



AUCTION EDUCATION FUND

The Auctioneers Commission may fund educational programs that are for the benefit of, and primarily for, the education of all licensed auctioneers. The monies for such programming are from an annual allotment from the Auction Education Fund. Organizations and individuals seeking financial sponsorship for such educational programming must complete and submit the Application for Auction Education Funds. All applications must be received thirty (30) days in advance of the Ohio Auctioneers Commission meeting in order to be considered.

APPLICATION FOR AUCTION EDUCATION FUNDS

Organization

Form with fields: Name of Individual /Organization Requesting Funds; Address (Street, City, State, Zip); Telephone; Fax Number; FED TAX ID/Social Security #.

Contact Information (person authorized to act regarding this application)

Form with fields: Contact Name; Address (Street, City, State, Zip); Telephone; Fax Number; Email Address.

Program/Presentation

Provide the following with this application:

- 1. Title of presentation.
2. Dates of presentation.
3. Location (street, city, state, zip).
4. Description of the objectives of this presentation with a complete explanation of how the presentation will advance education or research in the auction field for the benefit of those licensed under the Ohio Revised Code and the auctioning public.
5. List of speaker(s) and the topic to be discussed. Please attach a resume, biography or any additional information on the notoriety or expertise of each speaker.
6. An outline of the presentation, detailing the time, subject and speaker for each segment that will be offered.
7. Projected program attendance.
8. Description of prospective attendees. Who will be invited to attend the program?
9. Whether there will be any fees or charges for attendees to participate in the program. If yes, how much and how will the fee be utilized?

Expenses

Provide the following with this application:

- 1. The total maximum dollar amount requested from the Auction Education Fund.
2. The budget with each line item identified and a respective dollar figure the line item will not exceed.

3. An itemization of the budgeted amount for any speaker fees, including all relevant expenses, travel, meals, and lodging. OBM travel rules and requirements may be found at: [http://obm.ohio.gov/TravelRule/doc/Revised\\_TravelRule\\_2014-07-01.pdf](http://obm.ohio.gov/TravelRule/doc/Revised_TravelRule_2014-07-01.pdf) and current mileage reimbursement rates may be found at: <http://obm.ohio.gov/Memos/default.aspx>

**Ohio Department of Agriculture/Ohio Auctioneers Commission Action**

1. Applications received at Ohio Department of Agriculture and processed thirty (30) days prior to the commission meeting.
2. Incomplete applications returned to applicant.
3. Complete and timely requests placed on agenda for Ohio Auctioneers Commission review for approval or rejection.
4. Upon approval the commission, the request is forwarded to the Director of The Ohio Department of Agriculture for final approval. Once the final approval has been received a personal services contract will be drafted and forwarded for signatures by ODA and the submitting party.
5. After completion of program, the submitting party will forward to the Ohio Department of Agriculture the receipts and accounting from the program and the request for reimbursement voucher processed.

**Please note the following:**

All programs must be approved by the Ohio Auctioneers Commission prior to the commencement of the program. Upon the Ohio Auctioneers Commission and Director's approval of this application, the Ohio Department of Agriculture (ODA) will initiate a personal services contract with the provider of the above program. This contract will provide for the "after the fact" reimbursement. Prior to payment, the sponsoring organization must submit to ODA Enforcement Division all receipts and documentation (such as: proof of payments made to vendors, speakers, or venues, and 1099's) verifying all reimbursable expenses. Under no circumstances will the actual reimbursement exceed the total maximum dollar amount requested. *Incomplete applications will not be placed on the Ohio Auctioneers Commission agenda for consideration.* Applications must be received thirty days in advance of the scheduled Ohio Auctioneers Commission meeting. By signing, I agree to the terms set forth.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Commissioner

\_\_\_\_\_  
Date