



## OBI'S EVENT FUNDING PROGRAM – FAQs

1. My organization has previously applied for Event Funding. Are there any restrictions on the number of times we can apply?
  - No, there are no restrictions on the number of times your organization can apply for funding. However, each discrete event can only receive one award to a maximum of \$5,000. Please note that funding decisions are made based on the pool of applicants in each round. The types of events funded and the funding awarded may vary between rounds, at OBI's discretion.
2. What is the term of the award? When can the expenses be incurred so they are eligible for reimbursement?
  - The term of the award starts on the date that the award letter is executed and ends on the date that the follow-up report is submitted. Only expenses specified in the award letter will be reimbursed unless otherwise agreed to in writing by OBI.
3. When should I submit the Follow-Up report?
  - The Follow-Up report must be received no later than 30 days after the completion of the event. Any report submitted after such a time may not receive the full funding specified in the award letter.
4. Who signs the Event Funding Agreement and Follow-Up report?
  - The signatory must be someone who can legally bind the Recipient Organization. Organizations typically specify signing authorities in their policies and procedures documents.
  - The follow-up report may be signed by an individual who is authorized to act on behalf of the Recipient Organization, such as a project/events coordinator, etc.
5. Do I need to submit receipts for expenses incurred?
  - No, we do not require you to submit your receipts. However, detailed receipts must be retained by your organization and made available to OBI for up to two years following the completion of the event.
6. What expenses are NOT eligible to be covered by the Event Funding Program?
  - Alcohol
  - Meal costs when meals are provided at meeting or as part of airline/railway travel
  - Additional room charges (cancellation fee, personal entertainment, partner travel)
  - Staffing/hiring costs
  - Teaching/clinician release time
  - Equipment
  - See ["Expense Guidelines"](#) for full details