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

The Ontario Brain Institute (OBI) is committed to working together with external organizations to support initiatives that are compatible with the vision, goals and objectives of OBI. All applicants seeking sponsorship of up to $5,000 from OBI must complete the application questions listed below, agree to the terms and conditions of the Agreement, and submit this form to events@braininstitute.ca. Funding for successful applicants will be provided in two tranches (first tranche 70% of total, second tranche 30% of total) and the Event Follow-Up Form must be signed and submitted prior to the second tranche. Applications will be reviewed in January, May, and September.

**(*Please note: applicant must be a non-profit corporation such as a university, research hospital, or patient advocacy group. It cannot be an individual, a program, or a university department****.).*

**Application**

|  |  |
| --- | --- |
| **Name of Applicant Organization:** |  |
| Representative: |  |
| Contact information: |  |
| **Name of Event:**  |  |
| Date(s) to be held: |  |
| Time(s): |  |
| Location: |  |
| Link to event website: |  |
| **Estimated number of attendees:** |  |

1. **Please provide a brief overview of your organization and its history.**
2. **Provide a brief description of the planned event, including who will be speaking and what types of groups you anticipate will attend.**
3. **How will the event further OBI’s goal of Ontario being a world-leading centre for brain research, translation and innovation? Please outline how the event will (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. **List all organizations from which event funding is being requested in addition to OBI.**
2. **Will products be showcased or marketed at the event? If applicable, please list all products**.
3. **Does your organization acknowledge that if OBI Event Funding is approved, the following conditions must be met?**

 **Yes No**

1. Your Event can be listed on the OBI website. [ ]  [ ]
2. OBI’s logo and full name will be used in agreed upon promotional materials. [ ]  [ ]
3. OBI’s name and logo will be hyperlinked on your website [ ]  [ ]
4. Your organization is a registered not-for-profit [ ]  [ ]
5. **What is the amount of funding requested? Please provide a detailed breakdown of the requested funding as it will be allocated towards the Event.** **Detailed receipts must be retained by your organization and made available to OBI or its agents for two years following the event.** *\*\*Alcohol cannot be claimed and will not be reimbursed. There are no exceptions to this rule. See appendix A for a list of guidelines.*

|  |  |  |
| --- | --- | --- |
| **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  |  |

**Please note**

**Once a final decision has been made your organization’s point of contact will be notified.**

**If approved, OBI reserves the right to determine the amount of funding independent of the amount requested**

**Terms and Conditions of Agreement**

Should an applicant be selected to receive funding (“Funding”) for their event (the “Event”) such applicant (the “Recipient”) shall be bound by these Terms and Conditions of Agreement. **By Signing these Terms and Conditions of Agreement, the Applicant agrees that such Terms and Conditions shall be binding on all Funding provided whether or not the amount of Funding or the Terms of such Funding are consistent with the Funding requested in any application to OBI.** The term “Agreement” or “this Agreement” as used in these Terms and Conditions of Agreement means these Terms and Conditions of Agreement.

**This Agreement does not create a commitment of OBI to make or advance any Funding.**

1. **Funding**
2. OBI will determine and approve the amount ($) of Funding awarded to the Recipient in support of the Event.
3. The Funding will be provided in two tranches pursuant to the terms of this Agreement.
4. First Tranche: Within a reasonable period of time after the signing of this Agreement, OBI will provide the Recipient with an amount equal to 70% of the Funding (the “**Initial Tranche**”).
5. Second Tranche: The remainder of the Funding not included in the Initial Tranche (the “**Second Tranche**”) will be provided to the Recipient by OBI provided that the following conditions are satisfied:
	1. the Recipient has provided the “Event Follow-Up” report within 30 days of the last day of the Event;
	2. the Recipient has complied with all the terms of this Agreement and all representations and warranties provided by the Recipient herein remain accurate, true and complete; and
	3. there has been no Event of Default (as defined in Section 3).
6. OBI will make reasonable commercial efforts to provide the Recipient with the Second Tranche funding within 30 days of the satisfaction of the conditions in Section 1(d). If the conditions in Section 1(d) are not satisfied, OBI shall have no obligation to fund the Second Tranche.
7. Without limiting Sections 1, 2 or 3, should OBI receive additional information concerning the Event that it reasonably deems will make the Event inconsistent with OBIs vision, goals and objectives; it may elect to not provide any further Funding to the Event.
8. **Representations, Warranties and Covenants of the Recipient**

The Recipient represents and warrants to OBI, and promises to, and agrees with OBI at all times as follows:

1. The Recipient shall promptly notify OBI as to the identity of any and all sponsors that will have been added to the Event thereafter, as well as any additional information in connection to the Event that can or may be requested by OBI from time to time.
2. No Funding shall be used for the purchase of alcohol, costs of serving alcohol, or any other expenditures related to a part of the Event involving the sale or consumption of alcohol.
3. The Recipient agrees to make the receipts of approved expenses of the Funding available to OBI or its agents for a period of two years from the termination of this Agreement for audit purposes.
4. At the request of OBI, the Recipient is to promptly remove any and all OBI branding associated with the Event.
5. Any and all online promotional material relating to the Event produced by, or on behalf of the Recipient shall contain OBI’s name and logo, and both OBI’s name and logo must be hyperlinked to OBI’s website.
6. At the request of OBI, the Recipient shall promptly provide OBI with the following information in form and substance satisfactory to OBI:
	* 1. speakers/presenters at the Event;
		2. topics of presentations at the Event; and
		3. details concerning in-kind event funding, cash funding or funding of any other kind pertaining to the Event.
		4. Details concerning the marketing or showcasing of products at the Event
7. The Recipient hereby grants OBI a right to use any and all information pertaining to the Event, including logos and branding, on OBI’s website or in other promotional or informational material of OBI.
8. OBI’s logo and full name will be used in any and all promotional material pertaining to the Event.
9. The Event shall be conducted in compliance with law.
10. All expenditures of the Funding will be consistent with the guidelines of the application.
11. At the request of OBI, the Recipient shall, within 30 days of the last day of the event, provide OBI with an “Event Follow-Up” report which includes detailed accounting of how the Funding was spent
12. Upon an Event of Default, the Recipient must promptly refund 100% of the Funding to OBI, as per Section 3.
13. The Recipient shall promptly advise OBI upon the occurrence of an Event of Default.
14. **Events of Default and Remedies**
15. Should an Event of Default occur, the Recipient agrees to promptly refund all or a portion of the Funding to OBI, as requested by OBI, and OBI shall have no obligation to provide any further Funding. “**Event of Default**” means the occurrence of one and more of the following events:
	1. the Recipient shall fail or neglect to perform, keep or observe any covenants, promises, agreements, requirements, conditions, or other terms or provisions contained in this Agreement;
	2. any representation or warranty of the Recipient in this Agreement shall be untrue or incorrect as of the date when made or deemed made;
	3. the Event is cancelled, or the date of the event is changed to a date greater than 45 days from the initially planned date of the Event;
	4. the details concerning the Event are materially different than those provided in the application unless OBI has explicitly agreed to any such material changes in writing;
	5. any information provided in the application is incorrect or incomplete, unless OBI has been informed of the same, and agreed thereto.

This Agreement shall be governed by the laws of Ontario, and may be signed and delivered in electronic format (including by PDF attached to an email), and any such agreement so delivered shall be binding and deemed to be an original.

**The Applicant hereby agrees to the above Terms and Conditions of Agreement and agrees that such terms and conditions shall apply to all Funding, present or future.**

**If the Applicant is a corporation, partnership, limited partnership or other type of organization, I agree that I have the authority to bind such organization.**

Name of Individual:

Title:

Signature:

Recipient (Organization):

Date:

Address:

**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. |