

District Grant Payment Request Form

It is the responsibility of the district treasurer to ensure accurate completion of the District Grant Payment Request Form.

The date, description, and amount of each expense must be included on the form.

List one expense per line. Do not group payments together – ie. do not list all donations as one amount, itemize each donation on a separate line.

Receipts, or a void cheque if no receipt is available, are required for all expenses listed.

Expenses for a January District Meeting are to be claimed within the calendar year the meeting takes place, even if a pre-payment or deposit is provided in the previous calendar year. For example, a deposit made in November 2023 to secure a venue for the 2024 January District Meeting. This is considered an expense for calendar year 2024 and receipts should be held and claimed for reimbursement on the 2025 District Grant Payment Request Form.

District directors must review and sign the Grant Payment Request Form before being submitted to the Grain Farmers of Ontario office.

Forms should be submitted by the end of February each year.

The District Grant program operates on a reimbursement basis. Any unused funds can not be carried forward.

A District Grant advance is paid in December (this will be issued in June in 2023 only). This is an advance of the amount you are eligible to be reimbursed. If the actual Grant claim is less than the advance amount, Grain Farmers of Ontario's finance department will reduce the amount of the next Grant advance payment.

All expenses claimed by the district are subject to review by Grain Farmers of Ontario.