

2018 – 2021 OSCIA GRANT GUIDELINES



Grassroots Innovation *Since 1939*

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OSCIA Grant Guidelines for 2018-2021

The information in this document is subject to change without notice. Please retrieve the most up-to-date guidelines from ontariosoilcrop.org

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Purpose

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) provides annual funding under agreement with OSCIA to support key communication activities and on-farm applied research. The funding that supports the OSCIA Tier 1, Tier 2, and Regional Communication Events 2018-2021 has been approved by the Ministry with ***new submission deadlines taking effect***. In addition, OSCIA invests their own financial resources to champion related activities and the Ontario Seed Growers' Association (OSGA) also contributes to specific funding opportunities.

The grants presented are available exclusively to OSCIA local and regional associations, and demonstrate further value to membership. Please contact your local or regional association secretary for more information.

The available funding may support a broad array of activities including education and demonstrations lasting up to one year in duration, and three-year in-depth investigations involving applied research.

Overall success of the grants is achieved when the following strategic outcomes are realized:

- Activities are focused and aligned with stated OSCIA research priorities, or otherwise have the strong support of multiple counties/districts or regions;
- Applied research produces defensible results that benefit the broader membership;
- Projects capture the interests of members, encourage grassroots innovation, educate, and build awareness;
- Fund allocation is fully accountable to the requirements of OMAFRA;
- Wherever possible, the grants support projects that build on unique OSCIA interests, and its role in Ontario agriculture.

All Guidelines, Applications and Claim forms can be found [here](#).

There are four grant categories:

- **Regional Communication Grant**
- **Seed Fair Grant**
- **Tier One Grant**
- **Tier Two Grant**

Please familiarize yourself with the guidelines for the specific grant that interests your local/regional association before completing an application.

We encourage communication between local and regional associations regarding possible collaborations on grant projects (particularly Tier Two). For project ideas and frequently asked questions please visit the webpage [here](#).

Please note with the new Transfer Payment Agreement (TPA) with OMAFRA for 2018-2021 all submission dates have been moved up by approximately one month. In order to meet reporting deadlines any spring, summer projects must be claimed prior to August 31; while all other project FINAL claims must be received prior to February 28.

Should you have further questions/concerns please do not hesitate to contact us:

Andrew Graham,
Executive Director
agraham@ontariosoilcrop.org
519-826-4216

Amber Van De Peer,
Executive Assistant
avandeeper@ontariosoilcrop.org
519-826-3152

Kathleen Pentland
Accounts Clerk
kpentland@ontariosoilcrop.org
519-826-5405

Regional Communication Grant

The Regional Communication Grant will support Regional Communication Coordinators (part-time service contractors hired by the Regional Board) in OSCIA's eleven regions to strengthen inter-association networking opportunities, key regional events, and the regional newsletters.

The available funding totals **\$7,000 per year per region** (\$2,000 from the Ministry and \$5,000 from OSCIA). Up to \$4,000 of the \$7,000 may be used for expenses incurred in the preparation and issuance of 4 regional newsletters (minimum), in conjunction with the quarterly Provincial newsletter and OMAFRA Crop Talk. The remaining \$3,000 is available to support the associated work of the Regional Communication Coordinators.

The Transfer Payment Agreement (TPA) between OMAFRA and OSCIA stipulates the purpose of the funding is to evaluate, demonstrate, and communicate new crop production technology to Ontario stakeholders. This is to be achieved from the perspectives of production, innovation, economic and environment, with the overall objective to improve the sustainability of crop production in Ontario and to extend the information and experiences to Ontario stakeholders.

It is essential that the intended purpose, as stated by OMAFRA, is closely adhered to for those projects that rely on communication funds through the TPA. These activities are expected to support the Ministry's vision for successful and sustainable agri-food and agri-product businesses as well as the Ministry's goals to increase competitiveness of the sector through innovation. An objective of the funding is also to increase membership engagement in local associations. The purpose of the additional funds provided by OSCIA aligns with the Ministry stipulations.

It is recognized that additional funds are often generated at the regional level to combine with the Regional Grant to support communication activities. The decision on how the additional communication dollars are invested is solely up to the Region.

Access and conditions to receiving the Regional Communication Grant will be coordinated through the provincial OSCIA office. Funds allocated but not used within the OMAFRA fiscal year (April 1 - March 31) will be forfeited by that regional association.

Details and requirements for the Regional Communication Grant, claim form, communication plan, reporting template, along with steps for making a claim can be accessed [here](#).

Guidelines

- Regional associations are encouraged to leverage funds from outside sources;
- Corporate and commercial advertising is encouraged; however, multiple full-page advertising in the regional newsletters is unsuitable;
- The application form and communication plan must be submitted (at the beginning of the three-year agreement period) to the provincial OSCIA office for 3-year approval;
- A complete and signed claim form is required, along with a communication plan. All programs or publications must provide for public recognition of the contribution of OMAFRA and OSCIA;
- A listing of grant expenditures and acceptable proof of payment must be included with the claim. Acceptable proof of payment includes: the invoice marked "paid" with full signature of the supplier, copies of the cancelled cheque, or a copy of bank statement showing the cheque has cleared.
- Claim forms must be accompanied by a copy of the corresponding regional newsletter(s);

- An electronic version of a minimum of 4 quarterly regional newsletters per year must be sent to the provincial OSCIA office;
- An electronic annual report is required and must be sent to the provincial OSCIA office before January 15 of the following year. Please refer to previous Annual Conference reports for any needed guidance on format;
- Records must be kept for seven years so that the actual costs and expenses are available;

Eligible items include:

- Labor, services and supplies;
- Funding can be used as startup funds for coordination of, or planning a new regional communication event.

Eligible projects are activities which:

- Strengthen local associations and increase membership through high profile events;
- Strengthen inter-association networking opportunities;
- Organize key, regionally-significant events;
- Develop a newsletter that features leading technology produced for local members.

Newsletter Guidelines:

- A minimum of 4 quarterly regional newsletters per OMAFRA fiscal year (April 1 - March 31) must contain OSCIA's provincial newsletter and Crop Talk in their entirety. Newsletters will be released in June, September, November & March.
- Each regional newsletter is to be sent to members by the 20th of the specified month. Any exceptions must be approved by the OSCIA provincial office.
- Each newsletter shall include the prominent placement of the OSCIA and Ontario logos on the outside, front page.
- OSCIA/Ontario logos must adhere to accepted graphic standards and be consistent with one another in size, density, weight, and color.
- Each newsletter must state the following "This project was funded in part by the Ontario Ministry of Agriculture, Food and Rural Affairs";
- The newsletter is not to be advertised as a commercial publication.

Items NOT Eligible include, but are not limited to:

- Postage, refreshments, nutrition breaks or food items;
- Donations to other organizations;
- The Regional Communication grant cannot be used in combination with another OSCIA grant (i.e. expenses for other projects cannot be claimed under the Regional Communication grant).

Seed Fair Grant

The Seed Fair Grant of \$300 per year is available 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 members' commitment to pedigreed seed use, and the value of seed treatment and seed protection products. Funding is generously provided by the Ontario Soil and Crop Improvement Association (OSCIA).

Details and requirements for the Seed Fair Grant, application and claim form can be accessed [here](#).

Guidelines

- Available for up to 14 local associations per year on a first-come, first-served basis;
- In order to secure funding, pre-approval is required and can be obtained by submitting an application form;
- Please take photos of the event and submit them with the Claim Form to the provincial OSCIA office;
- OSCIA must be recognized as sponsors in pre-event promotion. As well, the Certified Seed Tag logo must be used along with the OSCIA logos at the seed fair/show;
- Signage at the event must be posted and is to read "*Samples were grown from certified seed*";
- A brief description of the event and the number of attendees must be included on the Claim Form. The completed form is to be submitted to the provincial OSCIA office before February 28th of the following year to align with all other OSCIA grant deadlines;
- The grant claim must include a listing of expenditures (up to \$300) including copies of each invoice with proof of payment. Acceptable proof of payment includes: the invoice marked "paid" with full signature of the supplier, copies of cancelled cheques, or a copy of bank statement(s) showing the cheques have cleared.



Tier One Grant

The Tier One Grant is available to support local or regional events such as: Educational Activities, Field Days, Guest Speakers, Bus Tours, In-Field Trials, or Demonstrations of Innovative Equipment or Management Techniques.

The duration of this grant is **one year**.

The Transfer Payment Agreement (TPA) between OMAFRA and OSCIA supports Tier One Grants and stipulates the purpose of the funding is to evaluate, demonstrate, and communicate new crop production technology to Ontario stakeholders. This is to be achieved from the perspectives of production, innovation, economic and environment, with the overall objective to improve the sustainability of crop production in Ontario and to extend the information and experiences to Ontario stakeholders.

It is essential that the intended purpose, as stated by OMAFRA, is closely adhered to for those projects that rely on Tier One funding. These activities are expected to support the Ministry's vision for successful and sustainable agri-food and agri-product businesses as well as the Ministry's goals to increase competitiveness of the sector through innovation. The funding may also be used to increase membership engagement in local associations.

Up to \$50,000 per year will be available to support eligible activities across the Province.

Details and requirements for the Tier One Grant, as well as the application and claim forms can be found [here](#).

Guidelines

- Educational activities may include field days, guest speakers at events, and bus tours; or, one-year in-field trials or demonstrations designed to provide guidance on innovative equipment or management techniques. The funding may also be used to support approved membership engagement activities;
- Available to individual county/districts or regional associations;
- Local/regional associations may, if they choose, pool Tier One funding towards the same activity/project. In such a case only one application is required per project; however, all participating parties must be clearly listed with contact people identified. To trigger payment, each participating SCIA must submit a claim form with proof of payment. This proof of payment can simply consist of an invoice from the leading SCIA to the partnering SCIA's indicating their portion has been "Paid";
- Funding is available on a first-come, first-served basis. Local/regional associations must submit a detailed application to trigger a grant allocation from the provincial OSCIA office. This guarantees the funds will be available if the project is completed and the claim is submitted on time;
- The proposed project must be in accordance with the list of typical Tier One activities approved by the Executive Committee, which is available on OSCIA's website. Other proposed activities that meet the intent of the Tier One Grant may be considered on an individual basis;
- Available funding is 100% cost-share up to \$1,500 per county/district or region annually. One or more projects may be claimed over the year, up to the maximum grant. All project costs and in-kind contributions must be tracked as part of the reporting requirements. Time invested by individuals in planning/coordinating activities outside of their regular association tasks, such as planning bus trips or special educational events, may be eligible;
- The grant claim must include a listing of expenditures including copies of each invoice with proof of payment. Acceptable proof of payment includes: the invoice marked "paid" with full signature of the supplier, copies of cancelled cheques, or a copy of bank statement(s) showing the cheques have cleared.

- Recognition of OMAFRA, OSCIA, and other funding partners must be included in all communication activities;
- The following statement must be included on promotional material for your project “This project was funded in part by the Ontario Ministry of Agriculture, Food and Rural Affairs”;
- The same project may be repeated in subsequent years; however, applications and final reports must be completed annually;
- Project findings are to be communicated through appropriate OSCIA meetings and newsletters;
- Reports using the online report template must be submitted to the Guelph office by January 15 of the following year;
- The Executive Committee may request a presentation be made by a local/regional project representative at the OSCIA Annual Conference to report outcomes and lessons learned.

Items not eligible for Tier One Grant include:

- Postage, Food, Refreshments;
- Donations to other organizations;
- Support for existing or on-going events (such as hall rental for annual meetings) or Secretary stipend/fees. Funds spent prior to grant approval may not be eligible for reimbursement;
- Equipment maintenance, routine association business or normal farm activities (e.g. tile drainage, reforestation, land clearing, crop variety trials);
- Labor that exceeds 50% of total cost of project;
- Approved Tier One project funding cannot be rolled from one project year to the next.

If your project is a One-Year In-Field Trial, please review these additional requirements:

- A communication strategy must be developed and submitted for each field trial application and include plans for media releases, reports to be presented at local/regional meetings, and an on-site field day for at least one of the project sites;
- Recognition of OMAFRA, OSCIA, and other funding partners must be included in all communication activities;
- Collaboration with an OMAFRA Crop Technology Specialist is strongly recommended;
- All applications must provide a detailed protocol/proposal referred to as the OSCIA Trial Layout Document with the following details clearly described:
 - Project title;
 - Objective;
 - Background;
 - Locations;
 - Site selection;
 - Treatments;
 - Assessments, type and timelines;
 - Linkages with other organizations;
 - Responsible person(s).

Eligible projects include:

- Soil conservation projects;
- New and innovative technology developments;
- New crop development;
- New crop production management techniques;
- Environmental protection.

Eligible items include:

- Machinery or attachments to existing machinery and/or adaptive parts to modify existing equipment for field scale demonstrations;
- Lease or partial purchase of new technologies and a documented plan on how the leased/purchased item is to be disposed of/used at the end of the project;
- Labor that is over and above normal farm practices;
- Inputs and services that are over and above normal farm practices;
- Compensation for loss of yield.

Items not eligible include:

- The Tier One Grant cannot be used in combination with a Tier Two Grant towards the same project;
- Routine projects such as tile drainage, reforestation, land clearing, weed trials, or crop variety trials;
- Maintenance of equipment;
- Postage;
- Refreshments, nutrition breaks, or food items;
- Donations to other organizations;
- These funds are not intended to support on-going or existing events, but can be used as startup funds for coordination of or planning a new event, field trip, etc.

Tier Two Grant

The Tier Two grant is available to support large-scale multiple-year projects (up to six distinct projects) across four major focus areas: Soil Health, Nutrient Management, Seed Health, or “other” that responds to major current issues.

- These grants are to be used for applied research projects for up to three years involving multiple county/districts or regions
- Up to \$100,000 per year may be available to support all selected Tier Two projects across the province;
- A competitive, merit-based process for project approval will be employed with up to \$16,000 available per project, per year. Projects that do not receive approval will not receive funding.

Details and requirements for the Tier Two Grant, as well as the claim form can be found [here](#).

Guidelines

- Proposed research projects must align with one of four themes: Soil Health, Nutrient Management, Seed Health, or Other;
- Collaboration is required with other county/district/regions on applied research projects for up to three years;
- All projects must have full written proposals submitted to the provincial OSCIA office by February 28, 2018 to be considered. Any additional intake dates will be decided by the Executive Committee pending available funding;
- A merit-based process developed by OSCIA will isolate the highest value projects from all proposals submitted by the intake deadline date.
- Scores will be earned on the success of the proposed project in:
 1. Meeting OSCIA research priorities:
 - Soil health and biological interactions with soil;
 - Residue and tillage management for crop production and soil erosion prevention;
 - Economics and agronomics of emerging crop treatments and new crop development, especially related to adaptation of climate change;
 - Bio-economy impacts, such as from biomass production, residue management, and/or biosolids application as it relates to soil management;
 - Manure and municipal bio-products such as green bin materials and biosolids.
 2. Partnering with industry, government, research institutions, Certified Crop Advisors, or other local or regional associations;
 3. Cost-share level requested;
 4. Cash and in-kind contributions contributed by the applicant and from other sources;
 5. Broad applicability and benefit to Ontario agriculture;
 6. Demonstrated innovation;
 7. Reach and effectiveness of planned communication strategy;
 8. Provision of letters of support;
 9. Other supporting documented plan that will promote sustainable farming practices

- In-depth investigations are expected with detailed annual and final reports. To be considered for funding, projects must be multi-county/district, multi-region or fully provincial in scale;
- Claims will be paid on an on-going basis throughout the three-year period with required reporting, invoicing, and proof of payment. The grant claim must include a listing of expenditures including copies of each invoice with proof of payment. Acceptable proof of payment includes: the invoice marked "paid" with full signature of the supplier, copies of cancelled cheques, or a copy of bank statement(s) showing the cheques have cleared.
- At the request of successful participants, up to 50% of the approved annual grant may be advanced;
- Collaboration with OMAFRA crop technology specialists is strongly recommended. Specialists will be encouraged to assist with developing ideas, ensuring compliance to accepted protocols, and fostering collaborations;
- Any promotional and reporting documents must include the following statement "This project was funded in part by the Ontario Ministry of Agriculture, Food and Rural Affairs";
- In-depth presentations on the projects will be required annually at the OSCIA Annual Conference; and stories may be prepared and featured in regional newsletters, Country Guide magazine, and other farm publications upon request.

Eligible items include:

- Machinery, attachments to existing machinery, and/or adaptive parts to modify existing equipment for field scale demonstrations;
- Lease or partial purchase of new technologies and a documented plan on how the leased/purchased item is to be disposed of/used at the end of the project;
- Labor that is over and above normal farm practices;
- Inputs and services that are over and above normal farm practices;
- Compensation for loss of yield.

Items not eligible include:

- Routine projects such as tile drainage, reforestation, land clearing, weed trials, crop variety trials;
- Maintenance of equipment;
- Donations to other organizations;
- Funding to support on-going or existing events.