

# INFORMATION TO INCLUDE WITH INVOICES FOR OFCAF REPAYMENT

## YEAR FOUR (2025 – 2026)



Instructions for submitting information to ARGO follows on page 3.

<b>Payable To:</b> The individual/business name provided here must match the names on the invoices and proof of payments that are uploaded to the final report, which will also match the AGR-1 Tax Receipt that is created.	
Invoice and Proof of Payment Dates (must be between April 1, 2025 and November 30, 2025)	
<b>Banking Information:</b>	
	Void blank cheque only
<b>General: for each and every invoice, please ensure that:</b>	
	GST is excluded
	Business number - If the void cheque provided is a business, a business number is required for tax purposes. A business number is a 15-digit account number which is in the format of: 123456789RC0001 (CRA correspondence or GST number). The first 9 digits is your business number and RC0001 is your corporate income tax program account. If the void cheque that is provided is in the name of an individual, a 9-digit S.I.N Number is required which is in the format of 000-000-000
	Proof of payment (e.g. photos or scans of cancelled/cleared cheques, receipt of purchase, e-transfer confirmation, bank or credit card statement). No cash transactions are eligible. An invoice marked/stamped PAID is insufficient.
	Pictures* of completed project (date and GPS stamped). Include “before” photos if possible.
	Custom work shows Legal Land Description (e.g. seeding, manure hauling & application)**
	Equipment rental shows Legal Land Description
	PAg or CCA recommendation – include name, designation, and description of services
	Legal Land Description (must be listed in recommended BMP Action Plan and pre-approved by
	Include brief explanation of invoice
<b>Nitrogen (N) Management:</b>	
	Soil sample results with sampling depth and lab noted. (Must be minimum 0-12” to be eligible).
	Maps documenting Field Zone Mapping for N Prescription
	Type and rate of N inhibitor product(s)
	Quantity of ESN
	Amendment hauling and application shows area covered and Legal Land Description**
	Seed mix (must include 50% legume)
<b>Cover Cropping:</b>	
	Seed mix, photo of seed tag showing blend.
	Custom seeding invoice shows area and Legal Land Description**
<b>Rotational Grazing:</b>	
	Items on the invoice match items in the ARGO application
	Equipment descriptions (watering device, energizer, etc.)
	Custom fencing invoice shows Legal Land Description and distance**
	Seed mix (must include 50% legume)

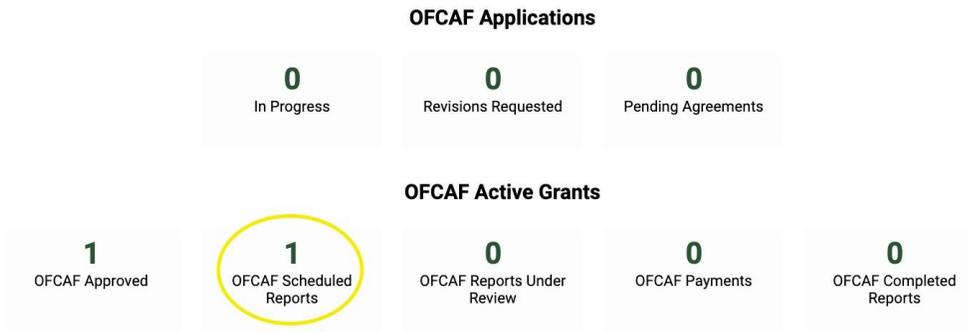
**Please note:** Other details may be requested on a case-by-case basis. \*Except for Soil Testing and Mapping BMPs. \*\*In-kind is not an eligible expense.

## IMPORTANT NOTES

- Invoices must include LLDs of pre-approved project fields. Substitutions will not be eligible for reimbursement.
- Invoices in the name of the applicant or business must match proof of payment by the applicant or business.
- Invoices and proof of payment must be dated between April 1, 2025, and November 30, 2025, and submitted before December 1, 2025.
- Purchased items and custom work must be delivered/completed on farm between April 1, 2025, and November 30, 2025.
- Payment of pre-approved applications will be based on completed reports outlined in the next section.
- Missing information may result in delays or non-payment.
- OFCAF correspondence will be emailed from [svcsmartssimple@rdar.ca](mailto:svcsmartssimple@rdar.ca). Please make sure these emails are not missed if sent to Spam folders.
- A project is closed once OFCAF has reimbursed the costs.
- After payments have been issued, applicants have 10 business days to contact OFCAF with questions or concerns.
- Reimbursement is by direct deposit only.
- Cash transactions are ineligible for reimbursement.
- All required photographs for the project and project completion documentation must be uploaded to ARGO.

# INSTRUCTIONS FOR SUBMITTING INVOICES FOR REPAYMENT IN ARGO

1. [Log in to ARGO](#). Click on OFCAF Scheduled Reports.



2. Open file.

**OFCAF Scheduled Reports**

#	Application ID	Organization	Primary Contact	Report Type	Status	Due Date
1	3330R	Primary Producer	John Doe	Final Report	Draft	

3. Complete the statement of certification.

**Declaration Instruction**  
PLEASE READ THIS CAREFULLY BEFORE SUBMITTING YOUR FINAL REPORT.

**\* Statement of Certification:**

I, John Nick certify that:

- a. The Applicant is a Primary Producer operating in Alberta and the Applicant:
  - i. is responsible for input costs or agricultural crops or livestock producing at least \$25,000 worth of farm commodities annually;
  - ii. is not a landlord whose only interest in the crop or livestock is ownership of the land;
  - iii. is responsible for obtaining the consent of the landowner if the Project will be conducted on leased land.
- b. The Applicant understands and agrees that the Program funding is subject to the RDAR-OFCAF Sub-Contribution Agreement which is available on this Platform for review prior to submitting the application.
- c. The Applicant understands that not all of the activities and expenses included within this application may be approved as being eligible for funding and that the approval will list the eligible activities and costs.
- d. The Applicant understands that funding for the Program is limited.
- e. The Applicant understands that applications under the Program will be considered on a case-by-case basis, subject to Program eligibility criteria and funding constraints.
- f. The Applicant has entered and will not enter into an agreement with other funders in relation to the Project and eligible costs claimed under this Program. The Applicant will notify RDAR in a reasonable amount of time if the eligible expenses claimed under this program will also be reimbursed by any other provincial, federal or municipal funding programs which are not otherwise referenced in the Application.
- g. Funding received from RDAR or from any other funder or government cannot exceed 85% of the Eligible Costs claimed by the Applicant and paid under the Program.
- h. By checking the box below the Applicant confirms that the Applicant has read, understood and agrees with the terms and conditions set out in the RDAR - OFCAF Sub-Contribution Agreement and that the check box has the same legal force and effect as if the Applicant had signed a printed copy of this Agreement.

I certify that the information provided in this final report is to the best of my knowledge, true, complete and correct.

4. Enter the name of the recipient who is receiving the funds.

\* Payable To

Please enter the name of the recipient that the funds will be released to, this is also who's name will be used for the Tax Receipt as this funding is considered Taxable Income. This must also match the banking information that is submitted with your application

5. Click the down arrow and choose either Business or Individual.

\* Who is RDAR releasing funds to for this application?

Click the one that applies.  
This information will be used for issuing AGR-1 receipts.

6. Enter your Business Number (if choosing Business) or Social Insurance Number (if choosing Individual)

\* Business Number

For example, your 15-digit account number is in the format: 123456789RC0001. The first 9 digits is your business number and RC0001 is your corporate income tax program account

15 characters left

**OR**

\* SIN Number

7. Upload a void cheque by clicking the link below.

\* Upload Void Cheque Attachment

Please upload a void cheque for the account that RDAR is releasing funds to

 Drop files here or [browse files](#)

Maximum file size: 2 GB



8. Answer the yes/no question.

\* Are you currently in an agreement with RALP (Resilient Agricultural Landscape Program) for this BMP category (i.e. Rotational Grazing, Nitrogen Management, Cover Cropping) on the land locations claimed in this final report.

(if "YES", you may not be eligible for reimbursement)

- Yes 
- No

9. Select your farm type from the drop-down menu.

\* Farm Type:

(Please select the category with the highest percentage of gross revenue on your farm)

10. This only appears for rotational grazing projects, please enter the number of head that have grazed on the fields and the number of acres grazed.

\* Please enter the number of head that have grazed on the fields in the project.

(This is to calculate intensity/ac)

\* Please enter the number of acres grazed on the fields in the project.

(This is to calculate intensity/ac)

11. Upload pictures of the completed project by clicking the link below.

\* Please upload all pictures of the completed project

 **Drop files here or [browse files](#)**

Maximum file size: 2 GB





12. Answer the yes/no questions. Add notes to highlight any differences from the application. Use the drop-down to indicate if you have previously received OFCAF funding. Please note: You will have the opportunity to upload all receipts and invoices at the end of your report.

\* Is the project completed?

- Yes  
 No

\* Is the final receipts, invoices, proof of payment and void cheque for the project uploaded?

- Yes  
 No

\* Have you submitted all pictures of the completed project?

- Yes  
 No

\* Can we close this project?

- Yes  
 No

\* Brief summary/ Note of the completed project

|

\* Have you received any OFCAF funding from the program or other sources this year or in previous years?

No v 

(Please select yes or no from the drop-down menu)

13. Next, you will need to input specific details about all implemented BMPs. Click “Input Information” to open a table in a new browser tab.

**\* Category Specific Information**

Complete the table by clicking Input Information below.  
Click Save Draft to see the table displayed below.

**Input Information**

14. Use the plus sign to add in rows and enter all details. Once complete, click “Save” at the bottom of the page and head back to ARGO.

Category Specific Information

Click + to add as many lines as needed

Category	Number of Acres	Invoice Amount (Without GST)	Legal Land Description	Vendor Name	Invoice Number	Invoice Date
Please Select						mm/dd/yyyy

+

15. Next, input the PAg/CCA cost.

**The PAg/CCA cost**

\$0.00

Upload the receipt/invoice from the PAg/CCA by clicking the link below.

Please upload the receipt/ invoice from the PAg/CCA

Drop files here or [browse files](#)

Maximum file size: 2 GB

16. Upload your proof of payment for the BMPs you implemented. Check all that apply. For each applicable BMP, you will need to upload proof of payment, indicate what form of payment was used, and upload the corresponding invoices.

\* BMP Category - Proof of Payment (Including PAg Cost)

Click each option that applies.

- Implementing Rotational Grazing 
- Improved Nitrogen Use Efficiency
- Enhancing Soils and Cover Crops

Please upload Project Proof of Payment based on the selected BMP Category applied for

 Drop files here or [browse files](#)

Maximum file size: 2 GB

\* Implementing Rotational Grazing: Select all uploaded (proof of payment) that applies below.

- Cleared Cheque 
- E-transfer Receipt
- Statement showing that the balance has been paid
- Bank Statement
- Visa Statement
- Bank Draft
- Credit card Receipt
- Credit Card Statement

\* Implementing Rotational Grazing: Upload Invoices/receipt

 Drop files here or [browse files](#)

Maximum file size: 2 GB

Once these items have all been uploaded, take a moment to review your report to ensure everything is correct, and click "Submit" at the bottom of the page. You will receive an email within a few minutes confirming your submission. *If you would like to pause and complete your report later, click "Save Draft" at the bottom of the page.*

*Questions? Please contact OFCAF 1-877-503-5955 or [ofcaf.bmp@rdar.ca](mailto:ofcaf.bmp@rdar.ca)*