



Organic Promotion Fund 2024

CLAIM FORM

Please complete the application below. In addition, please provide supporting documents to outline the activities you propose to be funded that have supported your company's domestic sales growth:

The activities and invoicing must have occurred between June 17, 2023 – March 31, 2024. Only fully completed claims meeting the eligibility criteria with a copy of invoices will be accepted. An additional survey must be completed after the activities have occurred that outlines the estimated sales increase, sales lead and other metrics that demonstrate the impact that the funding had on your sales. Canadian travel will be reimbursed according to the maximum claims permitted by the Agri-Marketing Program criteria as outline below.

Please send your completed claim to: Ann Fisbein afisbein@canada-organic.ca, Ann may be contacted at 613-482-1717 ext. 201.

Date:			Claim # (Internal Use)	
Company:				
Address:				
Tel:		Email:		
Contact				

Costs: In the 100% column, please put the total amount paid for the promotional costs or travel. Please submit all expenses in \$ CAD

Note: COTA will review your claim for accuracy and if the values differ from what was entered above

Expense	100% Amount	50% Amount (Internal Use)
Airfare, Train and/or Car Rental: In the column 100% amount, please put the amount paid for airfare in economy class only (not including GST/HST) Maximum allowed \$800.00 Supporting documentation: airline/train itinerary showing dates travelled and price paid and proof of payment (credit card statement or cancelled cheque).		
Airfare	\$	\$
Per Diem: The daily per diem is \$400.00 per day with overnight stay, per person based on actual dates attended up to a maximum of 2 days. In the column 100% amount, please state the value of your overall per diem. Maximum allotted: 2 x \$400.00 Supporting documentation: boarding passes and/or hotel receipt (if providing hotel receipt proof of payment will also be required – credit card statement or cancelled cheque).		
Per diem Total. 2 days	\$	\$
Marketing: Expenses for promoting via signage, advertising, demos and giveaways, development and printing of promotional material and contracted services.		
Marketing Expenses	\$	\$
TOTAL CLAIM	\$	\$
TOTAL REIMBURSEMENT		\$

COTA will make the necessary modifications before submitting to AAFC. Submitting this form electronically by email will constitute a signature.