



2020-2021 Beneficial Management Practices Program

Environmental Farm Plan - BMP Projects

INSTRUCTIONS FOR A SUCCESSFUL PROJECT

 <u>CORRECT PROJECT ACTIONS & PROMPT CLAIM PROCESSING:</u>	 <u>AVOID THESE ACTIONS OR YOUR CLAIM MAY BE DENIED:</u>
Once you have received the approval notice from ARDCorp, begin your purchases and project work.	Do not begin the project before you are approved by ARDCorp (refer to your approval letter).
Keep copies of all paid invoices and ensure they are legible and accurate.	Do not submit quotes, estimates or statements.
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.	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).
Have all subcontractors & workers supply a detailed receipt, including full contact information - if you have paid them for goods or their services for this project.	Do not submit time sheets, cheque copies or hand-written receipts for other's materials or services. Only detailed, paid invoices/receipts made to your farm are eligible.
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.	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.
Submit invoices including proof of payment for materials and expenses approved on your application only.	Do not submit invoices for items not approved. For example, no tools, no clothing and other assets.
Submit all paid invoice copies, receipts and in-kind records at once and before the deadline date, even if it's months in advance. Ensure pictures of the complete project and/or equipment serial numbers are included.	Do not submit claim after the deadline date UNLESS you have been granted an extension by ARDCorp.
Submit Activity Results Report-Success Story	
Include project number on all submitted paperwork	

REMIT CLAIMS TO:

ARDCorp – BMP Submissions
Unit #1 – 2650 Progressive Way,
Abbotsford, B.C. V2T 6H9

FAX: 604-854-4485 EMAIL: 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**: _____

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



**2020-2021 Beneficial Management Practices Program
 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:

Additional supporting pieces for submission:

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

Our program staff may want to contact you about completing a “Success Story” so that others can learn about the good work you have done. Can ARDCorp contact you?

Yes, ARDCorp may contact me No, do not contact me

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Voluntary - Demographic Overview

The Province of British Columbia supports inclusive and increased representation of underrepresented groups such as new farmers, youth, women, persons with disabilities, and Indigenous Peoples. By providing the information below, you are helping to improve the delivery of programming.

This information **will not** be used to assess your eligibility for this program and will only be disclosed outside of the Province of British Columbia in aggregate form. **Information disclosure is voluntary and not mandatory for program eligibility.**

I prefer not to disclose

Please choose the information below that best describes (check all that apply)	Applicant/ Shareholder 1	Applicant/ Shareholder 2	Applicant/ Shareholder 3
New Entrant (less than 5 years of agriculture or agrifood management experience)			
Under 35 years of age			
35-54			
55+			
Female			
Male			
Non-Bianary			
Prefer to self-describe:			
Indigenous Peoples including Inuit, Metis, and urban			
Racialized, Ethnic and/or Cultural Group			
Prefer to self-describe:			
High School Completion			
Diploma, Certificate or Trade			
Undergraduate Degree or higher			
Prefer to self-describe:			
New Canadian (received citizenship within the last 5 years)			
Permanent Resident of Canada			
Prefer to self-describe:			
Disability (visible or invisible)			
Prefer to self-describe:			
Primary language for reading/writing:			
Primary language spoken:			