

New Building Canada Fund – Small Communities Fund Request for Payment Form

CLAIM #: _____

Applicant Information			
Recipient Name:		Project Number:	
Contact Person:		Phone Number:	
Address:		Email:	

NOTE:

- GST is fully rebatable to municipalities and is therefore not an eligible cost.
- All Requests for Payment must include copies of all invoices being claimed, for actual costs incurred.

A: Type of Payment			
INTERIM CLAIM			
Please note that all claims are subject to a claims review before payment is made	Percentage Complete	Net Eligible Costs claimed should balance to amount on page 2	
Eligible Project Costs (including PST)	_____% as of ____ day of _____, 20 ____	\$ _____	
Were construction permits/approvals required for this portion of the project of work? (e.g. Federal Departments or Provincial Ministry permits or approvals). Please attach a copy if not already submitted.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If construction has started are you following the mitigation measures identified in your Environmental Assessment and Approvals Certification if applicable?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have the commitments regarding awarding of contracts and contract provisions outlined in Section 6 of the Contribution Agreement been followed? Please attach the awarded contract package for contractors and suppliers that will provide total estimated goods and services of \$30,000 or more or your project.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
FINAL CLAIM			
Please note that all claims are subject to a claims review before payment is made	Percentage Complete	Net Eligible Costs claimed should balance to amount on page 2	
Eligible Project Costs (including PST)	100% Completed as of ____ day of _____, 20 ____	\$ _____	
Please attach the following completed documents with the final claim:			
<input type="checkbox"/> Yes	Schedule A Declaration	<input type="checkbox"/> Yes	Environmental Assessment and Approvals Certification
<input type="checkbox"/> Yes	Confirmation of Final Payment	<input type="checkbox"/> Yes	Schedule C – Declaration of Completion
Has the required signage been installed and confirmation/picture submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No			

B: CERTIFICATION

On behalf of the municipality, we certify the project was constructed in accordance with the Canada-Saskatchewan – Provincial Territorial Infrastructure Component – Small Communities Fund (SCF) Contribution Agreement terms and conditions and that all cost claimed were incurred and paid in relation to the approved SCF project. We also certify the information supplied in this Request for Payment is correct.

Mayor/Reeve/CEO: _____ Date: _____

Clerk/Administrator: _____ Date: _____

Please keep a copy of the completed Request for Payment and email a copy of the form along with attachments to: infra@gov.sk.ca

If you have any questions, please contact the office at (306) 787-1262.

C. CLAIM SUMMARY

Supplier	Invoice #	Description of Work	Gross Invoice Amount Claimed (include GST)	GST Amount	Net Eligible Cost (excludes GST & Contractor Holdback)
NET ELIGIBLE COST			\$	\$	\$

PLEASE ATTACH A COPY OF EACH INVOICE