



Atlantic Canada  
Opportunities  
Agency

Agence de  
promotion économique  
du Canada atlantique

Canada

## CLAIM FOR A PROGRESS OR FINAL PAYMENT INSTRUCTIONS

### 1. General

**1.1** To submit a claim, you must fill out the following three forms:

- Identification and Certification
- Detailed Costs Claimed
- Progress Report

Depending on your situation, other forms may be required:

- Final Payment Certificate
- Declaration of Overdue Amounts Owed to the Crown
- Non-cash Costs Certification

**1.2** If your claim is incomplete, it will result in delays and may be returned to you without being processed. Please contact your Program Officer if you have any questions regarding your Contribution Agreement or the claim process, or if you need assistance completing your claim.

**1.3** Costs that are eligible for payment are detailed in your Contribution Agreement, more specifically in the Schedule 2 - Statement of Work.

**1.4** Costs claimed prior to the date on which the Agency received a completed and signed application per the Contribution Agreement are not eligible.

**1.5** If there are pre-disbursement conditions in your Contribution Agreement, please submit proof that they have been met when submitting your first claim.

**1.6** The Agency has a March 31 fiscal year-end; if you submit claims for costs incurred in the months of March and April, you should make separate claims based on when the costs were incurred:

- a) prior to and including March 31; and
- b) from April 1 onward.

**1.7** Do not submit supporting documents unless this requirement is listed in your Contribution Agreement, or if requested by the Agency.

**1.8** Providing misleading or incorrect information constitutes an event of default pursuant to your Contribution Agreement. In such a case, the Agency, pursuant to the Agreement, has the right to suspend or terminate any obligations to contribute to the eligible costs and/or to demand the immediate and full repayment of its contribution.

**1.9** To submit your claim electronically, use ACOA Direct. To register, please contact your Program Officer.

## FORMS

### 2. Identification and Certification

**2.1** All sections of this mandatory form must be completed and all questions must be answered. Please provide further details where required.



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- 2.2** A person authorized to sign on behalf of the recipient must sign and date the certification section. If you are submitting your claim through ACOA Direct, it should be submitted by a properly authorized individual.

### **3. Detailed Costs Claimed**

- 3.1** Unless specified in your Contribution Agreement, you may claim eligible costs that have been incurred even though you have not yet paid the suppliers and/or employees. The maximum amount that ACOA will pay in respect of costs incurred but not yet paid by the Recipient is 50% of the approved contribution.
- 3.2** Please group costs according to the Eligible Project Costs listed in the Statement of Work. For example, costs relating to Equipment should be grouped together.
- 3.3** Only Costs Incurred shall be claimed. Costs Incurred are defined as Eligible Costs for goods and/or services that have been received by the client and that the client has paid for by monetary payment or has a legal obligation to pay for by monetary payment in the future. Any Eligible Costs received that have been paid or will be paid for by means other than monetary payment, including, without limitations, in-kind and non-cash transactions, qualify as Costs Incurred for which the Agency does not contribute towards. These items must be claimed at a reimbursement rate of zero percent (0%).
- 3.4** Please note that the Agency will not reimburse the HST/GST you are eligible to receive as an Input Tax Credit from the Canada Revenue Agency. Please provide the refundable HST/GST rate applicable to the costs claimed (100%; 67%; 50%; etc.).
- 3.5** If you have adjustments to costs previously claimed (e.g. returned equipment/supplies) or if you have received any reimbursements, credits, rebates, volume discounts, etc. which have resulted in a reduction of those costs, you must include this adjustment in the Detailed Costs Claimed form. This form may also be used to correct any mistakes made on a previous claim.
- 3.6** Exchange rate means the rate at which one currency will be exchanged for another currency at a specific point in time. The eligible amount is the actual out-of-pocket costs incurred by the client for goods and/or services and shall be reimbursed according to the following:
- For costs incurred in foreign currency and paid in Canadian funds, the eligible exchange rate is the amount charged by the institution at the time of payment (e.g., bank account debit date or credit card transaction date).
  - For costs incurred in foreign currency and paid from a foreign currency account, the eligible exchange rate is stated on the Bank of Canada website at the time of payment (e.g., bank account debit date or credit card transaction date).
  - For costs incurred in foreign currency and that the client has a legal obligation to pay for by monetary payment in the future, the eligible exchange rate is stated on the Bank of Canada website at the time of invoice. Further adjustments shall be made to future claims once costs have been paid for and proof of payment in actual Canadian dollars is available.

### **4. Progress Report**

- 4.1** Your Contribution Agreement may have additional reporting requirements to those detailed in the mandatory Progress Report form. Ensure that you fulfill the reporting requirements as specified in your Contribution Agreement.



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## **5. Final Payment Certificate**

- 5.1.** You must complete this form when submitting your final claim. The final claim can only be submitted when the project is completed, all costs have been incurred, all costs claimed have been fully paid, and all the terms and conditions of your Contribution Agreement have been met.
- 5.2.** You must submit your final claim within the time frame specified in your Contribution Agreement, usually no later than 60 calendar days after the Project Completion Date.

## **6. Declaration of Overdue Amounts Owed to the Crown**

- 6.1.** You must complete this form when you have any overdue amounts owed to the Crown. Please describe the nature of the amount(s) and the name(s) of the department(s) to which each amount is overdue.

## **7. Non-cash Costs Certification**

- 7.1** This form is used by not-for-profit entities when non-cash costs have been deemed eligible per the Contribution Agreement, which are indicated in the Statement of Work. If you incurred these costs during this claim period, complete the form. Please provide supporting documents proving the transfer of ownership or the receipt of services and demonstrating the value of the assets or services received.