

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. Eligible expenses are listed in the District Grant Program document.

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.

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, up to \$10,000 (ie. the claim made in February 2024 is for all expenses incurred during 2023). Any unused funds can not be carried forward.

All expenses are to be claimed on a cash basis. Any money out during the calendar year should be submitted for reimbursement on that year's claim. This includes any pre-payments, deposits, or sponsorships made for events in the following calendar year.

A District Grant advance is paid in December. This is an advance of the amount you are eligible to be reimbursed. If the actual Grant claim is less than the advance amount, no further payment will be issued; 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.