

# 2021 – 2023 OSCIA GRANT GUIDELINES



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# Purpose

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) is providing funding from the Canadian Agricultural Partnership to OSCIA to help support key knowledge transfer activities and on-farm applied research. The funding is supporting Regional Communication, Tier One, and Tier Two Grants. Financial contributions have also been committed by OSCIA.

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, or Regional Communication Coordinator for more information.

The Canadian Agricultural Partnership is a five-year investment by Canada's federal, provincial, and territorial governments to encourage innovation, competitiveness, and sustainability in Canada's agriculture industry.

The purpose of the funding through CAP is to evaluate, demonstrate and communicate new crop production technology from a production, innovation, economic and environmental perspective to improve soil health and the sustainability of crop production and to extend the information to Ontario stakeholders.

The supported projects will complement the Province's Agricultural Soil Health and Conservation Strategy, as well as the vision of building successful and sustainable agri-food and agri-product businesses by increasing competitiveness through innovation and strengthen the agriculture sector's adoption of stewardship priorities and environmental Best Management Practices (BMPs).

The funding for Tier One is available to support a broad array of knowledge transfer activities lasting up to one year in duration. The objective of the Regional Communication Grant is to support approved activities relating to the Regional Communication Coordinator.

The Tier Two funding has already been allocated to four projects and will extend research activity for an additional two growing seasons. No opportunity will exist in the current funding agreement to present new Tier Two projects for funding consideration.

The four projects approved for funding at a level of up to \$10,000 per year, for two years are:

1. Roots Not Iron- Part 2, coordinated through the Thames Valley Regional Association.
2. AgTiv Mycorrhizal Inoculant Trial on Potato, coordinated by the Northeast Regional Association.
3. Soil Health as it Relates to Yield, coordinated by the St. Clair Regional Association.
4. Maximizing Cereal Rye and Over-Wintering Legume Cover Crop Management for Multiple Benefits in Soybean and Corn Production, coordinated by the Heartland Regional Association.

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 and farm businesses across the province.
- Projects capture the interests of members, encourage grassroots innovation, educate, and build awareness.
- Fund allocation is fully accountable to the requirements of OMAFRA.

All Guidelines, Applications and Claim forms can be found [here](#). Please familiarize yourself with these guidelines before completing an application.

***Please note:*** To enable OSCIA to meet stringent reporting deadlines set by the Ministry, project claim submission dates must be adhered to.

**All claims for projects approved between April 1, 2021 and February 28, 2022 must be submitted to the provincial office by March 1, 2022.**

**All claims for projects approved between April 1, 2022 and February 1, 2023, must be submitted to the provincial office by February 8, 2023.**

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

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# 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 support inter-association networking opportunities, key regional events, and the assistance of RCCs in the production of the OSCIA quarterly e-newsletter, *The Innovator*.

The available funding totals **\$6,500 per region** annually (this figure includes the \$3,250 that was identified in April of 2021). Access and conditions to receiving the Regional Communication Grant will be coordinated through the provincial OSCIA office, through the Service Contract agreement. Funds allocated but not used within the OMAFRA fiscal year starting April 1 will be forfeited.

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. The purpose of the additional funds provided by OSCIA aligns with the Ministry stipulations.

It is essential that the intended purpose of the Ministry funding is closely adhered to. The Ministry funding is provided through a separate program from previous years, and it comes with a shortened list of eligible activities that may be supported.

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.

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

- Questions about the Regional Communication Grant should be directed to Amber Van De Peer at [avandepeer@ontariosoilcrop.org](mailto:avandepeer@ontariosoilcrop.org).
- Regional associations are also encouraged to leverage funds through sponsorships and advertising from outside sources.
- The application form and a detailed communication plan must be submitted to the provincial OSCIA office for full approval.
- The Recipient will indicate, in all Project-related publications – whether written, oral or visual – that *“The views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province or Canada.”*
- All publications and meeting agendas prepared as part of the project must provide public recognition of the contribution of OMAFRA and OSCIA by including the following statement. *“This project was funded in part by the Ontario Ministry of Agriculture, Food and Rural Affairs through the Canadian Agricultural Partnership, a five-year federal-provincial-territorial initiative.”*
- All public-facing communication materials must be approved by OSCIA (and satisfy the interests of the Province and Canada) before release. If appropriate, the logo of Canada, the Province and OSCIA will be prominently placed and equally prominent in size on all public-facing communication materials. Allow a minimum of two weeks for the approval process. Please contact Amber Van De Peer ([avandepeer@ontariosoilcrop.org](mailto:avandepeer@ontariosoilcrop.org)) at OSCIA for further information, including electronic files for the logo and details on placement.

- The applicable forms must be completed and signed to trigger a claim through the Guelph office.
- A listing of grant expenditures and acceptable proof of payment must be included with the claim. Proof of payment may be any one of the following:
  - Copy of front and back of cancelled cheque.
  - Electronic image of processed cheque.
  - Statement from banking institution indicating to whom the processed cheque was written, or electronic payment made, and for what amount.
  - Credit card or debit card receipt clearly identifying amount and to whom the payment was made. Credit card or debit card numbers and other information, including costs that are unrelated to the project, should be blacked out.
- An electronic report on RCC activities is required annually 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 from the conclusion of the funding program so that the actual costs and expenses are available for audit purposes if requested.

**Eligible items include:**

- Labor, services, and supplies.
- Costs of printing of province-wide newsletter *The Innovator* for members. (Regions will be billed by the provincial office for the cost of printing and shipping of *The Innovator* at cost recovery).
- Funding can be used as startup funds for coordination or planning of a new regional communication event.

**Eligible projects include:**

- Organizing key, regionally significant events.
- Attending knowledge transfer events to write articles and provide opportunities for increased membership benefits through knowledge transfer.
- Writing and developing up to four newsworthy articles per year on learning outcomes that provide value to our members. Article ideas are to be submitted for pre-approval to OSCIA for use in *The Innovator* (four articles, each \$125 to a maximum of \$500/year).
- Developing and maintaining a Regional Landing Page &/or a Regional Website, that features leading technology transfer produced for local members, as well as providing updates on upcoming events, local contact information and sponsorship ad placement.

**Items NOT Eligible for funding include, but are not limited to:**

- Postage, refreshments, nutrition breaks or food items.
- Donations to other organizations.
- Costs of printing and mailing of local Landing Page material or regional updates mailed to local members.
- 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).

# Tier One Grant

The Tier One Grant is available to support local or regional knowledge transfer events such as: education or 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. 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.

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

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

## Guidelines

- Questions about the Tier One Grant should be directed to Kathleen Pentland [kpentland@ontariosoilcrop.org](mailto:kpentland@ontariosoilcrop.org).
- Educational activities may include field days, guest speakers at events, bus tours, or one-year in-field trials or demonstrations designed to provide guidance on innovative equipment or management techniques.
- Available to individual county/district associations or regional associations.
- Several local/regional associations may, if they choose, pool Tier One funding in the same year 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, with acceptable proof of payment.
- 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. Other proposed activities that meet the intent of the Tier One Grant may be considered on an individual basis. The Ministry funding is provided through a separate program from previous years, and it comes with a shortened list of eligible activities that may be supported.
- Available funding is 100% cost-share **up to \$2,500 per county/district or region annually**. One or more projects may be claimed over the year, up to the maximum grant. Any Tier One grant funding previously paid out since April 1, 2021 will be part of the local/regional association's eligible grant for the year. All project costs and in-kind contributions must be tracked as part of the reporting requirements. Time invested by individuals in planning/coordinating activities (e.g., bus trips or special education or knowledge transfer events) outside of their regular association tasks, may be eligible.

- The grant claim must include a listing of grant expenditures and acceptable proof of payment must be included with the claim. Proof of payment may be any one of the following:
  - Copy of front and back of cancelled cheque.
  - Electronic image of processed cheque.
  - Statement from banking institution indicating to whom the processed cheque was written, or electronic payment made, and for what amount.
  - Credit card or debit card receipt clearly identifying amount and to whom the payment was made. Credit card or debit card numbers and other information, including costs that are unrelated to the project, should be blacked out.
- All reports and publications must include recognition of the contribution of OMAFRA and OSCIA by including the following statement. *“This project was funded in part by the Ontario Ministry of Agriculture, Food and Rural Affairs through the Canadian Agricultural Partnership, a five-year federal-provincial-territorial initiative.”*
- All public-facing communication materials must be approved by OSCIA (and satisfy the interests of the Province and Canada) before release. If appropriate, the logo of Canada, the Province and OSCIA are to be prominently placed and equally prominent in size on all public-facing communication materials. Allow a minimum of two weeks for the approval process. Please contact Kathleen Pentland (kpentland@ontariosoilcrop.org) at OSCIA for further information, including electronic files for the logos and details on placement.
- The Recipient will indicate, in all Project-related publications – whether written, oral, or visual – that, *“The views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province or Canada.”*
- The same project may be repeated in subsequent years; however, applications and final reports must be completed annually.
- Project findings are to be communicated broadly through appropriate OSCIA meetings, *The Innovator* newsletter, and other appropriate channels.

**All claims for projects approved between April 1, 2021, and February 28, 2022 must be submitted to the provincial office by March 1, 2022.**

**All claims for projects approved between April 1, 2022, and February 1, 2023 must be submitted to the provincial office by February 8, 2023.**

**Eligible items include:**

- Purchases of services and supplies to support knowledge transfer and applied research activities.
- New technology attachments and modifications to existing field machinery for field scale demonstration. The proposal must include a documented plan on how the purchased item is to be disposed of/used at the end of the project.
- Rental of equipment necessary to carry out knowledge transfer and applied research activities (e.g., field equipment to establish plots or hold demonstrations, audio-visual equipment, scientific monitoring equipment, Mobile Soil Technology Suite user fees).
- Purchase of goods to support knowledge transfer and applied research activities.
- Labor over and above normal farm practices.
- Inputs and services that are over and above normal farm practices.
- Coordination or planning of new, approved knowledge transfer event(s) (e.g., soil health meeting or field trip).

**Items not eligible for Tier One Grant include:**

- Postage, nutrition breaks, food, refreshments.
- Donations to other organizations.
- Projects that are not fully accountable to the funding requirements set by OMAFRA.
- 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).
- Compensation for lost yield as a result of field trials.
- The Tier One Grant cannot be used in combination with a Tier Two Grant towards the same project.
- Approved Tier One project funding cannot be rolled from one project year to the next.
- Costs incurred prior to April 1 in the year the project was approved for funding.

**If your Tier One project is an 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 (as permitted to comply with COVID-19 restrictions).
- Recognition of OMAFRA, OSCIA, and other funding partners must be included in all communication activities as stipulated.
- 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 and soil health projects.
- New and innovative technology developments.
- New crop development.
- New crop production management techniques.
- Environmental protection investigations.