

Office use only
 Pre-approval #: _____



REGIONAL
 DISTRICT
 OF NANAIMO

Claim Form: 2025 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, 2025).

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	
<input type="checkbox"/> An itemized breakdown of all financial costs and in-kind contributions (i.e., volunteer hours, donations, etc.) – <i>Page 2 of this document</i> <input type="checkbox"/> A copy of invoices/receipts for materials/supplies required for project <input type="checkbox"/> Applicable project photos	Office use only Total amount approved for reimbursement: \$ _____
Project Details	
Project Timeline	Start date: _____ End date: _____
Project Summary and Results Please describe the following: <ul style="list-style-type: none"> • 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)			\$	\$

Example of Final Project Expenses				
6/26/2025	Canadian Tire	2 x Folding table for event	\$ 123.18	\$ 123.18
6/29/2025	Parksville Printing	Print & laminated 3 posters	\$ 43.64	\$ 43.64
7/01/2025	Coffee shop	Donated coffee and cookies	\$ 100.00	\$ 0
7/01/2025	In-kind volunteer	3 x volunteers, 5 hours each (\$20/hr)	\$ 300.00	\$ 0
TOTAL			\$ 505.23	\$ 166.82

By signing below, I declare that:

- 1) I have read and understood the requirements of the RDN 2025 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	

Submit to: sustainability@rdn.bc.ca or Regional District of Nanaimo – Energy & Sustainability
6300 Hammond Bay Rd | Nanaimo, BC, V9T 6N2