







CANEXPORT

The logo features the word "CANEXPORT" in a bold, sans-serif font. "CAN" is in red and "EXPORT" is in dark blue. The text is centered over a light gray background that includes a stylized maple leaf and a world map. Two red curved lines sweep across the bottom of the graphic.

Understanding your CanExport Contribution Agreement

Your Contribution Agreement

 Global Affairs Canada	 Affaires mondiales Canada	 National Research Council Canada	 Conseil national de recherches Canada
CanExport Program Contribution Agreement to Recipients			Project No.: 123456
This Contribution Agreement is made in duplicate between:			
Her Majesty the Queen in right of Canada as represented by the Minister of Foreign Affairs, which Minister is hereby represented by the National Research Council Canada as represented by the Industrial Research Assistance Program (NRC-IRAP) 1200 Montreal Road, Building M55 Ottawa, ON K1A 0R6 (herein called the "NRC")			
and:			
Firm Legal Name Firm Operating Name Firm Address City, Province Postal Code (herein also referred to as the "Recipient")			

- Is a legal contract between your firm and the Government of Canada
- It includes the contractual obligations and conditions of contribution funding.
- It lists the approved activities and the amount of funding allocated to complete those activities.
 - May not include all activities in your application.
 - Funding amount may be different than the amount requested in your application

Key Contribution Agreement Dates

1. Key Contribution Agreement Dates

1.1 Project Phase

- Project Start Date: **XXXX-XX-XX** (yyyy/mm/dd)
- Project Completion Date: **XXXX-XX-XX** (yyyy/mm/dd)

1.2 Post-Project Phase

- The Post-Project Phase starts the day after the Project Completion Date and end on **XXXX-XX-XX** (yyyy/mm/dd)

Project Start Date	The date which you can start to incur costs in relation to the approved activities found on page 2 of your agreement
Project Completion Date	The date which your project activities must be completed to be eligible for reimbursement
Contribution Agreement End Date	The Post-Project Phase represents a reporting period for 3 years after your project completion date. You will be asked to complete an annual Snapshot on the results of the CanExport funding

Funding Amount

2. The NRC agrees to contribute up to a maximum of **\$XXXX.XX** (herein the "Contribution") for Costs Incurred by the Recipient during the Project Phase as described in the attached Project Description (hereafter referred to as the "Project") and in accordance with the Basis of Payment and Conditions of Contribution under this Contribution Agreement.

- Total approved funding for the project duration to complete your approved activities found on p. 2 of your contribution
 - Your contribution agreement funding is distributed by government fiscal year (see Basis of Payment 2.0)

Description of Activities

- Page 2, article 3
 - Only costs related to the activities listed in your contribution agreement can be claimed.
 - Note that it is likely that activities included in your application were not approved.
 - If your claim includes costs related to activities not listed under the Description of Activities, they will not be approved for reimbursement, even if they are eligible under the program.

TARGET MARKET: COUNTRY	
Activity	Market/Destination
Travel for business meetings and/or participate in specialised trade event(s) in order to meet with potential clients or partners from target market, including return airfare economy class from Canada to destination, per diem and local transport for a maximum of 2 employees or owners of the firm	COUNTRY
Participation in specialised trade events in to meet with potential clients and partners from target market, including if applicable registration fees for a maximum of 2 employees or owners, and if applicable, space rental, booth, shipping and associated costs	COUNTRY
Services for the adaptation and/or translation of marketing material including web for specific needs the target market	
*consultant services for business, legal, tax and/or accounting advice on the target market	

Basis of Payment

1.1 NRC agrees to reimburse up to 50% of the Total Eligible Project Costs incurred by the Recipient related to the Project under this Contribution Agreement up to a maximum amount of **\$XXXX.XX** as follows:

- Travel Costs
- Contractor Fees
- Consultant Fees

Consultant fees not to exceed 25% of Total Eligible Project Costs.

- Page 3, article 1 - the Basis of Payment provides an overview of the total contribution amount and approved cost categories under your contribution agreement.
- CanExport is a cost shared program. The program reimburses up to 50% of the claimed amount.
- The contribution amount is the maximum amount you are eligible for under your contribution agreement.
- The supported cost categories are defined in the Applicant Guide on the CanExport website (<http://international.gc.ca/canexport/>)
- Only the cost categories appearing in the Basis of Payment of your contribution agreement can be claimed.

Consultant Fees

- If your approved activities and cost categories include consultant fees, you can claim consultant fees up to 25% of the total approved project costs.
- To calculate your maximum consultant fees:

Total Contribution Amount	\$25,000
Multiply by 2 to get Total Eligible Project Costs	\$50,000
Multiply by 25% to get total eligible consultant fees	\$12,500

- Each time you claim consultant fees, your claimed amount will be subtracted from your total eligible consultant fees until depleted.
- Refer to the Applicant Guide (<http://international.gc.ca/canexport/>) for details on costs which are considered consultant fees.

Claim Frequency

- Page 1, article 1.3 establishes the frequency for client submission of claims.

Final Claim(s) submitted for Costs Incurred must be submitted the earliest of:

- a) no later than five (5) business days after March 31 (end of the Federal Government Fiscal Year). The maximum contribution amount per Federal Government Fiscal Year cannot be exceeded without prior approval of NRC.
- b) no later than five (5) business days after the Project Completion Date.

- Claims can be submitted ***as activities are completed.***
- For projects **spanning one government fiscal year**, you must claim no later than 5 days after your project completion date.
- For projects **spanning more than one government fiscal year**, you must submit a claim for costs incurred up to end of each fiscal year (March 31), within five days of fiscal year end, and then a final claim within five days of your project completion date.

Summary of fiscal amounts by Government of Canada fiscal year

2.0	Summary of NRC's Financial Contribution by Federal Government Fiscal Year (April 1 to March 31)	
	For the period XXXX/XX	\$XXXX.XX
	For the period XXXX/XX	\$XXXX.XX
	Total Financial Contribution	\$XXXX.XX
<p>Any unclaimed portion in a given Federal Government Fiscal Year, and/or a final claim will be foregone resulting in the inability for the Recipient to claim the maximum NRC Financial Contribution under this Contribution Agreement.</p>		

- Lists the total contribution funding by fiscal year as well as the total funding for the duration of the Contribution Agreement.
- You can claim up to these amounts between your project start date and the project completion date (as shown on page 1).
- If you do not use the total amounts allotted by fiscal year, this money will be lost.
- Funds not claimed in one fiscal year **do not** become available in subsequent years.

Reports Schedule

3.0 Reports Schedule

The Recipient agrees to comply with the scheduled reports outlined below. The Recipient acknowledges that failure to comply will cause the payment(s) of current and subsequent claim(s) to be delayed or suspended.

Description

- A report on the Recipient's performance to be presented annually for the duration of this Contribution Agreement

- Page 4, article 3 provides information on your post-project phase reporting obligations.
- You will be asked to provide performance results for three (3) years following your Project Completion Date.
- This information is gathered through the Annual Snapshot, which is based on your firm's latest financial statements.
- You will complete the Annual Snapshot six (6) months after your firm's fiscal year end.
- You will be contacted by NRC when your annual snapshot report is due to be completed.

Conditions of Contribution

- The Conditions of Contribution includes the following
 - Obligations of the Recipient
 - Benefits to Canada
 - Breaches by the Recipient
 - General Terms and Conditions
 - Early Exit
 - Debts Due to the Crown
 - Definitions

Other Resources

- Consult the Applicant Guide available on the CanExport website
 - <http://international.gc.ca/canexport/>
- Claim Instructions
 - [Instructions on Completing your CanExport claim](#)