
|---|---|----------------------------|
| Business Name: | | Report number: 3 |
| Name & Title of Authorized Officer of the Business: | Period covered: Start Date: End Date: | |
| E-mail address: | Date Received (Official Use Only): | |
| Business Address: | | |
| Business Phone Number: | | |
| Business Fax Number: | | |
| Business web address: | | |

Part 2: Claim Report

| PROJECT COSTS | EMPLOYER PORTION | SBIP FUNDING REQUEST PORTION | TOTAL |
|--|------------------|------------------------------|-------------|
| | 25% | 75% | 100% |
| Intern Wages @ \$ /hr. | | | |
| Intern Benefits: | | | |
| CPP | | | |
| EI | | | |
| Vacation Pay | | | |
| TOTAL COSTS PROPORTIONALLY 25% + 75% = 100% | | | |

Part 3: Agreement Activity Report

PLEASE PROVIDE A FINAL STATEMENT DESCRIBING THE ACTIVITIES UNDERTAKEN TO COMPLETE THE PROJECT RELATED TO PRCDC CONTRIBUTION AND THE ACHIEVEMENTS OF THE ENTIRE PROJECT.

IT IS IMPORTANT TO ATTACH ANY PERTINENT DOCUMENTATION /MATERIALS.

1. Project summary:

2. Have you accomplished your project objectives, how?

3. Project results ?

4. Explain how this contribution helped your organization?

5. Has this project contributed to capacity building in your community and/or encourage partnerships?

6. Comments on the program and funding components?

I (we) certify that the information is true and correct to the best of my/our knowledge and claimed in accordance with the e-Business Project Agreement. I (we) hereby submit our final request for payment as shown in Part 2.

| | |
|------------------------|----------------|
| Signature | Date |
| Print name | Telephone No. |
| Print position (title) | e-mail address |

- Attach payroll records, including copies of paystubs OR cancelled cheques relating to the project;
- Attach the Post Internship Survey in the sealed envelope provided.
- Current status of Payroll Remittances to CRA

Return by mail with original signatures to:

Community Futures British Columbia
409 Granville Street, Suite 1056
Vancouver, BC V6C 1T2