

Date

<Contact Name>
 <Applicant Name>
 <Address>
 <city>, , Alberta <postal code>

Dear <contact name>:

Re: Sustainable Canadian Agricultural Partnership – Efficient Grain Handling Program

I am pleased to inform you that the Minister of Alberta Agriculture and Irrigation (the “Minister”) has approved a grant of up to \$XXXX under the Efficient Grain Handling Program (the “Program”) to <APPLICANT NAME> (the “Eligible Applicant”) based upon the Application received on <App received date> (the “Application”).

This Approval Letter lists the approved activities and expenses that the grant may be used for. By accepting the grant funds, the Eligible Applicant agrees to comply with the terms and conditions of the grant, which are set out in this Approval Letter, as well as the Approval Letter Standard Grant Terms, *Ministerial Grants Regulation*, and the Program Terms and Conditions.

A copy of the Approval Letter Standard Grant Terms is enclosed for your reference. The other items may be viewed on the Program Website: www.alberta.ca/s-cap.aspx.

Some of the conditions of this grant include the following:

- Invoices MUST BE under the name of <Applicant Name>.
- Invoices MUST BE between the dates of April 1, 2023 and End Date.
- Invoices MUST BE paid in full prior to reimbursement, items that are leased will not be eligible.
- You must be able to provide proof of payment (processed cheque, credit card statement) for ALL invoices, and that proof of payment must be under the name of <Applicant Name>.
- Cash payments will not be eligible unless accompanied by an official company voucher and proof of payment.
- Barter/exchange transactions are not eligible.
- Transactions between persons related by blood, marriage, adoption, common-law relationships, or close-business ties are not eligible.

Project Work Table

This grant has been approved for the following activities (collectively the “Eligible Activity”) and the following eligible expenses (the “Eligible Expenses”):

****GMS PROJECT # <GMS Project #> You must quote this Project Number on your Reimbursement Claim Form****

Eligible Activity Description	Total Eligible Materials Cost	Approved Grant Amount	Completion Date	Reimbursement Claim Form Submission Date

TOTAL APPROVED GRANT AMOUNT (FISCAL 2023/2024): \$

Cont...../2

<APPLICANT NAME>

Page 2 of 2

Date

Project and Eligible Expenses

The Project **must be completed by End Date**. Eligible Expenses may be incurred between April 1, 2023 and the Project End Date.

Request for Payment and Final Report

To be eligible for payment, **each Eligible Activity component must be complete by the end date stated in the Project Work Table**. You must complete and submit the attached Reimbursement Claim Form/Final Report document, and submit all documentation required to be submitted pursuant to those forms on or before the Reimbursement Claim Form Submission Date stated in the Project Work Table. You are not eligible for payment for the Project and no payments will be made if the Reimbursement Claim Form, Final Report and the required supporting documentation are not submitted, to the satisfaction of the Minister, on or before that date.

The Minister may require that any reports be reviewed, assessed and reported on by your auditors. Upon request by the Minister, you must elaborate on any particular aspect of any report in a timely manner.

The determination of whether an expense incurred by the Applicant constitutes an Eligible Expense that is eligible for reimbursement under the Program is at the sole discretion of the Minister. The Minister has the absolute discretion to determine any payments due under this Program.

If your Application did not include a valid EFP certificate or completion letter, you must obtain one during the Project Term, and provide a copy of the certificate or completion letter with the last Final Report.

Communications

Any communications with respect to this Approval Letter must be in writing and delivered to:

Efficient Grain Handling Program
Alberta Agriculture and Irrigation
Suite 303, 7000-113th Street NW, Edmonton, AB T6H 5T6

We wish you every success with this initiative. Should you have any questions or concerns regarding this grant, please contact the Program Coordinator, at s-cap.eghp@gov.ab.ca.

Sincerely,

Dale Chrapko
Manager, Environmental Programming

Enclosures:

- (1) Approval Letter Grant Terms (version [date])
- (2) Reimbursement Claim Form