

APPLICATION FOR THE 2010 COC TRAVEL SUBSIDY

1. Applications are invited from COC societies for the 2010 COC travel subsidy. The deadline for receipt of applications for 2010 is 18:00 hours March 15, 2010.
2. Funds can be used any time within the 2010 calendar year.
3. Any society in good standing can apply for the educational subsidy in one of several ways:
 - to match society funds 50/50 to bring in a speaker of choice.
 - to join with other societies to bring a speaker who will go to several societies, thus increasing value for funds outlaid; the matching 50/50 formula would still apply to each society's contribution and a maximum of three societies can apply for tour support (to allow the money be distributed nationally in an equitable fashion).
 - to pay bus or other travel costs for society members for travel as a group to another centre for a speaker at a show, or other educational orchid event. Funds would be matched 50/50 as above.
4. Preference in 2010 will be given to applications from geographically isolated societies (those farther than 200 km from a major urban orchid society), and to small societies, defined as those societies having less than 75 members. Additional priority will be given to those societies cooperating to bring in a joint speaker, as in (3).
5. Eligible expenses will be limited to travel costs of the speaker or group transport vehicle, but will not cover accommodation or meals. Societies are required to identify the matching amount required up to \$200 and present some form of estimate to back up their application, e.g. a computer printout of the anticipated airfare.
5. Applications should be sent to the Education Chair, Gail Schwarz by mail or e-mail on the application form attached.
6. The Education chair and other members of the Board will review the applications to determine that selection criteria are met. Allocation of funds will be made on priority and time-of-receipt basis, e.g. the COC will not determine the worthiness of the application, but only if it meets the selection criteria.
7. The decision on applications received will be announced within 30 days of the application deadline, e.g. April 30, 2010 and sent first by e-mail to all participants and subsequently published in the COC newsletter. Funds will be distributed from the treasurer to receiving societies following the decision.
8. Societies receiving the subsidy are required to submit a receipt for costs, along with a short write up (and photograph) which can be published in the COC newsletter. Failure to comply would carry a penalty of ineligibility to access future funds for a period of two years. Each society is responsible for making its own travel arrangements.
9. The COC will make a report on the program to the 2010 AGM. It will make adjustments to the program as and when required by the travel policy directive.