

2016-2017 Beneficial Management Practices Program

Environmental Farm Plan - BMP Projects
INSTRUCTIONS FOR A SUCCESSFUL PROJECT

<p>✓ <u>CORRECT PROJECT ACTIONS</u> <u>& PROMPT CLAIM PROCESSING:</u></p>	<p>✗ <u>AVOID THESE ACTIONS</u> <u>OR YOUR CLAIM MAY BE DENIED:</u></p>
<p>Once you have received the approval notice from ARDCorp, begin your purchases and project work.</p>	<p>Do not begin the project before you are approved by ARDCorp (refer to your approval letter).</p>
<p>Keep copies of all paid invoices and ensure they are legible and accurate.</p>	<p>Do not submit quotes, estimates or statements.</p>
<p>Keep a record of your (the applicants) physical work performed AND your equipment used if pre-approved. List details on the in kind form and submit with invoices.</p>	<p>Do not submit records of your physical labour if you did not include it on your application and were not approved by ARDCorp (refer to your approval letter).</p>
<p>Have all subcontractors & workers supply a detailed invoice, including full contact info - if you have paid them for goods or their services for this project.</p>	<p>Do not submit time sheets, cheque copies or hand written receipts for other's materials or services. Only detailed, paid invoices made to your farm are eligible.</p>
<p>Complete the project and ensure it is fully operational by the completion date on your approval letter. If you cannot complete by this date, advise ARDCorp.</p>	<p>Do not continue working on the project after the completion date on your approval letter nor submit portions of expenses UNLESS you have been granted an extension by ARDCorp.</p>
<p>Submit invoices including proof of payment for materials and expenses approved on your application only.</p>	<p>Do not submit invoices for items not approved for, no tools, no clothing and other assets.</p>
<p>Submit all paid invoice copies and in kind records at once and before the deadline date, even if it's months in advance.</p>	<p>Do not submit after the deadline date UNLESS you have been granted an extension by ARDCorp.</p>

REMIT CLAIMS TO:
ARDCorp – BMP Submissions
#230 – 32160 South Fraser Way,
Abbotsford, B.C. V2T 1W5

FAX: 604-854-4485 EMAIL: application@ardcorp.ca PHONE: 1-866-522-3447

APPLICANTS LABOUR & OWN EQUIPMENT USE DETAILS
for BMP Project # _____

This applies ONLY to the persons listed on the Approved Application

Type of Equipment (make, model & horsepower)	Who did this Task	Tasks Performed (physical work on project)	Hours (at each task)	Total Hours	OFFICE USE
<i>EXAMPLE #1: John Deere 6230 100 hp Tractor</i>	<i>Don Smith</i>	<i>Operate tractor - level ground, moved soil and dig ditches</i>	<i>4.5 + 2.5 + 18.5</i>	<i>25.5</i>	<i>(DO NOT USE)</i>
<i>EXAMPLE #2:</i>	<i>Tom Smith</i>	<i>Lay pipe and measure area for placement, planted trees</i>	<i>16 + 2.5 + 24.5</i>	<i>43</i>	

Use additional pages if needed

ACTIVITY RESULTS REPORT

Has participating in this program impacted the success of your business? Please explain:

Will you continue to monitor and reduce environmental risk on your farm? Please explain:

Will you recommend this program to other B.C. farmers or ranchers? Please explain:

Do you have any suggestions to improve future delivery of the BMP program?

Additional comments: