

Guide to Applicants for Completing a Claim for Payment of MTAP 3

General Information

The information that you provide to us is confidential and will not be disclosed or discussed with any person or agency that does not have a direct interest in the MTAP program without your written approval.

In order to pay out on a claim for MTAP assistance you must have received your Class A or B license from BCCDC and must also have met any other conditions that were attached to your approval for funding.

Once all of the conditions have been met the claim process is simple. Send us copies, **NOT originals** of all of the invoices from suppliers and the related proof of payment for the invoices. To speed up the processing time and accuracy of your claim please follow the steps listed below.

Guide for Completing a claim for Payment

By following the steps below your claim will be processed as quickly and as accurately as possible:

List of Invoices

We ask that you organize and add up your receipts by Capital Cost Category to provide a final total cost of your facility. The list will need to provide clear evidence of the invoice number, total amount of a payment, GST amount, and the total amount minus the GST. A sample of this list is included at the end of this document and it is called the **MTAP Payment Claim Category Listing**.

It makes it much easier for us to understand your claim and make sure that you get the maximum funding possible if you organize your invoices to match the application. Sometimes the invoices will cover multiple categories, don't worry about this either, just put the invoice into the category that makes the most sense to you.

Once you have made all of your Category Listings you should transfer the totals to the **MTAP Payment Claim Summary Sheet** and we have provided a sample of that form at the end of this document.

Remember that the MTAP program will provide funds based on the total amount minus the GST. (Refer to the attached list template to see the format required to create the List of Payments).

Also remember that you need to submit invoices for a total greater than twice the amount of your maximum funding approval. Knowing this can simplify your claim greatly by eliminating the need to copy and list large numbers of small value invoices.

Proof of Payment

Copy of a returned cheque preferred. If your bank doesn't return your cheques, make sure that the invoice is marked with the cheque number that paid it and supply proof of payment in the form of a bank statement showing the payment or supplier statement showing the invoice has been paid in full.

Not all of your invoices may have been paid by cheque, some may have been paid by credit card or cash. We will also accept credit card statements or a statement or note by the supplier, marked on the invoice, indicating that the invoice has been paid in full.

In-kind Labour

This is labour done by you or your family that is directly related to the construction, installation and/or set-up of eligible capital costs. In-kind labour may be included for up to 20% of the eligible capital cost items listed in the proposal. In-kind labour will be assessed at the rate of \$20 per hour.

For example, if a proposal is for the maximum eligible project cost of \$100,000, the maximum permitted in-kind labour component will be \$20,000 with 50% of that amount reimbursed. You will need to maintain records of the actual labour time made over the life of the project.

Use the **MTAP Payment Claim In-kind Labour Listing** or a similar form to make your In-kind labour claim. A sample of what this form looks like is included at the end of this document.

MTAP Coordinator
BC Food Processors Association
35707 Sunridge Place
Abbotsford, BC V3G 1E5
Email: mtap@bcfpa.ca
Fax: (604) 746-4409

MTAP Payment Claim Category Listing

(Plant Plans)	(MTAP Number)			
Reference	Invoice #	Amount	GST	Total Less GST
Plans for CDC	3895	105.00	5.00	100.00
Construction plan	R-106	525.00	25.00	500.00
Equipment location plan	215	420.00	20.00	400.00
TOTAL		1,050.00	50.00	1,000.00

MTAP Payment Claim Summary Sheet

(Company Name)	(MTAP Number)			
Category	Amount	GST	Total Less GST	
Plant plans & blueprints	1,050.00	50.00	1,000.00	
Plant Construction	52,356.27	2,493.16	49,863.11	
Refrigeration	36,750.00	1,750.00	35,000.00	
Drainage / Sewage	15,750.00	750.00	15,000.00	
Equipment	89,932.50	4,282.50	85,650.00	
TOTAL	195,838.77	9,325.66	186,513.11	

MTAP Payment Claim In-Kind Labour Listing

(Company Name)	(MTAP Number)		
Category	Hours	Amount	
Construction	252	5,040.00	
Drainage / Sewage	86	1,720.00	
TOTAL	338	6,760.00	