



Claim Form: 2026 Climate Action Seed Funding

REGIONAL
DISTRICT
OF NANAIMO

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			
<p>Name of Group or Organization</p>			
<p>Full Mailing Address</p>			
Telephone and Email	T:	E:	
Contact Person			
Supporting documentation			
<p><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></p> <p><input type="checkbox"/> A copy of invoices/receipts for materials/supplies required for project</p> <p><input type="checkbox"/> Applicable project photos</p>			<p>Office use only</p> <p>Total amount approved for reimbursement:</p> <p>\$ _____</p>
Project Details			
Project Timeline	<p>Start date: _____ End date: _____</p>		
Project Summary and Results			
<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.			
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)			
If more space is needed, please submit a separate document.			

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