



**ENTERPRISE CAPE BRETON CORPORATION  
CLAIM FOR AN ADVANCE PAYMENT**

Applicant Name:	Project No.:                      Claim No.:
Address:	Contact Name:
	Telephone No.:
	Fax No.:
Is this a new address? Yes <input type="checkbox"/> No <input type="checkbox"/>	

PLEASE REFER TO THE INSTRUCTIONS ON REVERSE.

Forecasted Cash Requirements

Period Covered: From \_\_\_\_\_ To \_\_\_\_\_ (Maximum 3 Months)

Description of Eligible Cost/Item	Supplier	Amount Month 1	Amount Month 2	Amount Month 3	Total Amount
TOTALS					

I hereby certify that the above-noted costs are eligible costs of the project and that the forecasted amounts and payment dates are accurate and complete. I confirm that the requested funds are required to enable the project to be satisfactorily completed, and I agree that any contribution provided as a result of this claim will be applied directly and only to the eligible projects costs.

\_\_\_\_\_  
Authorized Signing Authority

\_\_\_\_\_  
Date

## INSTRUCTIONS TO APPLICANT

### ADVANCE PAYMENTS

1. Claims may be submitted to ECBC for costs to be incurred in the near future (not exceeding three months). Disbursements will be based on a cash flow forecast showing expenditure items that normally require funds in advance. Please read your contract carefully to determine which costs are considered eligible costs.
2. When claiming an advance, please use the form “Claim for an Advance Payment”.
3. When showing the cost of an eligible item, **include the estimated HST, GST, Provincial Sales Tax, freight and delivery costs.**
4. After completing the top portion of the form, please list all individual costs to be incurred. All columns of the form must be completed.
5. Do not submit supporting documents. However, purchase orders, cancelled cheques, invoices, receipts and all other supporting documentation must be retained and be readily available for examination in the event of an audit.
6. It is essential that the covenant at the bottom of the claim form be duly signed and dated by an authorized signing authority.
7. Once an advance has been received, no further payment can be provided by ECBC until you have substantiated the outstanding advance. You will need to maintain sufficient records to provide that information with your next claim.
8. If you require any further information or need assistance in completing your claim, please do not hesitate to contact Debbie or Paul at the ECBC office.

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