

## **#2. SPECIAL EVENTS GRANT APPLICATION FOR AQHA AFFILIATES AND NON-AQHA AFFILIATES**

Provide up to \$1,000 for Special Events (maximum total allocation for the year is \$7500 for all events across Canada) produced by AQHA Affiliates or Non AQHA Affiliates to promote CQHA/AQHA membership and American Quarter Horse participation.

### **Category 2: Competition/Use**

- Support events including, but not limited to: AQHA approved shows, Special Events where AQHA horse are used
- Awards, prizes or other means of promoting and recognizing AQHA exhibitors or participants via AQHA sanctioned events
- Travel support for judges
- Support events including, but not limited to: Versatility Ranch Horse Competition and/or AQHA Special Event Competitions such as Reining, Barrel Racing, Team Penning, Team Sorting, Cutting, Mounted Shooting, etc.

## **CONDITIONS FOR RECEIVING SPECIAL EVENT GRANT FUNDING:**

- 1) For the current grant period, Special Event Grant Applications fund requests must be submitted **by March 31, 2019.**
- 2) The maximum amount allotted to each event will be \$1,000 for the Special Event.
- 3) Funding proposals must be submitted in electronic format (MS Word document and/or PDF files on the forms available on the CQHA website) to the current CQHA Grant Chairperson. Approved proposals will be confirmed by CQHA.
- 4) Grant Applicants approved for grants through the CQHA must agree to recognize the AQHA and CQHA's contribution to the success of their activities or programs by identifying the AQHA and CQHA in a prominent position on their website(s) and publication(s), both prior to and following the activity or program. This includes AQHA and CQHA logos and links to website. The CQHA will promote all coming events, activities or programs on its website, if provided by the applicant, and CQHA will post digital photos taken during events, if provided by the affiliate.
- 5) Grant applicants who request funding should identify the anticipated outcomes and indicate how they may be inter-related to CQHA's own outcomes, as stated in the "Guidelines" (page 1) of this document. The current grant period application form is attached and available on the CQHA website.
- 6) Grant applicants must also submit one financial post-event report (copy attached) to complete their claim for reimbursement. The claim for reimbursement should include receipts of expenditures, for all grant period events/projects applied for by the Affiliate. This reimbursement request must be submitted within 14 days post event.
- 7) Grant applicants must also submit a written post event report to report the outcome of the events(s) as outlined in the Guidelines.
  - a. Post event financial reimbursement claims may be supported by photocopies of actual expenses. However, original invoices of expenses are to be kept on file by the affiliate for least seven years, and made available to the CQHA, should it be audited by AQHA or Revenue Canada. This is important to avoid any issues with admissibility of expenses.
  - b. Reimbursement cheques are targeted to be issued in the first quarter following the grant period (Oct 1, 2018-Sept 31, 2019) made payable to the submitting AQHA Affiliate or Organization and mailed to the contact person listed on the CQHA reimbursement request form.

**CQHA/AQHA SPECIAL EVENT GRANT FUNDING APPLICATION  
FORM**

**OCT. 1, 2018 – SEPT 15, 2019 (Grant Period)**

**Deadline to submit: funds allocated on a first come first-served basis received prior to March 31, 2019**

Submitted by: \_\_\_\_\_  
(AQHA Special Event Host Organization)

Contact person: \_\_\_\_\_ representing above affiliate

Mailing address for reimbursement: \_\_\_\_\_  
Postal Code \_\_\_\_\_

Telephone contact: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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**Host Organization:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Identification of proposed strategic outcomes: \_\_\_\_\_  
\_\_\_\_\_

Estimated Budget: \$ \_\_\_\_\_ (for this project/event)

**Amount Requested from CQHA:** \$ \_\_\_\_\_ (\$1,000 maximum)

AQHA, CQHA and MBNA financial contributions will be promoted by our Affiliate/Organization as follows:

Acknowledgements on our Grant Applicants website:

- Logos and website links are featured on Affiliate/Event Organization homepage as well as the sponsorship page. \_\_\_\_\_
- Links to AQHA, CQHA and MBNA websites from our affiliate website: \_\_\_\_\_
- AQHA, CQHA & MBNA signage and/or promotional materials displayed: \_\_\_\_\_
- Digital or print photos will be taken and supplied to CQHA: \_\_\_\_\_

Submit this application form to:

**Gayle Pawley-Wilson, CQHA Grant Committee Chair**

Email: [grants@cqha.ca](mailto:grants@cqha.ca) or [gaylepw@hotmail.com](mailto:gaylepw@hotmail.com) Fax: 941-237-4004

## CQHA/AQHA GRANT POST EVENT REPORTS (FINANCIAL)

Deadline to submit: 14 days Post Event

<b>Event Budget Form</b>		
<b>Applicant Name:</b> _____		
<b>Date Submitted:</b> _____		
Activity Name/Date	Grant Amount Budget	Actual Amount Spent
<b>Total Receipts Received</b>		

\* Attachments required: photocopies of receipts for above expenditures

Certified correct and submitted by: \_\_\_\_\_  
(Organization Name on Application.)

Contact person: \_\_\_\_\_ representing above affiliate

Mailing Address for reimbursement: \_\_\_\_\_

City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Submit Post Reports for **2018-2019 CQHA Grants** to:

**Gayle Pawley-Wilson, CQHA Grant Committee Chair**  
 Email: [grants@cqha.ca](mailto:grants@cqha.ca) or [gaylepw@hotmail.com](mailto:gaylepw@hotmail.com)  
 Fax: 941-237-4004

**CQHA/AQHA FUNDING POST EVENT REPORT  
(NARRATIVE/DESCRIPTIVE)**

**OCT. 1, 2018 – SEPT 15, 2019 (Grant Period)**

**Deadline to submit: within 14 days following each event or a  
Summary Report by Sept 10, 2019**

Submitted by: \_\_\_\_\_  
(AQHA Special Event Host Organization)

Contact person: \_\_\_\_\_ representing above affiliate

Name of Event: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

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\_\_\_\_\_

How large was the event? Approximately how many and what kind of people attended the event?

\_\_\_\_\_

What disciplines were taught/performed at the event?

\_\_\_\_\_

Are you satisfied with the outcome of the event? If yes, why? If not, why?

\_\_\_\_\_

Did you enroll any new AQHA and CQHA members, or AQHA horse registrations at the event?

Number of new AQHA/CQHA members \_\_\_\_\_

Number of AQHA horse registrations \_\_\_\_\_

What did you learn? Do you have any recommendations or suggestions?

\_\_\_\_\_

**Actual # of participants:** \_\_\_\_\_ **# spectators:** \_\_\_\_\_ **Proposed strategic outcomes achieved:** \_\_\_\_\_

Please supply this narrative content, and/or the event's official post event press release and digital photos (with persons in photos identified) to the CQHA webmaster: Marnie Somers by email: [membership-media@cqha.ca](mailto:membership-media@cqha.ca)