FUTURE FARMER PROGRAM Training Assistance Subprogram

APPLICATION / REIMBURSEMENT FORM

Please complete the form below and submit to your program advisor for pre-approval. Reimbursement is available at cover 75% of eligible training expenses including registration fees, fees for one-on-one training, honoria/services fees, off-Island kms & accommodations and airfare. Meals are not an eligible expense.

Last Name:		
First Name:	Middle Name:	
Corporation Name (if applicable):		
Address (including postal code):		
Describe Training Event (if applicable – please attach a copy of the itinerary)		
Date of Training Event:	Estimated Cost of Training:	
Describe which skill(s) identified in personal learning plan are being support:		
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FOR OFFICE LISE ONLY. Drogram Advisor Dro opproval		
FOR OFFICE USE ONLY: Program Advisor Pre-approval Comments:		
Pre-approval application for training assistanceyesno		
Date: Program Advisor Signatur	e:	
Submitting the Application/Reimbursement		
Please submit completed application/reimbursement form or direct enquiries to:		
Future Farmer Program: Training Assistance Subprogram		
PEI Department of Agriculture and Fisheries		
11 Kent Street, 5 th Floor Jones Building,		
PO Box 2000, Charlottetown, PE C1A 7N8 Telephone: (902) 368-5647 or Fax: (902) 368-4857 or Email: sjmackinnon@gov.pe.ca		
Telephone. (302) 300-3047 OI Fax. (302) 300- 4037 OI Efficiency (301) 100-3047 OI Fax. (302) 300-3047 OI Fax. (302) 300-4037 OI Efficiency (301) 300-3047 OI Fax. (302) 300-4037 OI Efficiency (301) 300-3047 OI Fax. (302) 300-4037 OI Efficiency (301) 300-3047 OI Efficiency (301) 300-3047		







PART TWO – Complete when claiming for reimbursement			
If expected reimbursement is greater than \$500, a short report identifying the training received, skills developed and			
benefits to your farm operation must be submitted with this form.			
A report is attached: 🗖 Yes 📮 No			
Please indicate if the cheque is to be made payable to:			
☐ Applicant ☐ Corporation Name			
Details of Expenses – there is 75% reimbursement on eligible expenses to maximum of \$2,000/event. HST is not			
eligible for reimbursement.	Actual Cost	759/ Poimhursoment	
Receipt Detail	Actual Cost	75% Reimbursement	
Note: Costs must be supported by receipts TOTAL			
Applicant Declaration and Signature An applicant by submitting a claim:			
 certify that all the information provided is complete and 	correct.		
 certify that the actual costs listed above were incurred for 		ining event.	
 certify that they did attend/participate in the training evolution 	•	_	
 understand that personal information on this form is collected under Section 31c of the Freedom of Information and 			
Protection of Privacy Act R.S.P.E.I. 1988 c. F-15.01 as it relates directly to and is necessary for the Growing Forward 2			
Program being delivered as part of the Canada-Prince Edward Island Growing Forward 2 Framework and Bilateral			
Agreements. It will be used for determining eligibility for program assistance and will be shared with the Canada			
Revenue Agency regarding the taxable benefit and Agriculture and Agri-Food Canada, regarding program			
management, claims, audits, and evaluations of this program.			
agree that information provided for purposes of the Growing Forward 2 Program may be shared with the Canada			
Revenue Agency as it pertains to any potential taxable benefits, as well as with Agriculture and Agri-Food Canada or			
its agent regarding claims, audits, and evaluations as it relates directly to and I is necessary for this contract being			
delivered as part of the Canada-Prince Edward Island Growing Forward 2 Framework and Bilateral Agreements.			
I, certify that the information given on this application is to the best of my knowledge complete, true and accurate.			
Name of Applicant (Please print) Signature of Applicant Date			
FOR OFFICE USE ONLY – Payment Authorization			
Invoice #:	Amount Payable \$:		
Account #:	·		
Authorization:	Date:		
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Version 1.0 Last Revised April 1, 2013			
Note: Supporting documentation is filed in the office of the Growing Forward 2, Future Farmer Program Manager.			