

INSTRUCTIONS FOR PROJECT CLAIMS

You will find Claims information contained in the Infrastructure Contract. In particular, please refer to Sections 2 and 3.

Claims must include:

1. certified Interim Claim Form Summary;
2. Claim Details Form available in Lotus 1-2-3 or Quattro Pro;
3. copies of all invoices for claimed expenses, each initialed by the municipal accountant;
4. copies of all cancelled bank cheques (both sides) or bank drafts;
5. copies of relevant project general ledger entries; and
6. where applicable, copies of payroll ledgers and equipment hours charged against the project and calculations of fair market unit prices for such 'in-house' costs.

Please refer to Section 4.06 of the Contract - note: use of internal resources must be incremental to the Applicant's normal operations, be cost effective, and fully documented.

To avoid delays in processing, ensure all necessary information is included, and mail your claim to:

**Canada-Nova Infrastructure Program
Service Nova Scotia and Municipal Relations
1601 Lower Water Street, 4th Floor
P.O. Box 216
Halifax, N.S.
B3J 2M4
ATT: Grant Brennan, Program Manager
e-mail: brennagw@gov.ns.ca**

Originals should be retained for audit purposes. Unless otherwise notified in writing, the amount of reimbursement on each claim must not exceed the percentage specified in Section 2 of the Contract, and the total of all claims to date must not exceed the funding amount specified in Section 2 of the Contract.

Any tax, other rebate, or non-eligible expenses must be deducted prior to calculating the amount of the net claim. If operating more than one project, **DO NOT** combine costs on the same invoice or claim. Incomplete claims will be returned to the applicant for correction. Please allow 30 days for processing.