

# 2019-2020 Beneficial Management Practices Program

## Environmental Farm Plan - BMP Projects INSTRUCTIONS FOR A SUCCESSFUL PROJECT

<p>✓</p> <p><b><u>CORRECT PROJECT ACTIONS &amp; PROMPT CLAIM PROCESSING:</u></b></p>	<p>✗</p> <p><b><u>AVOID THESE ACTIONS OR YOUR CLAIM MAY BE DENIED:</u></b></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 <b>if pre-approved</b>. 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 &amp; workers supply a detailed invoice, including full contact information - 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 <b>UNLESS</b> you have been granted an extension by ARDCorp.</p>
<p>Submit invoices <b><u>including proof of payment</u></b> for materials and expenses approved on your application only.</p>	<p>Do not submit invoices for items not approved. For example, 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 claim after the deadline date <b>UNLESS</b> you have been granted an extension by ARDCorp.</p>

**REMIT CLAIMS TO:**  
**ARDCorp – BMP Submissions**  
**Unit #1 – 2650 Progressive Way,**  
**Abbotsford, B.C. V2T 6H9**

**FAX: 604-854-4485 EMAIL: [application@ardcorp.ca](mailto:application@ardcorp.ca) PHONE: 1-866-522-3447**



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## SUMMARY OF PROJECT INVOICES/RECEIPTS for BMP Project # \_\_\_\_\_

(Complete and remit with a copy of each PAID invoice with proof of payment)

Invoice/Supplier	Invoice #	Total Amount of Invoice	Amount of GST*	Amount WITHOUT GST	Office Use
<i>SAMPLE - ABC Rentals</i>	<i>12345-00</i>	<i>157.50</i>	<i>7.50</i>	<i>150.00</i>	<i>DO NOT USE</i>

*\*Refundable tax (GST) is not reimbursed*

Applicant Name\*\*: \_\_\_\_\_

GST Registrant Name\*\*: \_\_\_\_\_

Payable To (Bank Account Name\*\*): \_\_\_\_\_

**\*\* If any of these names do not match, documentation must be provided to explain the linkage before reimbursement payments can be processed.**



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## APPLICANTS LABOUR & OWN EQUIPMENT USE DETAILS (IN-KIND) 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>Jane 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

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## ACTIVITY RESULTS REPORT – SUCCESS STORY

In your own words, please describe the work completed (use additional pages if necessary):

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? Why?

Has the successful completion of this project encouraged you to make more changes? Please describe.

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

Please provide a quote regarding the success of your project that can be used in publications:

Additional comments:

Some additional supporting pieces to consider for submission:

1. Please include pictures of the project (before, during, after if possible).
2. Please include a map of the area for the completed project.
3. Please include a picture of yourself with the project.

*While it is not mandatory, the program would like to work with proactive B.C. farmers such as yourself to promote the opportunity and benefits of participating in programs such as this one.*

*Please consider assisting our program staff in completing a "Success Story" that highlights the good work you have done. If you wish to be contacted by ARDCorp in relation to completing a success story please tick this box.*

