

ver.24.04.01

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

Dear <contact name>:

**Re: Sustainable Canadian Agricultural Partnership – Farm Technology 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 Farm Technology Program (the “Program”) to <Applicant Name> (the “Eligible Applicant”) based upon your 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 Grant Terms, the *Ministerial Grants Regulation*, and the Program Terms and Conditions. A copy of the Approval Letter Grant Terms is enclosed for your reference. The other items may be viewed on the Program Website at [www.alberta.ca/s-cap.aspx](http://www.alberta.ca/s-cap.aspx).Farm Technology (alberta.ca).

**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 <App received date> and End Date.
- Invoices MUST BE paid in full prior to reimbursement, items that are leased will not be eligible.
- The Eligible Applicant 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 “Project”) and the following eligible expenses (the “Eligible Expenses”):

**\*\*<FTSP-GMS Project Number> You must quote this Project Number on your Reimbursement Claim Form\*\***

**Eligible Activity Description:**

Activity Code	Eligible Activity Description	Total Eligible Materials Cost	Cost Share (%)	Approved Grant Amount	Completion Date	Reimbursement Claim Form Submission Date
			50%	\$XXXX	End Date	RCF Due Date

**TOTAL APPROVED GRANT AMOUNT (<Fiscal Year>): \$XXXX**  
 Cont...../2

<Applicant Name>

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### **Project and Eligible Expenses**

The Eligible Activity **must be completed between <App received date> and End Date**. To be eligible for reimbursement, Eligible Expenses must also be incurred between these dates.

### **Request for Payment and Final Report**

To be eligible for payment, **each activity comprising the Eligible Activity must be complete by the end date stated in the Project Work Table**. You must complete and submit the attached Reimbursement Claim Form(s), and submit all documentation required to be submitted pursuant to the form(s) and the Program Terms and Conditions, on or before the Reimbursement Claim Form Submission Date stated in the Project Work Table. You are not eligible for payment for the Eligible Activity and no payments will be made if the Reimbursement Claim Form 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.

### **Communications**

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

Farm Technology Program  
Agriculture and Irrigation  
#303, 7000-113<sup>th</sup> 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.ftp@gov.ab.ca](mailto:s-cap.ftp@gov.ab.ca)

Sincerely,

Dale Chrapko  
Manager, Natural Resource Programming Unit

Enclosures:                      Approval Letter Grant Terms (rev. XX).  
   Reimbursement Claim Form