

# INSTRUCTIONS FOR COMPLETING THE CLAIM FORM

## GENERAL INFORMATION

Please use the claim form when submitting eligible costs for reimbursement. Only one claim form needs to be submitted in order to claim both the federal and provincial governments' contribution. You may attach additional pages if required. Additional forms may be obtained by contacting the lead ministry specified below.

Please submit your claim to either of the following addresses:

**Green** local government infrastructure project claims should be submitted to:

Ministry of Community, Aboriginal and Women's Services  
Local Government Services and Infrastructure  
PO Box 9490 Stn Prov Govt  
4 - 800 Johnson Street  
Victoria BC V8W 9N7  
ph: (250) 387-4060 fax: (250) 356-1873  
e-mail: [infra@gems2.gov.bc.ca](mailto:infra@gems2.gov.bc.ca)

**Other** project claims should be submitted to:

Ministry of Competition, Science and Enterprise  
Regional Economic Development  
PO Box 9327 Stn Prov Govt  
4 - 1810 Blanshard Street  
Victoria BC V8W 9N3  
ph: (250) 952-0673 fax: (250) 952-0688

Note: The claim process can be initiated by fax or e-mail; however, before payment can be made, the claim form with original signatures **must** be sent in to the lead ministry. Please do not sign with black ink, as it is difficult to ascertain whether it is an original or a photocopy.

## ELIGIBLE COSTS

To be eligible for reimbursement, **costs must be consistent with and comparable to those identified in the approved project application**, your organization's contract with the Province and the Program's guidelines. Any changes in the type of capital costs must receive prior approval by the Management Committee.

Eligible costs are defined as all direct costs properly and reasonably **incurred and paid** solely and specifically by an applicant or approved Third Party<sup>1</sup>, which are invoiced against a contract for goods and/or services necessary for the due implementation of a project, including:

- the capital costs of acquiring, constructing or renovating a fixed capital asset (the capital costs are defined and determined by the Generally Accepted Accounting Principles which are in effect in Canada, including those published in the handbook of the Canadian Institute of Chartered Accountants);
- salaries, fees, remuneration paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the design, engineering, manufacturing or construction of an eligible project and related facilities and structures, where applicable;
- any other costs which are incurred and paid in the implementation of a project and approved in advance by the management committee; and
- communications costs approved in advance by the management committee.

---

<sup>1</sup> Third Party is defined as any person or entity, other than a Party to this Agreement or the applicant, that is involved in a Project under the Program.

The main categories of acceptable capital costs are classified as follows:

1. Construction/Manufacturing
2. Site improvements
3. Off-site services
4. Professional fees
5. Interest
6. Communications

For more details please refer to the Program Guide and Application Kit at:  
[www.cse.gov.bc.ca/InfrastructureProgram](http://www.cse.gov.bc.ca/InfrastructureProgram).

## **INELIGIBLE COSTS**

The following is a list of examples of assets and expenses which will not be reimbursed:

1. Services or works normally provided by an applicant or any other agency of an applicant, except where such services or works provided by anyone other than the applicant would be unduly costly or not feasible (exceptions must be approved in advance by management committee);
2. Salaries and other employee benefits, overhead costs and other direct or indirect operating or administrative costs and more specifically, these costs as related to planning, engineering, architecture, supervision, management and other services provided by an applicant's permanent staff;
3. Feasibility and planning studies not directly related to an approved project or incurred before the project's approved start date.
4. Provincial sales tax and the Goods and Services Tax for which the applicant or a third party, is eligible for a tax rebate and all other costs eligible for rebates;
5. Purchase of lands or any interest therein<sup>2</sup>, including easements.
6. Operating leases or any other financing costs other than those described in section 6.2.5.
7. Contributions or commitments or gifts in kind.
8. General/periodic maintenance of a roadway and related structures or an existing facility and/or equipment therein.
9. Assets, such as small tools, which are normally charged against income in the year they are acquired.
10. Structures within or attached to a facility, which are used to carry out ineligible activities, such as retail sales outlets.
11. Professional fees, such as legal, auditing or accounting fees, incurred in the normal course of operation.
12. Cost of fund-raising activities (e.g., catering, flowers, balloons, liquor etc.).

---

<sup>2</sup> Where a purchase includes the acquisition of land and a building, a separate assessment should be performed to net out the value of the land.

13. Equipment, furnishings and fittings used for normal administrative purposes (e.g., office furniture, vending machines, desktop computers).
14. Vehicles, except transit vehicles powered by alternative fuels.
15. Costs incurred before the approved project start date or after the project completion date.
16. Any unpaid costs, including invoices or holdbacks.
17. Accruals.
18. Other costs that the management committee may determine should be excluded for all projects or specified projects.

## **HOW TO COMPLETE THE CLAIM FORM**

<b>Field</b>	<b>Description</b>
Green/Other	Check the applicable component that the project is approved under. e.g. green or other.
Interim or Final Claim	Check whether this is an interim or final claim for this project.
Recipient Name:	Enter the recipient's legal name. (name of proponent)
Project Name:	Enter the project name as given on the original application.
Name of Contact Person:	Enter the of the recipient's contact person. This should be a person who can answer questions regarding the claim.
Project number:	The federal project number as indicated on Appendix 1 of the contract.
Phone #	Please enter the area code and phone number of the recipient's contact person.
Period Covered by this Claim (yyyy/mm/dd)	Enter the period covered by this claim. It is preferred that claims be submitted on a quarterly basis, according to the provincial government's fiscal year quarters (e.g., April - June; July - September; October - December; January - March), however, claims submitted at other intervals will be accepted as well. <ul style="list-style-type: none"> <li>• The "from" date should be the start of the quarter or the approved start date as per the contract, whichever is later.</li> <li>• The "to" should be the end of the quarter or the end of the project, whichever comes first.</li> </ul>
<b>Summary of Project Costs:</b>	
Total Eligible costs per contract	Enter total approved project cost, as specified in your contract.
Estimated Expenditures for Next Claim	Please enter an approximate amount of the total eligible costs anticipated for your next claim.
Estimated Submission Date of Next Claim:	An estimated date as to when the next claim will be submitted.
Recipient Authorization	Two signatures are required. One from the Treasurer or Chief Financial Officer, <u>and</u> one from the Engineer or Project Manager. Both must be authorized to sign under the stated declaration, on behalf of the Recipient. Please print the person's name, title and date signed. Note: The claim form submitted must have original signatures - photocopies will not be accepted.
Provincial Authorization:	For ministry use only. Please leave blank.
<b>Appendix 1</b> (page 2):	
Column A Total Eligible Costs Incurred for This Claim Period	Enter the total eligible costs incurred within the period covered by this claim. You may also include any previously unclaimed eligible costs in the current claim. Use figures rounded to nearest dollar.

Column B Total Eligible Costs Previously Claimed Enter the figures from Column C of your most recent claim, or zero, if this is your first claim.

Column C Cumulative Total Eligible Costs Claimed to Date Enter the sum of Columns A and B for each line.

***If this form is filled in electronically the totals will calculate automatically and be entered on page one.***

1 - 7 Project Costs Enter amounts incurred and paid for each of the categories of eligible expenses. For line 1.4, Professional Fees, specify the type and amount, using additional pages if required.

8 Total Costs Enter the sum of lines 1 to 7.

9 Minus GST Rebate Amount Applicable GST and other tax rebates are entered here.  
Taxes paid on eligible costs that are not reimbursed in the form of a tax rebate are eligible for reimbursement through the Canada-BC Infrastructure Program.  
Fore more information, please contact Canada Customs and Revenue Agency 1-800-959-5525 or visit their web site: [www.ccr-a-adrc.gc.ca](http://www.ccr-a-adrc.gc.ca)

10 Total Net Eligible Costs Line 8 less line 9.

Recipient's Share Based on the funding formula, defined in the contract, enter the Recipient's share of the Total Net Eligible Costs (Column A, line 10).

Provincial Share For Ministry use only. Please leave blank.

Federal Share: For Ministry use only. Please leave blank.

Treasurer/ Cheif Financial Officer & Engineer/ Project Manager's initials Ensure these initials are original. Photo/fax copies are not acceptable.

## CHECKLIST

Before sending your claim, please use the following checklist to ensure that all requirements have been met.

- All applicable sections of the claim form have been completed.
- If you have completed the form on-line, print the completed claim form; make sure all check boxes have been ticked; and obtain the necessary signatures.
- The additional payment provisions set out in Schedule B of the contract have been met (if applicable).
- In the case of registered non-profit Societies, spending authority must be approved by board resolution.
- Costs are within the approved time frame of the contract with the Province of British Columbia.
- Signatures on the claim are original signatures (do not use black ink).
- Figures are rounded to the nearest dollar.
- Calculations on claim are double checked.
- Costs stated have been incurred and **PAID** and are attributable to this project (**Do not include HOLDBACKS**).
- If project has been audited, have all conditions been fulfilled prior to submitting claim?
- Attach a copy of general ledger or a detailed summary of expenditures. (Information to include: Name of payee, date paid, invoice #, invoice date, total and a comment section for a brief explanation of invoice).
- If this is an interim claim, attach a progress report.
- If this is a final claim, attach a final report and confirm that plaque is installed (as per Section 16 of the contract).

**To ensure prompt payment of your claim, please address all of the items in the above checklist.**