**The Ontario Brain Institute’s Event Funding Application & Agreement**

**Event Follow-Up**

*As outlined in section 1(d) of the Agreement, this form is to be returned to OBI within 30 days of the last day of the Event with required supportive documentation.*

Event:

Name of Recipient (Organization)**:**

Representative**:**

Date(s) Held:

Location(s) of Event:

Approximate number of persons in attendance:

1. **Event Description** [*As per final logistics*]

[*In the space below provide a summary of the Event – Ideas for inclusion: what took place at the event, who attended, benefits, success stories, contributing factors to the Event outcomes, follow-up activities resulting from the Event]*

1. **How did your event further OBI’s vision, goals and objectives? More specifically how did it (indicate all that apply):**

* Stimulate breakthroughs in brain research
* Encourage translation of new discoveries to clinical practice
* Facilitate connections among neurological charities neuroscience researchers, and people living with a brain disorders
* Assist in the education and training of neuroscience researchers
* Raise public awareness of brain disorders
* Raise Ontario’s international profile in brain research and innovation

1. **Official Event Co-sponsors** [*If applicable, list the names of the co-sponsors and amount of funding received from each*]
2. **Event Coverage** [*Provide a description of any media (i.e. newspapers, radio, television coverage) or promotional materials (i.e. webpage, social network, distribution of newsletters) provided for the Event – Please include documentation if available*]
3. **Please provide link to where OBI website was featured:**
4. **Updated Event Budget**

Provide a detailed breakdown of the Funding (in the amount of $\_\_\_\_\_\_\_\_\_\_) as it was, *in* *actuality*, allocated to the Event. Use additional rows as is necessary to fully specify these costs. Please note that each item must comply with the guidelines presented in Appendix A.

|  |  |  |
| --- | --- | --- |
| **Item** | **Details** | **Cost** |
| *i.e. Economy class plane ticket* | *Flight for Dr. Example; Event Speaker*  *Air Canada (From X to Y ) : $650 x 1 = $650* | *$650* |
| *1.* |  |  |
| *2.* |  |  |
| *3.* |  |  |
| *n.* |  |  |
| Total | |  |

*In the space below provide an explanation for any discrepancies from the approved budget.*

**I certify that I am authorized to act on behalf of the Recipient (Organization) listed above, and that the representations enclosed herein are true and factual to the best of my knowledge.**

Name of Individual:

Title:

Signature:

Recipient (Organization):

Date:

**Appendix A**

**Expense Guidelines**

|  |  |  |
| --- | --- | --- |
| **Event Speaker Meals** | | |
| Per diem amounts:   |  |  | | --- | --- | | Meal | Amount (CA) | | Breakfast | $10 | | Lunch | $15 | | Dinner | $30 | | Total Meal Allowance | $55 |   Note: The maximum claimed for a single meal is $30. Alcoholic beverages are ineligible. | | |
| **Event Speaker Travel** | | |
| Air Travel |  | Economy class. |
| Rail Travel |  | Economy or coach class. VIA 1 may be chosen if travelling during a meal time. |
| Car rental |  | Mid-size vehicle unless special circumstances warrant otherwise. |
| Personal Vehicle use |  | Reimbursement is $0.4 per km. For distances over 200 km, rent a vehicle, unless time involved makes personal vehicle use more economical. |
| Other |  | Parking, bridge or highway tolls, taxi or airport limousine fees, and public transportation |
| **Accommodations** | | |
| Lodging arrangements should be single accommodation in a standard room in a moderately priced hotel and duration should only be the length of the meeting, + 1 day before or after if necessary for travel connections. | | |
| **Event Catering** | | |
| Discretion should be used when deciding whether the serving of food is essential and appropriate based on the time of day of the event. Indicate what is included in the package or the price/meal/person. Maximum price for a day package (including breakfast, lunch and dinner) is $70 CA or 1.25 x the individual meal allowance (see above). **Alcoholic beverages must not be included in the costs.** | | |
| **Ineligible expenses** | | |
| Meals |  | When meals are provided at meetings or as part of airline/railway travel, meal costs are ineligible.  **Alcoholic beverages are ineligible.** |
| Accommodations |  | Additional room charges are ineligible: cancellation fee, personal entertainment, partner accompanied travelers.  Only accommodation directly relating to the event can be reimbursed. |