

**ATLANTIC INNOVATION FUND
PROGRESS PAYMENTS AND FINAL PAYMENTS
INSTRUCTIONS TO PROPONENT**

1. Claims may be submitted to ACOA for costs which have been incurred (i.e. you have been invoiced by the supplier). Please read your contract carefully to determine exactly what costs are considered “eligible costs”.
2. Please use the “Identification and Certification Form”, the “Claim Summary Form” and the “Eligible Costs Schedule” which are attached. Copies may be made when additional pages are required.
3. Please use a different “Eligible Costs Schedule” for each major activity. When a cost item is related to more than one major activity, allocate that cost to the most relevant activity.
1. When “non-cash” transactions are part of a claim, identify those by adding “NC” in the “Invoice # / Supporting Documents” column in the “Eligible Costs Schedule” which is attached. Non-cash transactions are defined as any assets or services in support of a proponent’s project received from a third party and for which that party will not receive a monetary compensation. You must keep documents proving transfer of ownership and demonstrating the value of assets transferred. **It is important to note that the non-cash provision is only available for non-commercial projects for which these transactions have been deemed eligible by the Agency.**
2. When assets are funded by the Canadian Foundation for Innovation (CFI) please identify those with a check mark in the CFI column of the “Eligible Costs” schedule.
3. When showing the cost of an eligible item, **include the HST/GST, Provincial Sales Tax, freight and delivery costs.** Please use the “HST/GST or ITC Refund” column to identify that portion of the tax which can be refunded via the Public Service Bodies provision. Amounts in the “Amount Claimed” column should be net of this refund.
4. After completing the “Eligible Costs Schedule”, list the total costs for each page - by Major Activity - on the “Claim Summary Form”.
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 examination in the event of an audit.
6. It is essential that the certification section of the “Identification/Certification” form is duly signed and dated.
7. The “Proponent’s Final Payment Certificate” must be duly completed and submitted with the final claim.
8. The total amount paid in respect to eligible costs claimed must be reported in the certification section at the bottom of the “Identification and Certification Form”. You will be expected to maintain sufficient records to enable you to provide that information if requested.
9. Please make sure to submit your Progress Report if it is due. Read your contract carefully to determine the required reporting frequency.
10. If you require any further information or need assistance in completing the form, please do not hesitate to call your Account Manager.

**ATLANTIC INNOVATION FUND
IDENTIFICATION AND CERTIFICATION FORM**

Proponent Name:	Contract No:	Claim No:
Address:	Period Covered:	
	From:	To:
Is this a new address? Yes <input type="checkbox"/> No <input type="checkbox"/>	Final Request: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have a HST/GST Registration Number? Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>If yes, a Final Payment Certificate must be attached.</i>	
Please provide number:	Contact Name:	
	Telephone No:	
	Fax No:	
	Email Address:	

CERTIFICATION BY PROPONENT:

I hereby certify to the following (you must answer every questions):

- a) Yes No Not Applicable that the assets claimed above are on site.
- b) Yes No that the costs submitted in this claim 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 only to eligible project costs.

- f) **Set-off Rights of Minister as per section 4.2 of the General Conditions of the Legal Agreement (check only one):**
 - 1- that no money is owed* to Her Majesty in Right of Canada.
 - 2- that the Proponent owes money to Her Majesty in Right of Canada in the amount of \$_____.

** Please note that money owed refers to debts that are overdue and not debts in good standing.*

- g) **For Non-Cash transactions:**
 - 1- Yes No Not Applicable that I have documents supporting the real value of the transaction.
 - 2- Yes No Not Applicable that - where an asset has been transferred to the project - I have documents demonstrating evidence of transfer of ownership.

I hereby certify that \$_____ has been paid in respect of claimed eligible project costs, including this and all previous claims.

Proponent's Signature

Date

