



## FCC Safety Day Coordinator Fund Guidelines



### **Objective:**

For FCC to assist in facilitating the delivery of Canadian Progressive Agriculture Safety Day events across Canada by providing funding assistance to offset the operational costs of the event.

### **Eligibility:**

Only Canadian Progressive Agriculture Foundation Safety Days with an **agricultural** focus are eligible to apply for the grant. Only PAF Safety Days occurring in 2017 are eligible.

### **Grant Amount:**

The maximum grant amount is \$1,500 per PAF safety day event.

### **Eligible Expenses:**

Snacks and lunches for the participants, venue rental, audio visual system rental, travel expenses for presenters, bussing expenses, training resource rental and/or shipping costs.

### **Ineligible Expenses:**

Including but not limited to - planning committee expenses such as meals and mileage, giveaways/promotional items for participants, speaker gifts/honorariums, and safety day beads.

### **Application Process:**

Email [info@casa-acsa.ca](mailto:info@casa-acsa.ca) or fax 1-877-261-5004.

### **Notification:**

Applicants will receive an email notification indicating whether their application has been approved or declined for funding.

### **Accounting:**

Approved applicants will have to submit receipts to confirm their incurred expenditures prior to the grant funding being issued. Every effort will be made to ensure that grant payments will be issued within two weeks of receipt of completed expense claims. (Question 5 of the application form) PLEASE ATTACH YOUR PAF FINAL REPORT TO YOUR EXPENSE CLAIM.

### **Sponsor Acknowledgement:**

Recipients of the grant are expected to acknowledge Farm Credit Canada (FCC) as the funder of this grant during the event and in any media communications related to the event prior to and after the safety day. Posters and a templated media advisory are available to assist with this recognition.

### **Questions:**

Call the Canadian Agricultural Safety Association 1 877 452-2272.

**This grant program is administered by the Canadian Agricultural Safety Association on behalf of Farm Credit Canada.**