

NGen Next Generation Manufacturing Canada
Fabrication Nouvelle Génération Canada

NGen Project Funding

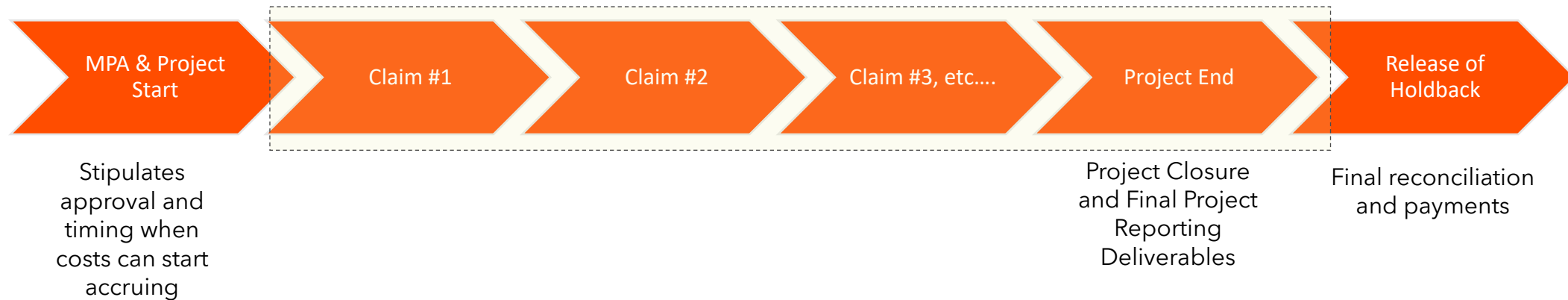
Claims Brief

NGen Project Finance

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Normal Claim Submission Process

Project Monitoring



- Claims will be made on a reimbursement basis
- Claims are to be submitted to NGen every three months, but the support can be loaded more frequently.
- Once the claim and the supporting documentation has been received by NGen, it will normally be paid within 45 days, unless it is necessary for NGen to seek further information to support the claim.
- NGen will apply a 15% holdback of the funding until it has received and approved all outstanding claims, as well as the project reporting and monitoring obligations as set out in the Master Project Agreement have been met.

Claims Process

- Only eligible project costs as defined by the Innovation, Science and Economic Development Canada (ISED) funding rules can be claimed for funding from NGen
 - *Eligible and Ineligible costs are defined in the online Project Financial Guide*
- Only expenses incurred after the project start date (specified in the Funding Confirmation Letter) can be claimed
- Claims submitted to NGen must be accompanied by the required supporting documentation (outlined on the following slide)
 - *Include invoices only where payment has been made (if the invoice is sitting in your Accounts Payable to be paid, cash has not left your bank account, do not include in claim)*
- The reasonableness of claims will be assessed with reference to project budgets and regular monitoring of project progress

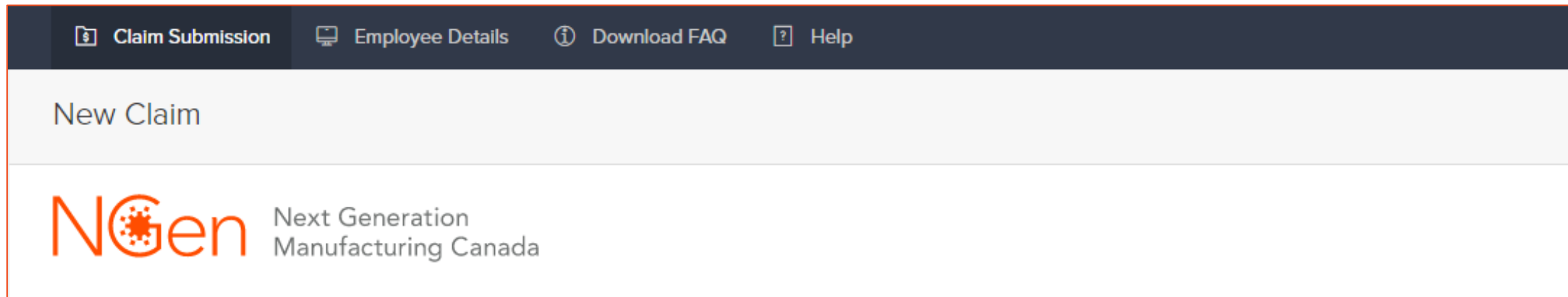
Expense Validation

All claims submitted will be reviewed and validated:

- *Timesheets reflecting hours worked directly on eligible project activities must be provided*
- *Payroll registers will be required for submission to support labour charges*
- *Copies of invoices for expenses >\$500 must be submitted with the claim*
- *The Government of Canada reserves the right to audit claims and supporting documentation for at least seven years after the completion of the project*
 - *All supporting documents (timesheets, payroll registers and invoices) must be kept during that seven-year period.*
 - *We reserve the right to obtain supporting documentation to support Government Audit during that period.*

Online Claims Portal

- Submission of claims will be made via an online “Claims Portal”; submitted on a quarterly basis
 - *Your organization will be provided with a registration link as well as a user guide*
- Will normally be processed within 45 days, given all supporting documentation is in order
- Each project will have an assigned NGen Claims representative who will provide a walkthrough during project kick-off



Online Claims Portal

Labour Costs

* Employee Name/Number	* Job Title	* Role in Project	* Employee Location	* Hourly Rate	* Hours	* Associated Eligible Benefits	Total	Comments
<input type="text" value="-Select-"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text" value="###,###"/> \$	<input type="text"/>	<input type="text" value="###,###"/>	<input type="text" value="###,###"/> \$	<input type="text"/>

[+ Add New](#)

Schedule of Labour Costs to be supplied to NGen offline

Total Labour Cost
 \$

Upload Attachments (Labour)

* Attachment Type	* File upload
+ Add New	

Other Eligible Costs

* Vendor/Supplier	* Item Description and Use in Project	* Expense Categ...	* Invoice Date	* Invoice Number	* Invoice Total (before tax)	* Tax	* Invoice Total (after tax)	* Currency	* Exchange Rate	Total Costs (CAD)	Comments
<input type="text"/>	<input type="text"/>	<input type="text" value="-Select-"/>	<input type="text" value="dd MMM y"/>	<input type="text"/>	<input type="text" value="###,###"/> \$	<input type="text" value="###,###"/> \$	<input type="text" value="###,###"/> \$	<input type="text" value="CAD x"/>	<input type="text" value="1.0000"/>	<input type="text" value="###,###"/> \$	<input type="text"/>

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Total Other Eligible Costs
 \$

Upload Attachments (Other Eligible)

Please upload supporting receipts and invoices over \$500

* Attachment Type	* File upload
+ Add New	

CFO Certification

Reconciliations must be accompanied by a signed CFO certification form

- Costs directly related to project
- No ineligible costs
- Incurred and Paid – i.e. cash out the door
- Disclosure of:
 - *Other subsidies or funding DIRECTLY relating to the project’s eligible costs*
 - *Transactions with related/associated companies*

FINANCE CLAIM CERTIFICATION

To: Next Generation Manufacturing Canada

Date: _____

**Re: Finance Claim Certification in regard to the NGen Project File Ref # _____
(the “Project”)**

I, _____, the _____ * of _____
(the “Recipient”) certify, solely in my capacity as an Officer of the Recipient and not in any individual capacity, that for this claim:

1. **Ineligible costs** as outlined on the next page **have not** been included for reimbursement.
2. The eligible cost claims submitted to NGen on the date hereof, by the Recipient in regard to the Project have been **incurred and paid** by the Recipient, and
3. The representations, warranties and covenants contained in the NGen funding offer with respect to the Project continue to be true as of the date hereof, and the Recipient is not in default of any terms of the NGen funding offer with respect to the Project, and
4. Other government funding (non-NGen) of \$ _____ and other government subsidies of \$ _____ was received during the claim period that may pertain to this Project, and
5. All transactions with affiliated (related/associated) companies have been highlighted to NGen and exclude any allocation of profit i.e. are valued at cost, and

Signed**

Printed Name: _____

Printed Title: _____

Company: _____

Date: _____

**The title of the individual signing*
***Must be signed by a CFO or VP Finance, or their delegate*



Thank You!

NGen Next Generation
Manufacturing Canada

ProjectFinance1@ngen.ca