

2015 - 2018

OSCIA

ONTARIO SOIL AND CROP
IMPROVEMENT ASSOCIATION

GRANT GUIDELINES

Three-Year Projects



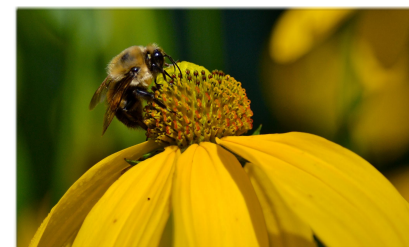
Nutrient



Seed Health



Soil Health



Other

One-Year Projects



Field Days
Demonstrations
Educational Activities

OSCIA Grant Guidelines for 2015-2018

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

Grassroots Innovation Since 1939



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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. In addition, OSCIA invests their own financial resources to champion related activities. The Ontario Seed Growers' Association (OSGA) also contributes to specific funding opportunities.

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

- Focused activities that align with stated OSCIA research priorities, or otherwise have the strong support of multiple counties/districts or regions;
- Defendable applied research results that benefit the broader membership;
- Capture the interests of members, encourage grassroots innovation, educate and build awareness;
- Fully accountable to the funding requirements of OMAFRA;
- Wherever possible, support projects that build on unique OSCIA interests, and its role in Ontario agriculture.

New Grant Structure

2015 brings the introduction of a new grant structure. After careful review of past accomplishments, comments received from members, and consultation with Ministry representatives, the new structure will present enhanced opportunities for local and regional associations to engage with project partners in a broad array of one-year activities including education and demonstrations, and three-year in-depth investigations involving applied research.

Four components comprise the new structure:

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

FAQs

The previous grant structure that many of you have become familiar with will be gone as of April 1, 2015.

If you have not yet taken the opportunity to familiarize yourself with the NEW grant structure, please do so - the guidelines and forms for the NEW structure can be found on the OSCIA Grant Blog: <https://osciagrants.wordpress.com>

The purpose of the Grant blog is to encourage communication between local and regional associations regarding possible collaborations on grant projects. Please join the conversation by following the blog and posting idea's under the tab "Project Ideas".

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

Andrew Graham - agraham@ontariosoilcrop.org OR 519-826-4216

Amber Van De Peer - avandepeer@ontariosoilcrop.org OR 519-826-3152

Regional Communication Grant

The Regional Communication Grant will support the Regional Communication Coordinators (eleven) to strengthen inter-association networking opportunities, key regional events, and the regional newsletters (minimum four per year). Funding of up to \$6,000 per year/region (not cumulative) is available for each region for a period of three years. Up to \$4,000 of the \$6,000 can be used for expenses incurred in preparing the regional newsletter. Access and conditions to receiving the Regional Communication Grant generally remains unchanged from previous years, and will be coordinated through the provincial OSCIA office. *Funds allocated but not used within the OMAFRA fiscal year (April 1 - March 31) may 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 online through the OSCIA blog (see link on page 2).

Guidelines

- 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;
- The Application Form and Communication Plan must be submitted (once) 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 will provide for public recognition of the contribution of OMAFRA and OSCIA;
- Listing of grant expenditures including copies of invoices marked “paid” with full signature of the suppliers **or** 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;
- An electronic annual report is required and must be sent to the provincial OSCIA office **before** January 15 of the following year. The report **must** follow the Reporting Template provided by the provincial OSCIA office (attached for reporting purposes);
- Records must be kept for seven years so that the actual costs and expenses are available;
- Eligible items include labour, 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 regional significant events;
- Develop a newsletter that features leading technology produced for local members
 - OMAFRA must be recognized by all regional newsletters; approval of recognition is to be obtained from the Field Crops Manager, Agriculture Development Branch, OMAFRA
 - a minimum of **4 regional newsletters per OMAFRA fiscal year (April 1 - March 31)** must contain OSCIA’s provincial newsletter and Crop Talk in their entirety
 - each newsletter shall include the prominent placement of the OSCIA and Ontario logos, and appear on the outside, front page
 - OSCIA/Ontario logos must be consistent with each other in size, density, weight and colour
 - newsletter not to be advertised as a commercial publication

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.

Details and requirements for the Seed Fair Grant, application and claim form can be accessed online through the OSCIA blog (see link on page 2).

Guidelines

- Available for up to 14 local associations per year on a first-come, first-served basis;
- You must complete an Application Form, prior to your event, to secure funding;
- Photos must be taken of the event and submitted with the Claim Form to the provincial OSCIA office;
- OSCIA and the Ontario Seed Growers' Association (OSGA) must be recognized as sponsors in pre-event promotion. As well, the Certified Seed Tag logo must be used along with the OSCIA and OSGA logos;
- Signage at the event must be posted and is to read "To demonstrate samples were grown from certified seed";
- The video "Certified Seed" is to be shown at each fair/show;
- A 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 by January 15 of the following year;
- Listing of grant expenditures (up to \$300) including copies of invoices marked "paid" with full signature (or initials) of the suppliers OR copies of cancelled cheques OR a copy of bank statement(s) showing the cleared cheques.

All required material can be obtained by contacting the OSCIA provincial office: amber.vandeppeer@ontariosoilcrop.org or 519-826-3152

Details and requirements for Seed Fair Grants, application form, along with steps for making a claim, can be accessed online through the OSCIA website at <https://osciagrants.wordpress.com/>

Tier One Grant

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

These grants are one-year grants available to support county/district or regional activities.

Details and requirements for the Tier One Grant, as well as the application form can be accessed online through the OSCIA blog (see link on page 2). Claim form to come.

Guidelines

- Educational activities such as field days, guest speakers at events and bus tours; or, one-year in-field trials or demonstrations designed to provide guidance on new equipment or management techniques;
- Available to an individual county/district or region;
- Pre-approval required and is done very quickly by OSCIA staff in accordance with a list of activities approved by the Executive Committee and is available on OSCIA's website;
- 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;
- Up to \$50,000 per year will be available to support all eligible activities across the province;
- Funding is available first-come, first-served. Local/regional associations must submit a detailed application (using application template available online) to trigger a grant allocation recorded in the provincial OSCIA office. This guarantees the funds will be available if the project is completed and the claim is submitted on time;
- Recognition of OMAFRA, OSCIA and other funding partners must be included in all communication activities;
- Local/regional associations may if they choose, pool Tier One funding towards the same activity/project;
- 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 meetings and newsletters;
- Reports using the online report template *must be* submitted to Guelph by January 15 of the following year, and presentations provided at the OSCIA annual meeting (at the discretion of the Executive);
- Details and requirements for Tier One funding, application form, along with steps for making a claim, can be accessed online through the OSCIA website at <https://osciagrants.wordpress.com/>
- Items not eligible for Tier One funding include: postage, food, refreshments, donations to other organizations, support for existing or on-going events, funds spent prior to grant being approved, equipment maintenance, routine association business or normal farm activities (e.g. tile drainage, reforestation, land clearing, crop variety trials), labour that exceeds 50% of total cost of project;
- Approved Tier One project funding cannot be rolled from one project year to the next.

One-year in-field trial guidelines:

- Eligible projects include:
 - Soil conservation projects;
 - New technology developments;
 - New crop development;
 - New crop production developments;
 - Environmental protection.
- Collaboration with OMAFRA Crop Technology Specialist recommended;
- All applications must provide a detailed protocol/proposal referred to as the OSCIA Trial Layout document. The following details must be clearly described:
 - Project title; objective; background; locations; site selection; treatments; assessments, type and timelines; linkages with other organizations; and responsible person(s).
- Recognition of OMAFRA, OSCIA and other funding partners must be included in all communication activities. A Communication Strategy must be submitted and include an on-site field day for at least one of the project sites;
- A communication strategy should be developed for each project, including tours, press releases and final reports at local and regional meetings;
- Eligible items include: 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 (e.g. GPS) and a documented plan on how the leased/purchased item is to be disposed of/used at the end of the project; labour - over and above normal farm practice; inputs and services - over and above normal farm practices; and 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; extensions of existing Tier One Grant projects; postage; refreshments, nutrition breaks or food items; donations to other organizations; and 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 (estimated around 3) 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 research projects for three years involving multiple county/districts or regions.

Details and requirements for the Tier Two Grant, as well as the application form can be accessed online through the OSCIA blog (see link on page 2). Claim form to come.

Guidelines

- Proposed research projects must align with one of four themes: Soil Health, Nutrient Management, Seed Health, or Other;
- Collaboration with other county/district/regions on applied research projects for up to three years is required;
- A competitive, merit-based process for project approval will be employed with up to \$30,000 available per project per year. Projects that do not receive approval will not receive funding;
- All projects must have full written proposals submitted to the provincial OSCIA office by March 31, 2015 to be considered. Any additional intake dates will be decided by the Executive Committee pending available funding;
- Up to \$70,000 per year may be available to support all Tier Two projects across the province;
- 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:
 - 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 biosolids application as it relates to soil management;
 - Manure and municipal bio-products such as green bin materials and biosolids.
 - Partnering with industry, government, research institutions, CCA, or other local or regional associations;
 - cost-share level requested;
 - cash and in-kind contributions contributed by the applicant and from other sources;
 - broad applicability and benefit to Ontario agriculture;
 - demonstrated innovation
 - reach and effectiveness of planned communication strategy;
 - provision of letters of support;
 - etc.
- The maximum score to be awarded to any individual question on the application will not be revealed prior to submission of the proposal;
- In-depth investigations are expected with detailed annual and final reports. Projects may be multi-county/district, multi-region or full provincial in scale;
- Intake for proposals to be received will close March 31, 2015;

- Claims will be paid on an on-going basis with required reporting (using provided online templates), invoicing and proof of payment;
- Collaboration with Ontario Ministry of Agriculture, Food and Rural Affairs crop technology specialists recommended. Specialists will be encouraged to assist with developing ideas, ensuring compliance to accepted protocols, and fostering collaborations;
- In-depth presentations on the projects will be required annually at the OSCIA Annual Meeting;
- Eligible items include: 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 (e.g. GPS) and a documented plan on how the leased/purchased item is to be disposed of/used at the end of the project; labour - over and above normal farm practice; inputs and services - over and above normal farm practices; and 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, or funding to support on-going or existing events;
- Communication with other county/district/regions can be done on our Wordpress blog site <https://osciagrants.wordpress.com> to encourage collaboration on projects. To participate, please contact Amber Van De Peer: amber.vandeppeer@ontariosoilcrop.org or 519-826-3152.