

Ontario Soil and Crop Improvement Association 23/24 Regional Communication Grant Claim Form



Grassroots Innovation
Since 1939

ELIGIBLE TIMEFRAME IS: APRIL 1, 2023 TO FEBRUARY 1, 2024

Section 1a cannot exceed \$500 (Paid directly to RCC) and Section 1b + Section 2 cannot exceed \$6,000 (Paid directly to Region)

Regional Association	Mailing Address
Contact Name	Email Address
OFFICE USE ONLY	DATE:
	AMOUNT PAID TO RCC:
	AMOUNT PAID TO REGION:

Required Documentation

- Copies of Credit Card statements showing transaction payments (please be sure to black out personal information)
 OR
 Copies of cancelled cheques

 Copies of Print request form(s) for hard copies of The Innovator

Section 1: Newsletter related costs

1(a): "Article writing" OSCIA - up to a maximum of **\$500/year Paid directly to RCC**, to cover the writing of up to 4 Newsletter articles. (roughly 500 words in length) for contribution to the quarterly e-newsletter The Innovator. This is above the allotted \$6,000 available for knowledge transfer and therefore does not require payment from the Region prior to RCC claiming the expense and **cheque will be made out directly to the RCC for all approved article claims.**

1(b): Re-imbusement of Printed E-Newsletters - Regional Associations will be invoiced by the Provincial Office for the printing and shipping of The Innovator. The cost of printing the newsletter can be claimed under Section 1(b). Shipping, postage or printing of Regional inserts are not eligible items.

Please number each item on the invoice and list the number beside the matching figure on this form. Section 1(a) is paid directly to RCC.

Date of article	Approval # (from E-News Team)	Title of Article written & by whom (where applicable)	Total Claim (\$125/per) article	Item #

Previously claimed to date 1(a) \$: _____

Subtotal 1(a) (cannot exceed \$500) \$: _____

Date Requested	Invoice # from OSCIA	Total Cost charged to Region	# of Printed Copies Requested by Region	Total Claim	Item #

Previously claimed to date 1(b) \$: _____

Subtotal 1(b) \$: _____

Section 2: “Outreach Activities” - Number each item on the invoice and list the number beside the matching figure on this form.

2 Expenditures for OSCIA funding include:

- (a) Membership engagement activities, such as membership platform and landing page maintenance.
- (b) Planning/execution of crop tours/In-field research projects, writing/posting technical articles on innovative ideas/results of technology transfer events, etc. (name the activity - please specify).

Articles claimed in Section 1a are not eligible under Section 2.

Invoice # / Date	Supplier	Description of purchase/service	Total Invoice Amount	Item #
OSCIA 2(a) - Member engagement related				
OSCIA 2(b) - Event /Project/Research related				
Previously claimed to date 2(a)+(b)\$: _____			TOTAL FOR SECTION 2 (a)+(b) \$: _____	

Declaration and Signature

SIGNATURES AND SUPPORTING DOCUMENTATION MUST ACCOMPANY CLAIM FORM

By submitting this claim, the authorized signing authorities hereby certify to Ontario Soil and Crop Improvement Association that the information contained in the Claim Form is complete in all respects.

Region: _____ **Date (mm/dd/yyyy):** _____

Provincial Director: _____ **Regional Communication Coordinator:** _____

Provincial Director Signature: _____ **RCC Signature:** _____

TOTAL AMOUNT FOR REGION \$: _____ **TOTAL AMOUNT FOR RCC \$:** _____

(SECTION 1b+2 NOT TO EXCEED \$3,250; SECTION 1a NOT TO EXCEED \$500)

OSCIA Office Use	Approved by: _____ Date: _____
	Amount Paid to RCC: _____ Amount Paid to Region: _____