OFCAF Claims Process

Before you begin your claims process, you will need the following documents and information:

- Invoices
- Proof of payment of those invoices (receipts, credit card statements, cancelled cheques, etransfer receipts)
- Banking information, including a void cheque

Upon approval of your rotational grazing project or grazing plan mentorship application, the claim form section at the bottom of the application page will become accessible.

Click on the blue button "+ Add Claim Form."

Payment Information
You will be prompted to fill out banking information if you have not previously completed that section.

Click the link to provide your banking details in the Payment Information section.
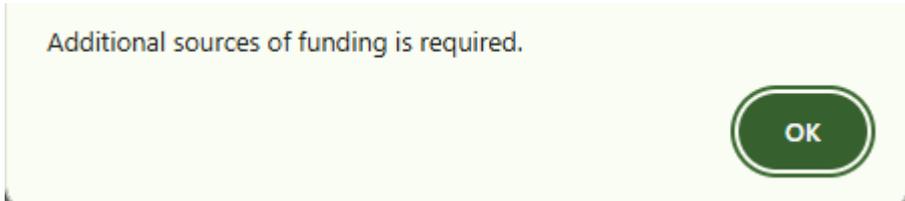
Once you update your banking information, click the "+Add Claim Form" button. You will be prompted to answer the questions about additional funding sources. Click "OK."

Additional sources of funding is required.

OK

If you have applied, or been approved for additional funding for this project since you submitted your application, document it here.

Sources of Funding
Please complete the information below if you have or will secure other funding for this project. Indicate which portion of the project the additional funding applies to.

Other Government Funding

Have you received other Government funding (Federal, Provincial, Municipal) for this project?*
○ Yes ● No

Have you received any additional Government funding?*
● Yes ○ No

Source *	Amount ($) *	What Was It Used For? *

⊕

Total:
$0.00

Other Sources of Funding

Have you received other sources of funding (loans, non-Governmental grants, etc.)?*
○ Yes ● No

Have you received any additional other sources of funding?*
● Yes ○ No

Source *	Amount ($) *	What Was It Used For? *

⊕

Once you save this, you will be able to add a claim form. This will appear on the application page:

Claim Form(s)

Submit your claim form(s) for payment.

+ Add Claim Form			
Created At	**Date Submitted**	**Status**	**Details**
2025-07-08		(In Progress) 2025-07-08	✏ Edit

Click on the "Edit" button to go to the claim form.

- Fill out the top two sections with your information.
- Double check it is all correct and update as needed.

Claims Form

CFGA 2025 Grazing Management Plan Assistance Program

In Progress

Registrant Contact Information

First Name *	Middle Name	Last Name *
Travis		Quirk

Phone Number *	Email
1-234-567-8910	travis@canadianfga.ca

Organization Details

Legal Name *	Phone Number *	Address *
Quirk Farms	1-234-456-8910	Box 1234

City *	Province *	Postal Code *
Saskatoon	Saskatchewan	1a2b3c

Verify the information in this section. Click on the "Show Details" link and it will open that section.

Payment Information
Below is the current banking information for Quirk Farms

Payment Information For Quirk Farms   Show Details ⌄

Only the applicant and CFGA finance team have access to this information.

If you previously filled in the information, please ensure the details provided are still accurate. The CFGA will send payments by Electronic Funds Transfer and the void cheque is required to confirm banking details before any payments are issued.

Project Information
- This section must be completed each time a claim is submitted.
- This information must be relevant to the expenses you are claiming.

Project Information

1 Please provide a brief description of your completed project including all steps taken to implement your advanced rotational grazing plan in the project area (including project size, fencing, water source, grazing plan and relevant forage composition).

   Type a description here...

2 Did you complete the project as proposed in your application and advanced rotational grazing plan? Was there any part of the project that was not completed or not completed fully? If something was not completed, please explain in detail.

   Type a description here...

3 Did you have any issues with the process of the program? What did you like or not like about the process?

   Type a description here...

4 Has any permit or approval been required for this project? *

   ○ Yes *   ● No *

   If yes, please list the permits and approvals obtained (including the date and issuing organization), as well as any permits that are still pending. *

   Type a description here...

5 Project Start Date *   Estimated Project Completion Date *

   2025-07-08   2025-07-08

Question 1: Fill out what you have completed towards your project.

Question 2: Fill in if the project is fully completed or still ongoing.
- If it is ongoing, detail what you have left to do for the project.
- You can also complete this section to let us know if there were any changes in the project compared to what you applied for in the application.

Question 3: We have a culture of continuous improvement, your feedback on the program will help us with future modifications.

Question 4: Provide any information about permits or approvals (including permission on rented/ leased land) you obtained for your project.

Question 5: Provide when the project started and when the entire project is completed.
- If your project is still ongoing, provide an estimate on when you think the project will be fully finished.
- If the project is complete at the time of submission, the claim section will be closed.

Project Funding Approved
This section is where you upload your invoices and proof of payment.

Click on the "Add Claim Document" and it will open a new window.

Each claim document should be one invoice and the associated supporting documents (proof of payment, seed tags, permits, etc).

You can add as many claim documents as you have invoices.

If multiple invoices are uploaded on a single claim document, it will be returned to you to correct.

Upload Invoice/Receipt ✕

Upload Invoice*

Upload File	Drop File Here
File Name	Date Uploaded

Upload Associated Proof of Payment and/or Seed Tags

Upload File	Drop File Here
File Name	Date Uploaded

Grazing Plan Development

Project Expenses	Supplier	Claimed Cost
		$0.00 ▲▼

➕

Total: $0.00

Fencing

Project Expenses	Supplier	Claimed Cost
Posts	Co-op	$0.00
high tensile wire	fencing suppy Inc	$0.00
Energizer / fencer	Solar supply	$0.00
electric fence supplies	fencing supply inc	$0.00
power reels	Reel supply	$0.00
Tractor & post pounder	in-kind / self	$0.00

Total: $0.00

Watering System

Project Expenses	Supplier	Claimed Cost
Solar water system	Sunshine Co	$0.00
pipeline	Pipeline supply	$0.00
3 x moveable troughs	Co-op	$0.00
Miscellaneous plumbi...	Home Hardwarde	$0.00

Total: $0.00

Improve Pasture Composition/Seed
Please upload all applicable Seed Tags.

Project Expenses	Supplier	Claimed Cost
Legume seed blend	Seed Co International	$0.00
Tractor & drill use	in-kind / self	$0.00

Total: **$0.00**

Save

Click on the "Upload File" button to upload your invoice and associated proof of payment in the proper section.

You can also upload any other required documents (e.g. seed tags) in the second section. Upload each invoice individually and with the corresponding proof of payment. Proof of payment can include cancelled cheques, bank / credit card statements and debit or credit card terminal slips.

Once you upload the invoice, you need to put the amount you are claiming in the claimed cost section.

Reminder: GST is not an eligible expense and can not be included in the claim.

There will be a list of all the project estimates that you provided in the application.

Fill in the amount in the corresponding category.

If there is no amount claimed for an invoice, it will be returned for correction.

An invoice may have costs from one or multiple line items and even multiple categories.

If you need to add more line items to describe the eligible invoice being claimed, click the blue

"+" button in the correct cost category.

Once you enter all the claimed costs for that invoice, click "Save" to add the invoice and amount to your claim documents section.

Claim Documents 2025-07-08 07:54 PM

Files

| Project #1 Seeding costs.docx (Invoice) | CFGA app #1.pdf (Receipt) |

Items
Fencing

Project Expenses	Claimed Cost
Posts	$1,000.00
	Total: $1,000.00

Edit

Add as many invoices as you have for your project's eligible costs and **only one invoice per claim document.

Other Sources of Funding
This section captures other funding sources. Review this section and update on the application page, if necessary.

The bottom part of that section will also display any OFCAF funds already paid out in previous projects with the CFGA.

Declaration and Consent to Use Personal Information
Important! Read this section. Signing at the bottom means you agree to these terms. Only the applicant can sign this section to agree to the terms.

Submit Your Claim
Once you complete the claim and upload all supporting documents, you must sign and date the claim form at the bottom.

After this, save the claim and updated information.

After saving, click the "Submit" button to submit your claim for review.

I certify that the information on this application is to the best of my knowledge complete, true and accurate.

Applicant Signature *

Signed On *

Save Submit Cancel

Claims Review

Claims are reviewed in the order they are submitted. Once your claim is submitted, you can start a follow-up claim if your project is still ongoing.

When the claim is reviewed, you may get a "Request Changes" notification. Check the comments / notes section in the application to determine what steps / information is required.

After you have addressed the changes requested, click "Submit" to have it reviewed. Once the claim has been processed successfully, CFGA claim reviewers move the claim from "Submitted" status to "Reviewed" status.

Claim Form(s)

Submit your claim form(s) for payment.

+ Add Claim Form

Created At	Date Submitted	Status		Details
2025-07-08	2025-07-08	Reviewed	2025-07-08	✎ Edit

In "Reviewed" status, you can review your claim and confirm the amounts requested were determined to be eligible.

If something was not determined to be eligible, or a portion of a cost is not eligible, there will be an explanation for the claim difference (for example GST is not an eligible expense).

Payment Status
This moves your application to our finance team to issue a payment. Once payment is issued, that claim will move to "Paid" status. Note that payment of claims may take up to 90 days from when the claim is submitted.

There is a section just below the "Add Claim Document" button where it will show how much funding has been approved / remaining for your project.

This section will be updated as subsequent claims are reviewed and approved.
The amount shown in this section will be based on your application or adjusted amounts if you are reaching the OFCAF program cap of $100,000 in cost-share funding.

Helpful Tips
- Claims for pasture seeding projects must have seed tags uploaded showing the seed blend and certification (or common #1). Upload seed tags to the Associated Proof of Payment and/or Seed Tag section.

- If you require permits for your project, upload them as well. Upload them to the Associated Proof of Payment and/or Seed Tag section.

- While photos or maps of the project aren't required, it is helpful to include them to show progress. You can upload these in the Associated Proof of Payment and/or Seed Tag section.

- Eligible in-kind costs require an invoice.
  - Create an invoice from yourself to yourself with a detailed breakdown of the costs being claimed for in-kind labour or equipment use.
  - Details should include rate, hours claimed and date(s).
  - For larger projects, a detailed daily or weekly log will be useful to show when all activities occurred.
  - Upload this invoice and log into the Proof of Payment section.

- AGR-1 tax forms will be generated at the end of each fiscal year and will be issued to the primary applicant even if the application was submitted by a farm corporation or partnership. These forms will be mailed and available for download in the Impact system at the bottom of your Organization page.

- Cash payments are most difficult to show proof of payment so the CFGA encourages applicants to use other forms of payment when available.

- If you have projects with eligible in-kind costs, you must provide those invoices (made out from yourself to yourself, clearly breaking down all costs).

- 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.

Updated 18 July 2025