

Date, Name, Address

Dear \_\_\_\_:

**Re: Sustainable Canadian Agricultural Partnership – On-Farm Efficiency Program**

I am pleased to inform you that the Minister of Alberta Agriculture and Irrigation (the “**Minister**”) has approved a grant (the “**Grant**”) of up to **TOTAL GRANT AMOUNT** under the On-Farm Efficiency Program (the “**Program**”) to **APPLICANT NAME** (the “**Eligible Applicant**”) based upon the application received on **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 set out in this Approval Letter, the Approval Letter Grant Terms, and the Ministerial Grants Regulation. The Approval Letter Grant Terms and all other items may be viewed on the Program webpage at [www.alberta.ca/on-farm-efficiency-program](http://www.alberta.ca/on-farm-efficiency-program)

Please note the following:

- Invoices *MUST BE* between the dates of **April 1, 2023** and **End Date** (the period referred to as the “**Project Term**”).
- The Eligible Applicant must be able to provide their proof of payment (processed cheque, credit card statement, etc.) for ALL invoices. Invoices should be issued in the name of the Eligible Applicant and itemized with the cost of each item clearly identified.
- Cash payments will not be eligible unless accompanied by an official company voucher and proof of payment.
- Barter/exchange transactions are not eligible under the Program.
- 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 Eligible Activities and the corresponding Eligible Expenses:

**TOTAL APPROVED GRANT AMOUNT (FISCAL YEAR): \$TOTAL GRANT AMOUNT**

**\*\*GMS PROJECT NUMBER You must quote this Project Number on your Reimbursement Claim Form\***

Approved Project Description:

Eligible Item No. (or other item approved by Minister)	Equipment/Technology Component	Total Eligible Materials Cost	Cost Share (%)	Approved Grant Amount	Purchasing Deadline (including for proofs of payment)	Final Report Submission Due Date
			50%	\$XXXX	[Insert Date]	[Insert Date]

## APPLICANT NAME

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DATE

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### Project and Eligible Expenses

To be eligible for reimbursement, the proofs of purchase for Eligible Expenses must be between April 1, 2023 and End Date (the “**Project Term**”). Items must be in the Eligible Applicant’s possession and/or installed no later than six months after the end of the Project Term.

### Request for Payment and Final Report

To be eligible for payment, **each Eligible Activity must be complete by the purchasing deadline stated in the Project Work Table**. You must complete and submit the Final Report which includes the attached Reimbursement Claim Form(s) and attached Project Verification Questionnaire on or before the Final Report Submission Due Date stated in the Project Work Table. You are not eligible for payment for the Grant 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.

The Minister may require that any reports be reviewed, assessed and reported on by the Eligible Applicant’s 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 constitutes an Eligible Expense 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 the Minister at:

On-Farm Efficiency Program  
Alberta Agriculture and Irrigation  
Suite 303, 7000 – 113 Street NW  
Edmonton, Alberta  
T6H 5T6

[OFEP@gov.ab.ca](mailto:OFEP@gov.ab.ca)

We wish you every success with this initiative.

Sincerely,

Manager, Sustainable Agriculture Programming

Enclosure.