OFCAF Claims Process

Upon the approval of your project or grazing plan mentorship application, you will receive a PDF claim form and instructions on how to submit the claim form. Each time you are ready to request funds you will need to fully complete the claim form and upload it to the "Upload Files for Payment" section of the application in the Impact system. Be sure to fill out every section and sign the completed claim form.

Invoices and proof of payment
Invoices and proof of payment are required for every amount of funds requested. Invoices and proof of payment should be uploaded to the "Files for Payment" section and should be clearly labelled for more complicated claims that contain multiple invoices and proof of payment. All amounts should be taken from those invoices without GST.

Projects with eligible in-kind costs will need to provide those invoices (made out from yourself to yourself, clearly breaking down all costs). Proof of payment can include debit and credit card slips, bank / credit card statements, account statements, Electronic Funds Transfer (EFT) statements and cancelled cheques. Cash payments are most difficult to show proof of payment so the CFGA encourages applicants to use other forms of payment when available.

Claims for projects that involve pasture seeding must also have seed tags uploaded that show the seed blend and certification (or common #1). If there are any permits required for your project, you need to upload them as well. While photos or maps of the project being completed aren't required, it is often helpful to include them to show progress on the project.

Request payment

Once you have uploaded the claim and all supporting documents, you must hit the "Request Payment" button at the bottom of the application page. Once the "Request Payment" button is hit it can take up to 90 working days for the claim to be processed and payment to be issued.

Approve By Philip Lavoie (QC)

General OFCAF Applications
2024-04-30 01:16 PM
Sent the contribution agreement with the instruction.

Request Payment

If you are not able to hit the "Request Payment" button, there is likely some information on your Organization missing (Business Number, SIN, etc.) that you need to enter before you are able to request payment.

Issues or questions

If there are any issues or questions about your claim or supporting documents, someone from the claims team will reach out via email or phone to get further information or clarification. Notes will be left in the comments section of the application if anything further is required.

Comments

Type a comment here...

Send

Created At	Name	Text
System 2024-03-10 03:27 PM		

Apply By Marie-Pier Beaulieu

Payment process

Once the claim has been processed successfully, the CFGA claim reviewers will upload a file in the "Upload Files for Payment" section that will say "Your claim has been processed successfully." From there, it will be passed along for payment issuing.

Upload Files for Payment

Upload all receipts and payment information here after application is approved.

Upload File	Drop File Here

File Name	Date Uploaded
Your claim have been processed successfully, files displayed below this one won't be considered for the next claim.pdf	2024-04-11 07:06 PM

The CFGA encourages producers to frequently check their email and/or comments section on the Impact system to ensure that all requests for further information are handled in a timely manner. Delays in providing required follow-up information will also delay issuing of payments.

Payments are made by EFT. This means the CFGA will need banking information to be able to send payment. On your Organization page in the Impact system there is a section titled "Payment Information" where you must enter your banking details and upload a void cheque to confirm your banking details.

Ferme Simpson

Phone Number	Address	City	Province
██████	██████	██████	Quebec
Postal Code	Farm Type	Operation Type	Organization ID
██████	Incorporated Company	Livestock	██████

Registrants

Name	Email	Role	Info
██████	██████	Primary	✏ Edit

Advisors

Name	Email
██████	██████
██████	██████

Locations

To begin applying for programs for Ferme Simpson please add a location below.

+ Add New Location		🔍 Search...
Name	**Province**	**Programs**
Ferm██████	Quebec	⚙ Manage
Ter██████	Quebec	⚙ Manage
██████	Quebec	⚙ Manage

Payment Information

Payment Information For Ferme Simpson	Show Details ∨

Tax Forms

Program Name	Tax Year	Download
Quebec CFGA 2022 Grazing Management Plan Assistance Program	2023	⬇ AGR-1 ⬇ RL-21
Quebec CFGA 2022 Grazing Management Plan Assistance Program	2024	

To enter your banking details, click the "Show details" link and it will open that section.

CFGA
Canadian Forage & Grassland Association
Association Canadienne pour les Plantes Fourragères

Payments will not be issued without all information entered and a void cheque uploaded. If your payment details change (new bank or new bank account), please update the information so funds can be sent to the correct account. Only applicants are able to view and update banking information.

Payment Information

Payment Information For Ferme Simpson	Show Details ∨

Once a payment has been issued, your application will be moved to "Paid" status and an automated email will be sent from the Impact system to notify you that a payment has been sent.

Payment Information

Payment Information For Ferme Simpson	Hide Details ∧

Upload a void cheque for direct deposit payments*

Upload File		Drop File Here
File Name	Date Uploaded	
📄 void cheque MPB.pdf	2023-10-18 09:40 AM	Delete

Please include your banking information.

Bank Name	Institution Number	Transit Number
▬▬▬	▬	▬

Account Number

▬▬

Save

Payment details (amount and date issued) can be found in the section just below the "Files for Payment" and above the "Comments" section on the application page. If it shows a payment was issued yet you haven't received it, please contact our team.

Payment(s) Issued	Date Paid
$5,66.10	2023-03-24
$2,932.80	2023-12-12

Comments

Type a comment here...

Send

Updated 6 Nov. 2024