



The purpose of this form is to update the Ministry of Transportation and Infrastructure (the Ministry) on the progress of the approved project. As detailed in the grant agreement, the Ministry requires the Recipient to submit progress reports. Please complete and email to BCAAP@gov.bc.ca.

SECTION I – PROJECT INFORMATION

Recipient Name:		Grant Agreement No.:	
Project Title:			

SECTION II – PROJECT PROGRESS

Project status at	Construction start date (estimated or actual):
<input type="checkbox"/> Project has not started	Project completion date (estimated or actual):
<input type="checkbox"/> Project is in progress	Percentage of construction complete at report date: %
	Estimated project complete by March 31, 2024 %

SECTION III – DESCRIPTION OF PROJECT PROGRESS

Provide a brief description of project progress for this reporting period based on project works listed on Schedule A of the agreement.

SECTION IV – OUTSTANDING ISSUES

If project is behind schedule, please indicate why and what efforts are being made to ensure that the terms in the grant agreement are met. If a scope change or an extension is required, please provide rationale below. A scope change or an extension to the project end date must be approved by the Ministry, before any changes are implemented, otherwise expenses incurred may not be eligible. If approved, a grant agreement amendment will be prepared for signature by both parties.

SECTION V – EXPENDITURE FORECAST:

Enter actual/forecasted project expenditures in the table below:

	Up to Mar. 31, 2023	Apr. 1, 2023- Oct. 31, 2023	Nov. 1, 2023- Mar. 31, 2024	Total	Variance to Grant Agreement (if any)
Ministry Funded Grant	\$	\$	\$	\$	\$

Explanation for variance (if any):

SECTION VI – FUTURE MILESTONES

Is an opening ceremony being planned? ☐ YES or ☐ NO If yes, when?

Are any other promotional events or news releases being planned? ☐ YES or ☐ NO If yes, when?

Please send an invitation at least 21 working days in advance or sooner to BCAAP@gov.bc.ca.

If there are any additional comments regarding milestones or event planning, please provide them here:

SECTION VII – PROJECT CONTACT INFORMATION

Contact Name:	Phone:
Title:	Email:
Signature:	Date: