



Canadian Greenhouse Conference Funding Procedures

The grants are available from the Canadian Greenhouse Conference to any recognized not-for-profit entity in Canada as well as universities and colleges.

- * Grants are to be used for **research, education and/or extension**.
- * Funding is made possible through the financial support of exhibitors and attendees who participate in our conference each year.
- * The emphasis for a proposal is on **production and/or management** of greenhouse crops and should address research/educational needs as determined by any of the provinces in Canada.
- * No overhead will be paid to the Institution on these grants.
- * **The grant recipient is required to make an annual report of the findings.**
 - A report on the progress of this research project to be submitted to the Canadian Greenhouse Conference for review prior to the anniversary date: April 15/November 15
 - 1 copy of the findings in a form suitable for publishing (1,000 words) in a Canadian Greenhouse Magazine, publication in the show preview edition and also for posting to our website www.canadiangreenhouseconference.com.
- * We encourage applicants to seek additional funding sources.

If it is a **multi-year study**, there must be a **new application each year**. We can support multi-year studies in principle, but can only commit funds on an annual basis, since we are funding research out of annual conference surpluses.

Grants will be paid out at 75% of the approved expenditures and 25% upon receipt of the report.

Proposals are reviewed twice a year. Proposals by electronic submission to Carol@CanadianGreenhouseConference.com must be received by **April 15th** or **November 15th** of each year.

If you have any questions, please Carol Pupo at:

Tel: 905-892-985 | Fax: 1-888-437-6161 | Email: Carol@CanadianGreenhouseConference.com

Canadian Greenhouse Conference

Carol Pupo, Executive Coordinator
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Tel: 905-892-9851 | Fax: 1-888-437-6161
Web: www.canadiangreenhouseconference.com
Email: Carol@CanadianGreenhouseConference.com

FUNDING APPLICATION

Please complete the form in as concise a manner as possible. Attach the completed form to the research proposal. The completed form will ensure that all necessary information has been furnished and will facilitate the handling of your request. **PLEASE NOTE THE PROCEDURE OR GUIDELINES FOR OBTAINING RESEARCH GRANTS - CANADIAN GREENHOUSE CONFERENCE.** *(If you would like to receive this form as an "MS Word" document, please e-mail your request to: Carol@CanadianGreenhouseConference.com)*

Proposals must **be accompanied by a letter of endorsement from an authorized departmental official**, so as to assure compliance with applicant's university/institution policies, proper budget rates, available space and the availability of the principal investigator.

I. (a) **Title of Request:**

(b) **State the Research/Education Issue that this proposal addresses:**

II. **Name of Organization(s) submitting request:**

III **Name (and phone, fax, and e-mail address) of each individual submitting request; include titles and/or affiliation with organization(s) set forth in II above:**

(a) _____

(b) _____

(c) _____

(d) _____

IV Names and titles of individuals not cited in III above responsible for conducting the project or utilizing Canadian Greenhouse Conference funds:

(a) _____

(b) _____

(c) _____

V. Where project will be conducted or Canadian Greenhouse Conference funds utilized:

VI Cost Analysis:

(a) Total cost of the project: \$ _____

(b) Total financial support requested from the Canadian Greenhouse Conference:
\$ _____

(c) Date and amount of subsequent Canadian Greenhouse Conference funds to be requested
(75% will be issued upon approval; 25% upon receiving the report):

(d) Source & Amount requested or anticipated from other sources:

VII Scheduling:

(a) If project has already commenced, give start date and location:

(b) If project has not yet to commence, give anticipated start date and location:

(c) Anticipated date of completion: _____

VIII Reporting:

Unless otherwise stated, it is expected the Canadian Greenhouse Conference Executive Coordinator will be furnished with a research progress report and budget review on or before the anniversary date of this application **April 15 / Nov 15** and a final report and budget reconciliation on or before **April 15 / Nov. 15**. The report shall be forwarded by the Executive Coordinator to the Donation Committee of the Canadian Greenhouse Conference for further review.

IX Issuance of Grant Awards:

The Canadian Greenhouse Conference will issue 75% of the grant monies awarded to selected proposals in May or December. The remaining 25% will be issued after review of the final report and budget reconciliation, which is due no later than **12 months after funding has been approved**. CGC will, on a case-by-case basis, consider changes in schedule to help meet budgetary constraints - but in no case will all grant monies awarded to a project be issued prior to submission of a report and budget.

X Give titles & dates of previous proposals submitted to the Canadian Greenhouse Conference:

XI Name and address of organization to whom cheques should be sent:

Signature of Principal Investigator / Applicant: _____

Title: _____ Date: _____

Note:

Electronic submission of the completed application form, pages 2 to 4 is preferred.