



## INSTRUCTIONS TO APPLICANT SCHEDULE P-3

For claims submitted to the Corporation, the initial payment will normally be a progress claim and can be initiated by completing the following forms:

- P-2 "Applicant" Questionnaire and Certificate"
- P-3 "Applicant's Claimed Costs/Request for Funds"
- P-4 "Progress Report"

Please refer to your contract to determine if an advance payment has been approved for your project. If your contract allows for advance payments, please complete the following form:

- P-1 "Applicant's Advance Request and Cost Forecast"

Once the maximum advance has been drawn down, additional claims must be submitted using the following forms:

- P-1 "Applicant's Advance Request and Cost Forecast"
- P-2 "Applicant" Questionnaire and Certificate"
- P-3 "Applicant's Claimed Costs/Request for Funds"
- P-4 "Progress Report"

### General Instructions:

1. Only complete the HST amount if you receive a HST rebate
2. Should equity, financing or other pre-disbursements apply, documentation to support these requirements must be submitted with the claim. For example, in order to confirm equity, a copy of your financial statements in the form indicated in your contract (ie. Notice to Reader) must be submitted with your claim request. In the case of financing, a confirmation letter from the lender or a copy of the signed loan will suffice.
3. Costs claimed shall not include any costs incurred or commitments made prior to the date the application was received by the Corporation, nor after the project completion date stated in your contract.
4. All approved non-arms's length costs will be restricted to direct charges only, which include direct material, direct labour and related fringe benefits.
5. Costs shall be claimable only to the extent that they are reasonable and proper in the circumstances.
6. Existing land, equipment or buildings owned by a related party are not eligible.
7. A claim should represent at least 10% of the eligible costs. However, one exception would be a final claim
8. **Do not submit supporting documents.** However, purchase orders, invoices, cancelled cheques, receipts and all other supporting documentation **must be retained** and readily available for examination in the event of a post payment audit.
9. Direct Labour (wages and salaries) costs claimed must be reasonable and documented by cancelled cheques/automatic payroll deposit, payroll records, employee remittances and time records. The time records must identify the type of work performed and should bear the signature of the employee and their immediate supervisor.

### Progress Claim:

1. Costs are claimable only after they have been incurred by the applicant. The total amount of assistance paid to the applicant in respect to costs which have been incurred but not paid should normally never exceed 50% for commercial projects and 90% for non commercial projects of the total authorized assistance. Certification by the applicant will be sufficient evidence that the incurred costs have been paid.

In order to speed the processing of your claim, please complete each of the schedules required. If the necessary documentation is not included with your claim or if the schedules are incomplete, the ECBC assistance will be deferred until such time as the necessary information is submitted.

Should you have any questions, please contact Debbie Delaney toll free at 1-800-705-3926 or directly at (902) 564-3921.