

*ONTARIO  
SOIL and CROP  
IMPROVEMENT  
ASSOCIATION*



*GRANT GUIDELINES 2011*

<b>A – REGIONAL COMMUNICATION GRANT</b>	
<b>Purpose</b>	To assist local association networking & improve regional communications.
<b>Available to</b>	Each of 11 recognized regional associations
<b>Eligible Projects</b>	<p>Activities which:</p> <ul style="list-style-type: none"> <li>- strengthen local associations and increase membership through high profile events</li> <li>- strengthen inter-association networking opportunities</li> <li>- organize key regional significant events</li> <li>- develop a newsletter that features leading technology produced for local members               <ul style="list-style-type: none"> <li>- OMAFRA must be recognized by all regional newsletters; approval of recognition is to be obtained from the Field Crops Manager, Agriculture Development Branch, OMAFRA</li> <li>- a minimum of 4 regional newsletters per year (as outlined below) must contain OSCIA News and Crop Talk in their entirety</li> <li>- each newsletter shall include the prominent placement of the OSCIA and Ontario logos, and appear on the outside, front page</li> <li>- OSCIA/Ontario logos must be consistent with each other in size, density, weight, and colour</li> <li>- newsletter not to be advertised as a commercial publication</li> <li>- multiple full-page advertising is not recommended</li> </ul> </li> </ul>
<b>Funds Provided By</b>	OSCIA and OMAFRA for 2009, 2010, 2011
<b>Funds Available and Restrictions</b>	<b>Up to \$6,000 each year (not cumulative) for a period of 3 years to cover expenses incurred to plan events, field days, new conferences, communication of activities within the region. Up to \$4,000 of the \$6,000 can be used for expenses incurred in preparing a regional newsletter. Funds allocated but not used within the OSCIA fiscal year may be forfeited by that regional association.</b>
<b>Matching Funds Requirements</b>	Regional associations are encouraged to leverage funds from outside sources. Reasonable corporate and commercial advertising is encouraged; however, multiple full-page advertising is not recommended.
<b>Protocol Details</b>	A completed and signed Work Plan Form A-2 is required.
<b>Communication</b>	Details are to be included in the Work Plan. All programs or publications will provide for public recognition of the contribution of OMAFRA and OSCIA.
<b>Required for Approval</b>	Form A-1 signed, completed and on file in OSCIA provincial office. Form A-2 signed by Regional Assoc. President and OMAFRA Field Crop Contact
<b>Required for Payment</b>	Form A-3 – Listing of Grant Expenditures including copies of invoices marked "paid" with full signature of the suppliers <b>OR</b> copies of cancelled cheques. Claim forms must be accompanied by a copy of the corresponding regional newsletter(s). An electronic version of a minimum of 4 regional newsletters per year must be sent to the provincial OSCIA office. Claims due by the due date may be forfeited.
<b>Deadlines and Forms</b>	As needed - Form A-1 - when Regional Communication Coordinator is appointed <b>Feb 1/09</b> - Form A-2 – Work Plan signed by Regional Association President and OMAFRA Field Crop Contact .Form A-3 - <b>Ongoing</b> within the operating years as follows: <ul style="list-style-type: none"> <li>Year 1 - April 1, 2009 - March 31, 2010</li> <li>Year 2 - April 1, 2010 - March 31, 2011</li> <li>Year 3 - April 1, 2011 - March 31, 2012</li> </ul> <b>Sept 30</b> - Current year's claims are due September 30; final claim for Year 3 due March 20, 2012.
<b>Reporting</b>	<b>Jan 15</b> – Submit electronic annual report to OSCIA (RCC report). <b>Feb 1</b> – A verbal report may be required at the OSCIA Annual Meeting.
<b>Records</b>	Records must be kept for seven years so that the actual costs and expenses are available.
<b>Eligible Items</b>	Labour, Services, Supplies Can be used as startup funds for co-ordination of or planning a new regional communication event.
<b>Items Not Eligible</b>	<ul style="list-style-type: none"> <li>- postage</li> <li>- refreshments, nutrition breaks or food items</li> <li>- donations to other organizations</li> <li>- these funds are not intended to support ongoing or existing annual events</li> </ul>

<b>B – REGIONAL PARTNER GRANT</b>	
<b>Purpose</b>	To assist regional associations with field projects which investigate and validate innovative solutions for soil and crop management.
<b>Available to</b>	Up to 11 recognized regional associations (max. 1 grant per region) approved on a project's merit. Preference will be given to two-year projects, but projects for one year will be considered. Projects must be developed in consultation with OMAFRA field staff.
<b>Eligible Projects</b>	Eligible projects: <u>Field Demonstrations and Trials (i.e.):</u> <ul style="list-style-type: none"> <li>- demonstrate new technology or concepts for crop production and management</li> <li>- investigate new methods to demonstrate manure management, prevent soil movement, ensure water quality, develop new methods to compare field data, alternative energy</li> <li>- must be a two or three year project with an innovative approach to new or proven technology</li> </ul> <u>Education (i.e.):</u> <ul style="list-style-type: none"> <li>- provide funds to plan and execute a major new theme in field demonstrations, conferences or meetings aimed at environmental protection, soil conservation, water quality, nutrient management</li> <li>- financial assistance to design brochures, news releases, exhibits, etc. to promote the new project</li> </ul>
<b>Funds Provided By</b>	OSCIA and OMAFRA for the fall of 2010 through 2011 (provided eligible work was under way in the fall of 2010) and for 2011 only.
<b>Funds Available and Restrictions</b>	<b>A per-grant maximum of \$5,000 per year. An amount of no more than 75% of the approved funding in each year will be considered as an advance when requested in writing, and under extenuating circumstances.</b>  <b>Failure to meet the financial and reporting requirements will result in withdrawal of Partner Grant support, along with return of the unused portion of any advance received. No further advances will be made until terms of the section "Required for Payment" (see section below) have been met.</b>
<b>Matching Funds Requirements</b>	<ul style="list-style-type: none"> <li>- 50% of eligible project costs – with at least 50% of the total cost of the project coming from other sources.</li> <li>- Labour – no more than 50% of the matching contribution can be claimed as in-kind labour costs, only for the inconvenience factor which would be over and above normal farm practice.</li> <li>- Machinery – as in-kind donated by suppliers or cooperators for use on the projects over and above normal farm practice</li> <li>- Inputs and Services – if donated by a supplier(s) or cooperator for use on the projects over and above normal farm practice</li> </ul>
<b>Protocol Details</b>	<p>All applications must provide a detailed protocol/proposal following the OSCIA Proposal Layout document. (see OSCIA Website <a href="http://www.ontariosoilcrop.org">www.ontariosoilcrop.org</a> - Resources - Grants - Proposal Template 2011) The following details must be clearly described:</p> <ul style="list-style-type: none"> <li>- Project Title</li> <li>- Objective</li> <li>- Background</li> <li>- Project Description</li> <li>- Communication Plan</li> <li>- Locations</li> <li>- Site Selection</li> <li>- Treatments</li> <li>- Plot Setup &amp; Harvest Layout</li> <li>- Treatment Sizes</li> <li>- Assessments, Type &amp; Timelines</li> <li>- Linkages with Other Organizations</li> <li>- Responsibilities</li> <li>- Budget Including In-Kind Contributions</li> <li>- Duration</li> <li>- Responsible Person(s)</li> </ul> <p>The Protocol Template may be downloaded from the OSCIA web site and completed; otherwise, an electronic document that includes the above details is acceptable. Handwritten submissions will not be accepted.</p> <p>It is also stipulated that the project will comply with provincial and municipal regulations.</p>
<b>Communication Plan</b>	<p>Recognition of OMAFRA, OSCIA and other funding partners must be included in all communication activities.</p> <p>Plan for an on-site field day for at least one year of the project.</p> <p>A communication strategy should be developed for each project, including tours, press releases, interim and final reports at key local and regional meetings.</p> <p>A copy of the report will be printed in the regional newsletter.</p>

<b>Required for Approval</b>	The application must be developed in co-operation with the OMAFRA Field Crop Contact or a designate. Endorsement from the OMAFRA Field Crop contact or designate is required on Form B-1. <b>Approval of new grant applications will not be considered if the previous year's Claims for Expenses have not been finalized.</b>
<b>Required for Payment</b>	Request for Payment: signed Claim Form B-2 with copies of invoices for cash costs marked "paid" with full signatures of the suppliers <b>OR</b> copies of cancelled cheques attached. Include a detailed listing of in-kind contributions made to the project (via Form B-2). Payment will only be made for cash costs when matching funding requirements are met. When this requirement has been satisfied, and where an advance has been provided, the remaining 25% of the approved funding in each year will be paid out. <b>Any unused portion of any advances provided are to be refunded to OSCIA by Nov. 30.</b>
<b>Deadlines and Forms</b>	<b>Up to Feb 20</b> – Proposal: OMAFRA Support, Completed Proposal and Form B-1 – due by Feb 20 with Form B-1 signatures complete <b>Nov 30</b> - Request for Payment: Claim Form B-2
<b>Reporting</b>	<b>Jan 15</b> - An electronic report on the progress of the project is to be forwarded to <a href="mailto:Evelyn.Howse@ontariosoilcrop.org">Evelyn.Howse@ontariosoilcrop.org</a> at OSCIA each year, with a copy forwarded to the OMAFRA Field Crop contact. <b>Feb 1</b> - Interim presentations will be required at the OSCIA Annual Meeting for the duration of the project. After the last year of the project, a final verbal report is required at the Annual Meeting. The OSCIA Project Lead is encouraged to participate in the verbal report. OMAFRA Field Crop staff will review the interim and final reports.
<b>Records</b>	Records from the project must be kept for a period of seven years so that the actual expenses are available. Field data from the project must be forwarded to the OMAFRA Field Crop Technology Contact for archiving at the conclusion of the project.
<b>Eligible Items</b>	Machinery - attachments to existing machinery and/or adaptive parts to modify existing equipment for field scale demonstrations Labour - over and above normal farm practice Inputs and Services - over and above normal farm practice
<b>Items Not Eligible</b>	Funds spent prior to grant approval may not be reimbursed The Regional Partner Grant cannot be used in combination with another OSCIA grant. (i.e., Regional Partner Grant and Major Grant cannot be used toward the same project.) - routine projects such as tile drainage, reforestation, land clearing, weed trials, or crop variety trials - maintenance of equipment - extensions of existing major grant projects - postage - refreshments, nutrition breaks or food items - donations to other organizations

	<b>C - MAJOR GRANT</b>
<b>Purpose</b>	To assist local associations with innovative, on-farm field demonstrations. This is a one-year grant.
<b>Available to</b>	Local county/district associations with a maximum of 1 grant per local based on merit of the proposal.
<b>Eligible Projects</b>	<ul style="list-style-type: none"> <li>- soil conservation projects</li> <li>- new technology developments</li> <li>- new crop development</li> <li>- new crop production developments</li> <li>- environmental protection</li> </ul> <p>May apply for up to 2 Major Grants where both are distinct standalone projects, and declared as such in each proposal. Linked projects may be considered where efficiencies can be demonstrated in sharing common resources (i.e., rental of equipment).</p> <p>An application can relay the need for a 2nd year, and in the following year, a new application submitted <b>may</b> be considered for a 2nd year where appropriate justification is provided.</p>
<b>Funds Provided By</b>	OMAFRA & OSCIA
<b>Funds Available and Restrictions</b>	<p>Proposals submitted by the deadline will be approved based on merit for eligible cash costs to a maximum of \$2,000 per year.</p> <p>100% of eligible cash costs to a maximum of \$2,000 for one year</p> <p><b>\$30,000</b> is available provincially</p>
<b>Matching Funds Requirements</b>	<p>Encouraged but not required.</p> <p>All in-kind contributions are to be tracked and recorded on the Form C-2.</p>
<b>Protocol Details</b>	<p>All applications must provide a detailed electronic protocol/proposal following the OSCIA Proposal Layout document. The following details must be clearly described and include the following:</p> <ul style="list-style-type: none"> <li>- Project Title</li> <li>- Objective</li> <li>- Background</li> <li>- Project Description</li> <li>- Communication Plan</li> <li>- Locations</li> <li>- Site Selection</li> <li>- Treatments</li> <li>-Assessments, Type &amp; Timelines</li> <li>-Linkages with Other Organizations</li> <li>- Responsibilities</li> <li>- Budget Including In-Kind Contributions</li> <li>- Responsible Person(s)</li> </ul> <p>The Protocol Template may be downloaded from the OSCIA web site <a href="http://www.ontariosoilcrop.org">www.ontariosoilcrop.org</a> - Resources - Grants - Protocol Template 2011 and completed; otherwise, an electronic document that includes the above details is acceptable.</p> <p>It is also stipulated that the project will comply with provincial and municipal regulations.</p>
<b>Communication Plan</b>	<p>Recognition of OMAFRA, OSCIA and other funding partners must be included in all communication activities.</p> <p>The plan should include an on-site field day for at least one site of the project.</p> <p>A communication strategy should be developed for each project, including tours, press releases and final reports at key local and regional meetings.</p> <p>A copy of the report will be submitted for inclusion in the regional newsletter.</p>
<b>Required for Approval</b>	<p>Application must be developed in co-operation with the OMAFRA Field Crop Contact or designate and Form C-1 must be signed by indicated contacts.</p> <p><b>Approval of new grant applications will not be considered if the previous year's Claims for Expenses have not been finalized.</b></p>
<b>Required for Payment</b>	<p>Request for Payment: a signed Claim Form C-2 with copies of invoices marked "paid" with the full signature of the suppliers <b>OR</b> copies of cancelled cheques attached. Claims (Form C-2) must include how the results were (or will be) communicated. Detailed listing of in-kind contributions made to the project on Form C-2, if applicable.</p>
<b>Deadlines and Forms</b>	<p><b>Feb 20</b> - Form C-1 Proposal</p> <p><b>Nov 30</b> - Form C-2 Required for Payment</p>

<b>Reporting</b>	<p><b>Jan 15</b> - An electronic report for the project is to be forwarded to <a href="mailto:Evelyn.Howse@ontariosoilcrop.org">Evelyn.Howse@ontariosoilcrop.org</a> at OSCIA, and a copy forwarded to the OMAFRA Field Crop contact person.</p> <p><b>Feb 1</b> - A verbal presentation is required at the OSCIA Annual Meeting. The OSCIA Project Lead is encouraged to participate in the verbal report.</p> <p>OMAFRA Field Crop staff will review the final reports.</p>
<b>Records</b>	<p>Records for the project must be kept for seven years so that the actual expenses are available. Field data from the project must be provided to the OMAFRA Field Crop Contact for archiving at the conclusion of the project.</p>
<b>Eligible Items</b>	<p>Machinery - attachments to existing machinery and/or adaptive parts to modify existing equipment for field scale demonstrations or lease or partial purchase of new technologies (i.e. light bars) and a documented plan on how the leased/purchased item is to be disposed of/used at the end of the project.</p> <p>Labour - over and above normal farm practice</p> <p>Inputs and Services - over and above normal farm practice</p>
<b>Items Not Eligible</b>	<p>Funds spent prior to grant approval may not be reimbursed.</p> <p>The Major Grant cannot be used in combination with another OSCIA grant (.e., Regional Partner Grant and Major Grant cannot be used toward the same project.)</p> <ul style="list-style-type: none"> <li>- projects seeking funds for research</li> <li>- routine projects such as tile drainage, reforestation, land clearing, weed trials, or crop variety trials</li> <li>- maintenance of equipment</li> <li>- extensions of existing Major Grant projects</li> <li>- postage</li> <li>- refreshments, nutrition breaks or food items</li> <li>- donations to other organizations</li> <li>- these funds are not intended to support ongoing or existing events, but can be used as startup funds for co-ordination of or planning a new event, field trip, etc.</li> </ul>

	<b>D - PROJECT GRANT</b>
<b>Purpose</b>	To assist local associations to provide on-farm field demonstration projects. This grant covers the period October 1 - September 30 (OSCIA fiscal year).
<b>Available to</b>	Local associations One project grant per local county/district.
<b>Eligible Projects</b>	Local tours, demonstrations, twilight meetings. Material, labour (labour not to exceed 50% of the total cost of the project), postage for special meetings, notices (e.g.; twilight meeting to tour field plots).
<b>Funds Provided By</b>	OMAFRA
<b>Funds Available and Restrictions</b>	Up to \$500 per county/district for material and labour for specific projects on a first-come, first-served basis. <b>(total budget \$8000)</b>
<b>Matching Funds Requirements</b>	Encouraged but not required.
<b>Protocol Details</b>	Not required No pre-approval required
<b>Communication Plan</b>	Recognition of OMAFRA, OSCIA and other funding partners must be included in all communication activities. A communication strategy should be developed for each project, including tours, press releases and final reports at key local and regional meetings.
<b>Required for Approval</b>	See Required for Payment below
<b>Required for Payment</b>	Request for Payment: a signed Claim Form D with copies of invoices marked "paid" with the full signature of the suppliers <b>OR</b> copies of cancelled cheques attached
<b>Deadlines and Forms</b>	<b>Sept 30</b> - Form D - signed by your local association president or secretary and OMAFRA Field Crop Contact.
<b>Reporting</b>	<b>Sept 30</b> – Full description of projects communicated through newsletters and on reverse of Form D.
<b>Records</b>	Records for the project must be kept for a period of seven years so that the actual expenses are available. Field data from the project must be provided to the OMAFRA Field Crop Contact for archiving at the conclusion of the project.
<b>Eligible Items</b>	Material and labour (limits as outlined above) for project (i.e, on-farm demonstrations, demo days) Postage for special meetings, notices (e.g.; twilight meeting to tour field plots).
<b>Items Not Eligible</b>	<ul style="list-style-type: none"> <li>- no crossover with other OSCIA administered grants</li> <li>- office supplies, postage for general newsletter mailings</li> <li>- meeting hall rentals</li> <li>- refreshments, nutrition breaks, or any food items</li> <li>- additional delegate(s) attending Annual Meeting</li> <li>- affiliation fees</li> <li>- expenses to fund seed fairs</li> <li>- exhibit space rental</li> <li>- expenses towards bus rentals or field trips</li> <li>- auditing financial statements</li> <li>- donation to other organizations</li> <li>- labour costs associated with normal farm practices</li> </ul>

<b>E - EDUCATION GRANT</b>	
<b>Purpose</b>	To assist local and regional associations with educational activities. This grant covers the period October 1 to September 30 (OSCIA fiscal year).
<b>Available to</b>	Local associations. Regional associations.
<b>Eligible Projects</b>	<ul style="list-style-type: none"> <li>- membership expansion</li> <li>- bus tours (up to 75% of cost of the bus rental)</li> <li>- consumer education</li> <li>- rental of meeting halls for special events</li> <li>- speakers</li> </ul>
<b>Funds Provided By</b>	OSCIA
<b>Funds Available and Restrictions</b>	Up to \$500 per county/district/region for costs associated with eligible educational activities ( <b>total budget \$12,000</b> )
<b>Matching Funds Requirements</b>	Encouraged but not required
<b>Protocol Details</b>	Not required
<b>Communication Plan</b>	Recognition of OSCIA and other funding partners must be included in all communication activities. A communication strategy should be developed for each project, including tours, press releases and final reports at key local and regional meetings.
<b>Required for Approval</b>	<b>Sept 30</b> – Form E
<b>Required for Payment</b>	Signed Claim Form E with copies of invoices marked "paid" with full signatures of the suppliers <b>OR</b> copies of cancelled cheques attached.
<b>Deadlines and Forms</b>	<b>Sept 30</b> - Form E signed by local association president or secretary
<b>Reporting</b>	<b>Sept 30</b> – Full description of projects communicated through newsletters and on reverse side of Form E
<b>Records</b>	Records of activity must be kept for a period of seven years so that the actual expenses are available.
<b>Eligible Items</b>	<ul style="list-style-type: none"> <li>- speaker(s)</li> <li>- material and labour</li> <li>- postage for special meetings, notices (e.g.; twilight meeting to tour field plots)</li> <li>- expenses towards bus tours or field trips (up to 75% of maximum cost)</li> </ul>
<b>Items Not Eligible</b>	<ul style="list-style-type: none"> <li>- sample collection, field assessments</li> <li>- no crossover with other OSCIA administered grants</li> <li>- office supplies, postage for general newsletter mailings</li> <li>- newsletters</li> <li>- no director meeting hall rentals</li> <li>- refreshments, nutrition breaks, or any food items</li> <li>- additional delegate(s) attending the OSCIA Annual Meeting</li> <li>- affiliation fees</li> <li>- expenses to fund seed fairs</li> <li>- auditing financial statements</li> <li>- donations to other organizations</li> <li>- labour costs associated with normal farm practices</li> </ul>

<b>G - SEED AND FEED FAIR/SHOW GRANT 2010/11</b>	
<b>Purpose</b>	To assist local associations with costs incurred in organizing a local seed and feed fair/show. The show should promote the growing of certified seed as a preferred farm management practice. Support of members' commitment to pedigreed seed use and the value of seed treatment and seed protection products.
<b>Available to</b>	10 local associations on a first-come, first-served basis.
<b>Eligible Projects</b>	See Purpose above
<b>Funds Provided By</b>	<b>OSCIA &amp; Ontario Seed Growers' Association (OSGA)</b>
<b>Funds Available and Restrictions</b>	Up to \$300 per local association ( <b>total budget \$3,000</b> )
<b>Matching Funds Requirements</b>	Encouraged but not required
<b>Protocol Details</b>	Not applicable
<b>Communication Plan</b>	Recognition of OSCIA and OSGA must be included in all communication activities.
<b>Required for Approval</b>	Apply before the seed and feed fair/show: <ul style="list-style-type: none"> <li>- Complete Form G-1 and fax or mail to OSCIA provincial office.</li> <li>- OSCIA will provide logos and posters as required to use for promotion.</li> <li>- OSCIA will provide Form G-2 to complete after seed and feed fair/show.</li> </ul>
<b>Required for Payment</b>	Complete Form G-2 after your event and mail to OSCIA provincial office, with photos attached.
<b>Deadlines and Forms</b>	<b>Well in advance of seed fair/show - Form G-1</b> <b>Sept 30 - Form G-2 – signed by local association secretary or president</b>
<b>Reporting</b>	A brief description of the event, number of attendees, and account of measures to promote certified seed must be submitted with the claim.
<b>Records</b>	Records for the project must be kept for future audit.
<b>Eligible Items</b>	Any items associated with providing the seed fair/show to local association members
<b>Items Not Eligible</b>	Applications received by OSCIA too late for pre-event promotion or after the event will be returned without approval.
<b>Other</b>	OSCIA & OSGA must be recognized as the sponsors in pre-event promotion and at your event. <ul style="list-style-type: none"> <li>- OSCIA will provide logos to attach to promotion and event information.</li> <li>- certified seed tag is to be displayed on corresponding entries where possible</li> <li>- photos are to be taken from the fair and submitted to the Guelph office with Form G-2</li> <li>- the DVD 'Does Seed Really Matter?' is to be shown at each fair. This video can be downloaded from the Internet by entering the following URL address:  <a href="http://www.youtube.com/watch?v=zYcre2v65fE">www.youtube.com/watch?v=zYcre2v65fE</a>.</li> <li>- signage at the event must be posted and is to read "To demonstrate, samples were grown from certified seed"</li> </ul>

<b>J - NORTHERN ONTARIO GRANT</b>	
<b>Purpose</b>	To assist Northern Ontario Directors to attend to duties of the regional associations.
<b>Available to</b>	Northern Ontario Directors
<b>Eligible Projects</b>	Directors and Annual Meetings of the Northern Regions
<b>Funds Provided By</b>	OMAFRA
<b>Funds Available and Restrictions</b>	Up to \$500 total for each northern region (North West and North East Region) provincial maximum \$1,000. 100% payout on eligible expenses.
<b>Matching Funds Requirements</b>	None
<b>Protocol Details</b>	Not applicable
<b>Communication Plan</b>	Not applicable
<b>Required for Approval</b>	Identify purpose of trip or meeting
<b>Deadlines and Forms</b>	<b>Sept 30</b> - Form J – signed by the person submitting the claim and OMAFRA rep (D. Tasse)
<b>Required for Payment</b>	Completed Form J with copies of receipts marked "paid"
<b>Reporting</b>	Not applicable
<b>Records</b>	Records for the activity must be kept so that the actual costs are available.
<b>Eligible Items</b>	Mileage, meals, accommodation
<b>Items Not Eligible</b>	Affiliation fees

<b>N - OSCIA Regional Nutrient Management Outreach Grant</b>	
<b>Purpose</b>	To support communication activities of regional Soil and Crop Improvement Associations that promote the adoption of Nutrient Management BMP's <b><u>to the non-regulated (Nutrient Management Act) farm population.</u></b>
<b>Available to</b>	Regional Soil and Crop Improvement Associations. Local Soil and Crop Improvement Associations may organize and manage the activity in conjunction with the region.
<b>Eligible Projects</b>	Activities directly related to communication with producers that contribute to the following outcomes: <ul style="list-style-type: none"> <li>• Increase understanding of best practices associated with Nutrient Management.</li> <li>• Development of knowledge transfer infrastructure for dissemination of Nutrient Management information.</li> <li>• Encompass as many local Soil &amp; Crop Associations as possible.</li> </ul>
<b>Funds Provided By</b>	OMAFRA
<b>Funds Available and Restrictions</b>	Available on a first-come, first-served basis, a maximum of \$4000 per project. Funds must be utilized by December 31, 2010.
<b>Matching Funds Requirements</b>	None
<b>Protocol Details</b>	Targeted communication activity/activities which would increase awareness and adoption of Nutrient Management BMPs among <u>producers who are not currently regulated under the Nutrient Management Act.</u> (e.g. Establish information day, tour, case studies, speaker expenses, etc.)
<b>Communication Plan</b>	Activities to be described in the project agreement. <b>(Form N-1)</b>
<b>Required for Approval</b>	Completed application form <b>(Form N-1)</b> approved by OSCIA Regional President.
<b>Deadlines and Forms</b>	Timelines will be laid out in Form - N-1. Form N-1, N-2, N-3 required for project.
<b>Required for Payment</b>	Final report, itemized financial statement and receipts as specified in the project agreement. <b>Sept 30 - Form N-2 Expense Form</b> <b>Nov 30 - Form N-3 Final Report</b>
<b>Reporting</b>	Final report Form N-3 to be submitted when activities outlined in project agreement are complete. Final report must include extent of producer contact.
<b>Records</b>	Records must be kept for a period of seven years so the receipts of actual costs are available.
<b>Eligible Items</b>	Eligible items may include: <ul style="list-style-type: none"> <li>• Writing a research summary or case study relevant to project objectives</li> <li>• Guest speakers at meetings</li> <li>• Bus, hall, equipment rental</li> <li>• Workshop expenses</li> <li>• Postage, travel directly related to project activities</li> </ul>
<b>Items Not Eligible</b>	Items not eligible : <ul style="list-style-type: none"> <li>• Capital purchases</li> <li>• Meals and refreshments</li> <li>• Donations to other organizations</li> <li>• These funds are not intended to support on going or existing communication activities (e.g. newsletter expenses)</li> </ul>