

Office Use	File #	Application ID	Date Received	BMP	Cost Share Percentage	Application Allocation	Claim Allocation	Notes	Status/Initials
		GLPS-							



Priority Subwatershed Project



Funding provided through GLASI Priority Subwatershed Project is taxable income. An AGR1 will be issued for any cost-share funding received. Please verify that the information provided below is accurate as it is required for tax filing purposes.

STEP 1: FARM BUSINESS INFORMATION

FARM BUSINESS LEGAL BANKING ENTITY

Legal Name: _____

The Legal Name provided will be the name written on the cost-share cheque, ensure that this is the name that your taxes are filed under

ONE OF:

Sole Proprietor - Social Insurance Number (SIN)¹:

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OR

Incorporated Business Number (RC)²:

										RC				
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¹The Social Insurance Number must be of the individual providing the Legal Name and under which the taxes are filed.

²An Incorporated Business Number is a nine-digit number assigned to an Incorporated Business by the Canada Revenue Agency for tax purposes, the number always begins with the numbers 8 or 1. Ensure that the information provided is correct and fills the boxes provided.

FARM BUSINESS MAILING ADDRESS

Producer Name: _____ Phone Number: _____

Address: _____

City: _____ Postal Code: _____

The address provided is where the cost-share cheque will be sent; ensure that this information is correct.

TERMS AND CONDITIONS

By submitting this claim, the Authorized Signing Authority hereby certifies to Ontario Soil and Crop Improvement Association (OSCIA) and the funding agent that the information contained in the claim is true and complete and that the funded project is complete and operational. In addition:

- I/We recognize the provision of inaccurate or misleading information may constitute an offense under the Criminal Code. In addition, any factual misrepresentation or breach of condition of this program shall result in termination of benefits and civil liability may arise and the funding agent may request repayment of monies paid to the farm business owner under the program.
- I/We agree that none of the funding agents, nor OSCIA, nor any of their respective directors, officers, agents, employees, members, third party agents or representatives shall be liable to any applicant for any damage or loss whatsoever, or howsoever arising, including but not limited to, damage or loss arising from any advice, opinion, representation, warranty or the provision of information pursuant to this program or project, without limitation, whether such acts be negligent or not.
- I/We represent and warrant that this claim for project funding disclosed all sources of funding, including in-kind contributions, and that we will continue to do so for the duration of the project. I/We declare that the total funds from all funding agents including in-kind contributions, received or receivable, if any, do not or will not exceed 100 percent of eligible costs as determined by OSCIA.
- I/We recognize that approved projects are only to be used for the sole purpose as outlined in the original approved cost-share GLASI Application Form for the GLASI Priority Subwatershed Project and be maintained as such for a reasonable period of time. I/We recognize that the integrity of the program depends on compliance with the policy and procedures and the on-going cooperation of participants to manage the supported projects in the spirit of the GLASI Priority Subwatershed Project.

STEP 2: TOTAL INVOICED COSTS

Identify all invoiced costs associated with the project (e.g. materials and services). Please attach additional pages to this claim if you require more space. Please attach all invoices with proof of payment to this claim.

Description of Invoiced Item(s)	Supplier	Cost (\$) (do not include HST)	Invoice and proof of payment attached
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Total Invoiced Costs			\$

STEP 3: PROJECT IN-KIND CONTRIBUTIONS

Labour contributions made by the applicant, their family member(s) or business partner(s).

<input type="checkbox"/> I have attached a completed In-Kind Claim Declaration Form detailing the contribution amount below.	
Total In-Kind Contribution	\$

STEP 4: TOTAL PROJECT COSTS

Remember that your total GLASI Priority Subwatershed Project cost-share cannot exceed 80% of your project costs, to a maximum of \$75,000 per eligible farm business.

Total Invoiced Costs (from Step 2)		\$
Total In-Kind Contributions (from Step 3)		\$
Total Costs of the Project		\$
<input type="checkbox"/> Other Sources of Funding: _____		\$
Office Use	Cost-Share Portion	\$

STEP 5: DATE OF COMPLETION AND SIGNATURES

Date the project was complete and operational: (YYYY/MM/DD)	
Authorized Signing Authority of the Business: (please print)	
Signature:	Date (YYYY/MM/DD)

By signing below, I agree that this application is complete and meets all program requirements.

Conservation Authority Representative (please print): _____

Conservation Authority Representative's Signature: _____ Date: _____
(YYYY/MM/DD)

Office Use	Priority Subwatershed Project Claim has been reviewed, deemed to be complete, and is ready for payment.	
	OSCIA Provincial Office: _____	Date: _____ (YYYY/MM/DD)
	Issued Chq #: _____ Amount: \$ _____	Date Mailed: _____

IN-KIND CLAIM DECLARATION FORM

All in-kind claims must complete this form as provided. Full details of the In-Kind Contribution Policy for all claims are provided in the associated program brochure. The completed form is to be submitted to OSCIA with the final claim.

EXAMPLE:

Date <small>(YYYY/MM/DD)</small>	Worker/ Equipment	Activity	Hours	X	Labour <small>(max rate \$20/Hr)</small>	Equipment <small>(max rate \$50/Hr)</small>		Total
2015/06/10	Producer	Site preparation and planting	8	X	\$20		=	\$160
2015/06/10	Tractor	Site preparation	3	X		\$50	=	\$150
Total In-Kind Labour:							=	\$ 310

WORKSHEET: IN-KIND PROJECT COSTS

Complete the table below to clearly identify in-kind project costs including labour and equipment, along with the worker/ equipment and activity. Attach additional sheets if more space is required.

Date <small>(YYYY/MM/DD)</small>	Worker/ Equipment	Activity	Hours	X	Labour <small>(max rate \$20/Hr)</small>	Equipment <small>(max rate \$50/Hr)</small>		Total
				X			=	
				X			=	
				X			=	
				X			=	
				X			=	
				X			=	
				X			=	
				X			=	
				X			=	
				X			=	
				X			=	
				X			=	
Total In-Kind Labour:							=	\$

Signature of Applicant: _____ Date (____ / ____ / ____)

Signature of OSCIA Project Reviewer: _____ Date (____ / ____ / ____)

In-Kind Contribution Policy

The applicant's in-kind labour and equipment costs as supported by an In-Kind Claim Declaration form and reported on the project claim form for eligible categories, may be considered eligible for cost share. Up to \$1,500 will be allowed as eligible expenditure. Reasonable hours of labour invested by the applicant, his/her dependents and business partner(s) may be claimed. Costs associated with completing the EFP, project planning, supervision, or administration, are not eligible for funding.

If in-kind costs exceed \$1,500 they can be approved as long as the work is substantiated by at least two quotes from contractors. These quotes must show that the time and/or equipment being claimed is typical of a project of that nature.

Eligible equipment costs are associated with equipment owned by the applicant and considered essential to implement the approved project. Materials in a farm's inventory, or products produced on the farm and contributed to the project by the applicant, will not be considered as eligible in-kind contributions.

The maximum allowable labour rate is \$20 per hour. OSCIA will make a final determination on what a reasonable rate is for the number of hours claimed, based on the BMP being implemented and the nature of the work performed.

The maximum allowable in-kind equipment rate for a tractor and implement is \$50 for each hour of operation. This rate cannot be increased for heavy excavation equipment. Applicable in-kind operator charges may be claimed along with the in-kind equipment rate, at up to the accepted maximum hourly rate.

If a farm business plans to claim for in-kind contributions, accurate estimates must be reflected in the total project cost submitted with the Project Proposal Application (PPA). If actual final project costs exceed the original estimate, there is absolutely no obligation by OSCIA to extend cost share to the additional costs.

When making a project claim for in-kind contributions, the figure added to the Claim Form must be supported by an In-Kind Claim Declaration form which details specific hours worked, dates the work was performed, and the hourly rate(s) charged. Eligible in-kind contributions will be considered equivalent to cash payments for purchased goods and services. As such, the cost share for the specific project funding level will also be applied to the eligible in-kind contributions for the project when calculating the final cost-share contribution for the completed project.

The applicant's signature on the claim form declares that the information contained in the claim, is true and accurate.