

# Clean Coast, Clean Waters Initiative Fund

## Milestone Completion Report

This report must be completed by the lead applicant named in the Project Plan, who is responsible for the implementation of the Project. This report should be completed and submitted with each milestone claim. Once completed, attach as a PDF under the milestone section 'Proof of milestone completion' in the [application portal](#).

Recipient:

Project Plan #:

Milestone Name:

Read through the list below and check off that each required step and statement is completed and true.

<b>Milestone-level</b>	
	The Actual start and end date for this milestone is complete and accurate.
	The Actual outputs for this milestone are complete and accurate.
	The Actual costs for the milestone are complete and accurate.
	All claimed labour costs are aligned with those approved in the project plan and the <a href="#">Cost Guidelines</a> , supported by a summary by employee including employee name, hourly rate, number of hours, and total paid.
	All other claimed costs (Travel, Contracted Services, Equipment, Fees) are aligned with those approved in the Project Plan.
	All meal expenses are claimed through a summary of relevant per diems, as aligned with the <a href="#">Cost Guidelines</a> . Individual receipts for meals are not included in this milestone.
	Only <b>non-recoverable</b> GST or PST is claimed in this milestone (where relevant).
	A GST Summary has been uploaded in the milestone covering all cost categories (Labour, Contracted Services, Travel, Fees, Equipment), identifying all costs and non-recoverable GST claimed to the Fund.
	Proof of milestone completion has been uploaded aligned with the Claim Submission Guide. This includes (for each relevant milestone): <ol style="list-style-type: none"><li><b>Planning</b> – Site assessment or survey results (if a site assessment occurred). If site assessment did not occur, please provide the summary of labour (as above) and other costs for this milestone.</li><li><b>Field work</b> - A Summary report signed off by the Project Coordinator including a description of work and specific locations where work was completed, and any variance from the approved project plan or issues</li></ol>

	<p>encountered, including representative photos of the project site showing before and after the work, where available.</p> <p>3. <b>End of life</b> – Signed Project Completion Report and completed Data Card (Summary report of data recycled vs. landfilled).</p>
	All invoices and/or receipts supporting the expense amounts claimed are attached to the milestone. There are no outstanding invoices or receipts to be submitted for this milestone.
	All claimed costs were incurred after the project plan approval date.
	No Delivery Allowance costs as identified in the <a href="#">Cost Guidelines</a> are included in the milestone claim submission (these are reimbursed separately at 5% of the total project cost).
	An explanation for any variances to outputs (e.g. km shoreline cleaned) and actual versus planned costs are provided in the Milestone claim submission.

Where you are unable to confirm that any of the milestone-level requirements have been satisfactorily complied with, please reach out to the CCCW team prior to submitting your claim for review.

I have personal knowledge of the matters set out above, and certify that the above matters are true and correct to the best of my knowledge, information and belief, as of the date of this report.

**Lead applicant**

Dated as of:	
Name:	
Title:	

**Please complete and upload this report under ‘Proof of Milestone completion’ in the relevant milestone, along with required proof of completion for each milestone claim.**

**Please contact the Program Administrator with any questions:  
[ca\\_bccleancoast@pwc.com](mailto:ca_bccleancoast@pwc.com).**