BUSINESS DEVELOPMENT PROGRAM
Benchmarking and Risk Management Subprogram

CLAIM FORM

I 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.

Applicant's Full Name (Include middle name):		
Business/Farm Name (if applicable):		
Make Payment to	☐ Applicant Name	☐ Business Name
Full Mailing Address (Include Civic # and Road)		
		Postal Code

If you are interest in direct deposit, please contact the Program Manager listed on this form.

Please list each expenditure (Attach Invoices and proof of payment)

Item Description	Name of Supplier	Amounts (Less GST/HST)	Office Use Only
	Total Expenditure		

Applicant's Certificate:	**PEI Department of Agriculture and Fisheries Official:**
I certify that the above amounts, supported by the attached documents, are for work performed or material purchased or leased in accordance with the terms and conditions of the Program.	I have reviewed the expenditures being claimed above, and they are in accordance with the terms and conditions of the Program. I recommend the claim for payment.
Signature **Date**	**Signature** **Date**

Office Use Only	File #:	
Dollars Approved for Project $:	Dollars Approved for this Claim $:	
Claim # _____ of_____ ____	Invoice #	
Authorization	Date:	Account #
Note: Supporting documentation is filed in the office of the Program Manager		

Submit completed form to:

PEI Department of Agriculture and Fisheries
PO Box 2000, 5th Floor Jones, 11 Kent Street, Charlottetown, PEI C1A 7N8
Attn: Colleen Younie Tel: (902) 314-1110 Fax: (902) 368-4857

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Growing Forward 2 Prince Edward Island CANADA Canada