

Office use only

Pre-approval #: _____



REGIONAL
DISTRICT
OF NANAIMO

Claim Form: 2026 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 14, 2026**).

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 financial costs and in-kind contributions (i.e., volunteer hours, donations, etc.) – *Page 2 of this document*

___ A copy of invoices/receipts for materials/supplies required for project

___ Applicable project photos

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Total amount approved for reimbursement:

\$ _____

Project Details

Project Timeline	Start date: _____ End date: _____
<p>Project Summary and Results</p> <p>Please describe the following:</p> <ul style="list-style-type: none"> • How RDN funds were spent and the results of the project • Any project partners and their involvement • Number of community members engaged • If measurable deliverables/outcomes were listed in the pre-approval application were met. <p>Use numbers where possible e.g. Hosted 3 workshops & engaged 50 residents, 4 native plant beds were installed for 30 visitors to learn about drought resistant plants)</p> <p>If more space is needed, please submit a separate document.</p>	

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				
Date of Purchase	Source	Item Description	Total Cost (\$)	Seed Funding Request (\$)
6/26/2026	Canadian Tire	2 x Folding table for event	\$ 123.18	\$ 123.18
6/29/2026	Parksville Printing	Print & laminate 3 posters	\$ 43.64	\$ 43.64
7/01/2026	Coffee shop	Donated coffee and cookies	\$ 100.00	\$ 0
7/01/2026	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 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 any misrepresentation, the pre-approval amount may be changed or 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