



INSTRUCTIONS TO APPLICANT

ADVANCE PAYMENTS

1. Claims may be submitted to ACOA for costs expected to be incurred in the near future (not to exceed 3 months). Disbursements will be based on a cash flow forecast showing expenditure items which normally require funds in advance. Please read your contract carefully to determine exactly what costs are considered “eligible costs”.
2. When claiming an advance, please use the form “Claim for an Advance Payment” in appendix 2.
3. When showing the cost of an eligible item, **include the estimated HST, GST, Provincial Sales Tax, freight and delivery costs.**
4. After completing the top portion of the schedule, please list individually all costs to be incurred. All columns of the schedule must be completed.
5. Do not submit supporting documents. However, purchase orders, cancelled cheques, invoices, receipts and all other supporting documentation must be retained and readily available for an examination in the event of an audit.
6. It is essential that the covenant at the bottom of the claim form has been duly signed and dated by an authorized signing authority.
7. Once an advance has been received, no further payment can be provided by ACOA until you indicate the total amount which has been paid to your suppliers or otherwise spent on eligible project costs. You will be expected to maintain sufficient records to enable you to provide that information with your next claim.
8. If you require any further information or need assistance in completing your claim, please do not hesitate to call the ACOA office.



CLAIM FOR AN ADVANCE PAYMENT

Applicant Name :	Project No :	Claim No :
Address :	Contact Name:	
	Telephone No.: Fax No:	
Is this a new address? Yes <input type="checkbox"/> No <input type="checkbox"/>		

PLEASE REFER TO THE INSTRUCTIONS IN APPENDIX 1.

Forecasted Cash Requirements

Period Covered From _____ To _____ (Maximum 3 Months)

Description of Eligible Cost Item	Supplier	Amount Month 1	Amount Month 2	Amount Month3	Total Amount
TOTALS					

I hereby certify that the above noted costs are eligible costs of the project, and that the forecasted amounts and payment dates are accurate and complete. I confirm that the requested funds are required to enable the project to be satisfactorily completed and I agree that any contribution provided as a result of this claim will be applied directly and only to the eligible costs of the project.

.....
Authorized Signing Authority Date



INSTRUCTIONS TO APPLICANT

Progress Payments and Final Payments

1. Claims may be submitted to ACOA for costs which have been incurred (i.e. you have been invoiced by the supplier). Normally, a progress claim should represent at least 10% of the eligible costs. Please read your contract carefully to determine exactly what costs are considered “eligible costs”.
2. Please use the form “Applicant’s Request for Payment”, which is in appendix 4. Copies of it may be made for additional pages as required.
3. When showing the cost of an eligible item, **include the HST/GST, Provincial Sales Tax, freight and delivery costs.**
4. Show the total amount of HST/GST which has been included in the eligible costs in the line **“Total HST/GST included in the invoices”** at the bottom.
5. After completing the top portion of the form, please list individually all costs being claimed.
6. Do not submit supporting documents. However, purchase orders, cancelled cheques, invoices, receipts and all other supporting documentation must be retained and readily available for examination in the event of an audit.
7. The appropriate box should be checked, indicating the presence of assets on site. If “no” is checked, please provide the details on the progress report.
8. It is essential that the certification at the bottom of the final page of the Request for Payment is duly signed and dated by an authorized signing authority.
9. The “Applicant’s Final Payment Certificate” must be duly completed and submitted by you with the final claim.
10. The total amount paid to suppliers in respect to eligible costs claimed must be reported in the certification section at the bottom of the Request for Payment. You will be expected to maintain sufficient records to enable you to provide that information with each claim.
11. If you require any further information or need assistance in completing the form, please do not hesitate to call the ACOA office.



APPLICANT'S REQUEST FOR PAYMENT

Applicant Name :		Project No :	Claim No :		
Address :		Period Covered:			
		From :	To :		
Is this a new address? Yes No		Final Request : Yes No			
Do you have a HST/GST Registration Number? Yes No		Contact Name :			
Number :		Telephone No :			
		Fax No :			
PLEASE REFER TO INSTRUCTIONS IN APPENDIX 3.					
Description of Costs	Name of Supplier	Invoice number	Invoice Date	Invoice Amt HST/GST included	HST/GST included in invoice
				\$	\$
Total invoice amount of this page				\$	
Total carried forward from other pages				\$	
Total invoice amount				\$	
Less the Total HST/GST included in the invoices.				\$	
Total Costs Claimed				\$	
CERTIFICATION (to be signed on final page)					
I hereby certify to the following :					
a) Yes No	that the assets claimed above are on site : (if no, please explain)				
b) Yes No	that the above noted costs have been incurred and are eligible costs of the project.				
c) Yes No	that all the requested information is accurate and complete				
d) Yes No	that the project is in compliance with all special and general conditions of the contract.				
e) Yes No	that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.				
I hereby certify that \$_____ has been paid to suppliers in respect of claimed eligible project costs, including this and all previous claims.					
Authorized Signing Authority : _____ Date : _____					



APPLICANT'S FINAL PAYMENT CERTIFICATE

**TO: THE MINISTER FOR THE ATLANTIC
CANADA OPPORTUNITIES AGENCY**

Applicant Name :	Project No :																																				
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">YES</th> <th style="width: 10%; text-align: center;">NO</th> </tr> </thead> <tbody> <tr> <td>1. Has the project been successfully completed in accordance with the Statements of Work?</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>2. The project was completed on _____ (Date)</td> <td></td> <td></td> </tr> <tr> <td>3. Have all costs claimed been paid to the supplier?</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td colspan="3">If no, please provide details: _____ _____</td> </tr> <tr> <td>4. Have all costs been claimed at actual arm's length costs or fair market value, net of any refunds or other consideration provided by suppliers?</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>5. Are there any present or potential liens or claims which could jeopardize this project?</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>6. Is the project in compliance with environment protection measures that satisfy the requirements of all regulatory bodies of appropriate jurisdiction?</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>7. Have you satisfied all special and general conditions stated in the contract?</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>8. Have you disposed of, leased to other parties or ceased to use eligible assets in the operation?</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td colspan="3" style="padding: 10px;"> <p>I, _____, certify, that I have examined the contract for the above project and I do solemnly (name) declare that the above responses are true, knowing that this declaration is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.</p> </td> </tr> <tr> <td style="padding: 10px;">_____ Authorized Signing Authority</td> <td colspan="2" style="padding: 10px;">_____ Date</td> </tr> </tbody> </table>			YES	NO	1. Has the project been successfully completed in accordance with the Statements of Work?			2. The project was completed on _____ (Date)			3. Have all costs claimed been paid to the supplier?			If no, please provide details: _____ _____			4. Have all costs been claimed at actual arm's length costs or fair market value, net of any refunds or other consideration provided by suppliers?			5. Are there any present or potential liens or claims which could jeopardize this project?			6. Is the project in compliance with environment protection measures that satisfy the requirements of all regulatory bodies of appropriate jurisdiction?			7. Have you satisfied all special and general conditions stated in the contract?			8. Have you disposed of, leased to other parties or ceased to use eligible assets in the operation?			<p>I, _____, certify, that I have examined the contract for the above project and I do solemnly (name) declare that the above responses are true, knowing that this declaration is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.</p>			_____ Authorized Signing Authority	_____ Date	
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PROGRESS REPORT

SCHEDULE D-1

Applicant Name :	Project No :
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1. Please provide a short narrative on the current project status (timing, costs incurred, tasks undertaken, problems, if any):

2. Please indicate approximate timing and amount of future claims :

Month	Year	Eligible Costs
		\$
		\$
		\$
		\$

3. Results of project :

a. Number of jobs created to date: _____

b. Number of jobs maintained: _____

c. Sales to date: _____

4. Comments:
