

# **CQHA/AQHA AFFILIATE GRANT APPLICATION GUIDELINES**

## **OCT. 1, 2016 – SEPT 30, 2017 (Grant Period)**

The CQHA mandate, approved by the Board of Directors in 2001, is posted on our website as follows: *“The CQHA shall exist to address issues of concern to Canadian owners of American Quarter Horses; to be a communications vehicle for and with Canadian owners of American Quarter Horses; and to promote and market – both globally and within Canada – Canadian-bred and/or Canadian-owned American Quarter Horses.”*

The CQHA’s main purpose is to support and promote the development of the Canadian Quarter Horse industry in Canada and abroad. CQHA also strives to support the hard work of all its affiliates.

Currently, the AQHA annually allocates Grant Funds to CQHA to be used to support, promote and develop Quarter Horse activities in Canada. The CQHA in turn administers the allocation of these funds in the form of Affiliate Grant funding to the Provincial and Regional AQHA Affiliates to financially assist them in sponsoring approved activities as outlined in the guidelines below.

The current objectives include activities to encourage the expansion of the AQHA/CQHA membership, the marketing of the Quarter Horse, the understanding and protection of the breed as well as the discovery of the Quarter Horse’s many talents. A vast number of activities can achieve the objectives. The Budget Committee examines applications with a view to allocating available funds to activities that will achieve and support the objectives.

### **GRANTS AVAILABLE:**

- 1) Provide up to \$2,500.00 maximum to each of eight AQHA Provincial/Regional Affiliates in reimbursement for receipts covering actual costs in participating in the following event(s)/project(s) or a combination thereof:
  - Equine trade shows promotional booths;
  - AQHA test rides;
  - AQHA trail rides;
  - AQHA trail challenges;
  - AQHA All Novice Shows
  - AQHA Shows holding entry-level “non-approved” AQHA classes such as “grassroots”, “small-fry”, “adult walk-trot”, all-breed, etc., designed to encourage new competitors;
  - AQHA racing affiliates: “a night at the races” hospitality events; or
  - Other events pre-approved by CQHA
  
- 2) Provide up to \$1,250.00 for up to 2 FEI/CRI sanctioned events (to a maximum of \$2,500.00) – in the event that only one FEI/CRI event occurs nationally, \$2,500 can be applied to the one FEI/CRI event.
  
- 3) Provide up to \$1,000 for up to 4 events to promote CQHA and AQHA membership through the Versatility Ranch Horse Competition and/or AQHA Special Event Competitions such as Reining, Barrel Racing, Team Penning, Team Sorting, Cutting, etc. (to a maximum of \$4,000)

## CONDITIONS FOR RECEIVING CQHA/AQHA FUNDING GRANTS:

1. For the current grant period, affiliate fund requests must be submitted **by March 31, 2017**. Affiliates may apply for one or more event(s)/project(s) which meet the criteria, but in no case will an affiliate be granted more than the maximum of \$2,500.00 for event(s)/project(s). Affiliates can additionally apply for the FEI/CRI funds and/or the VRHC and/or AQHA Special Event funds.
2. Funding proposals must be submitted in electronic format (MS Word document and/or PDF files of forms are available on the CQHA website) to the current CQHA Treasurer. Approved proposals will be confirmed by CQHA.
3. Affiliates approved for grants through the CQHA must agree to recognize the CQHA's contribution to the success of their activities or programs by placing the CQHA in a prominent position on their website(s) and publication(s), both prior to and following the activity or program. This includes a link to CQHA's website and the CQHA will promote all affiliate coming events, activities or programs on its website, if provided by the affiliate, and CQHA will post digital photos taken during events, if provided by the affiliate.
4. Affiliates 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. All projects applied for may be accumulated on the one application form.
5. Affiliates who receive grants through the CQHA must agree to complete and submit a narrative/descriptive post event report of the event/project, (copy attached) and any digital photos taken during the event. The narrative/descriptive report should highlight the results and the significance of the funding contribution to their success. The CQHA would prefer these reports submitted within 30 days following the event to be publicized on the CQHA website. CQHA requires a complete Post Event report summary of all events/projects to be submitted by Oct 31, 2017 in order to receive the grant. Please use one report form per event.
6. Affiliates who receive grants through the CQHA must agree to complete and submit a narrative/descriptive post event report of the event/project, (copy attached) and any digital photos taken during the event. The narrative/descriptive report should highlight the results and the significance of the funding contribution to their success. **The CQHA would prefer these reports submitted within 30 days following the event to be publicized on the CQHA website. CQHA requires a complete Post Event report summary of all events/projects to be submitted by Oct 31, 2017 in order to receive the grant.** Please use one report form per event.
7. Affiliates must also submit one financial post-event report (copy attached) to complete their claim for reimbursement. This 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 by October 31, 2017**. Post event financial reimbursement claims, up to a maximum of \$2,500.00 per AQHA Affiliate, may include any of the following:
  - Actual costs for participating in equine trade show booths (e.g. display booth rental space, curtain rentals, display tables, booth staff event passes)
  - Actual costs for hosting AQHA test rides (e.g. facilities rentals, transportation of donor horses, stall space for donor horses, AQHA event approval fees, display booth rental space)
  - Actual costs for hosting AQHA Shows which offer "non-approved" entry-level <sup>2</sup> classes to encourage new competitors (e.g. facilities rentals, judges' fees, AQHA show approval fees)
  - Actual costs for medication control/equine drug testing programs

- In the case of racing affiliates, actual costs for hosting “A Day at the Races” (e.g. facilities rentals, entertainment, food/refreshments, etc.,)
- or other pre-approved projects or events, such as AQHA Regional Championship Show
- In the case of Reining/ FEI/CRI events/VRHC or AQHA Special Events (e.g. facility rentals, judges’ fees, event approval fees etc.)

Submit funding applications **for 2016 CQHA Grants** to:

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

via Email: [grants@cqha.ca](mailto:grants@cqha.ca)

Submit hard copy **claims for reimbursement** via Canada Post with receipts attached to:

Haidee Landry, CQHA Treasurer

19751-16th Ave., Langley, British Columbia, V2Z 1K2

Phone: 604-530-8051

- 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.
- Reimbursement cheques are targeted to be issued in the first quarter following the grant period in which the event/project was held, made payable to the submitting AQHA, NRHA Affiliate or Organization, and mailed to the contact person listed on the CQHA reimbursement request form.

**CQHA/AQHA GRANT FUNDING APPLICATION FORM**

**OCT. 1, 2016 – SEPT 30, 2017 (Grant Period)**

**Deadline to submit: March 31, 2017**

Submitted by: \_\_\_\_\_  
(AQHA provincial/regional affiliate or FEI/CRI/VRHC or AQHA Special Event Host Assoc.)

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

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

\*\*\*\*\*

**Description of Project/Event #1:** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

**Description of Project/Event #2:** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

**Description of Project/Event #3:** \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

**Amount Requested from CQHA:** \$ \_\_\_\_\_ (\$2,500.00 maximum)

(Application pg. 1 of 2)

**FEI/CRI (Reining) (indicate Host Organization):** \_\_\_\_\_

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

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

\_\_\_\_\_

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

**Amount Requested from CQHA:** \$\_\_\_\_\_ (\$1,250 maximum)

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**Versatility Ranch Horse Competition/AQHA Special Event (Host Organization):**

\_\_\_\_\_

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

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

\_\_\_\_\_

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

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

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CQHA's and MBNA's financial contributions will be promoted by our affiliate as follows:

Acknowledgements on our affiliate's website: \_\_\_\_\_

\_\_\_\_\_

Links to CQHA & MBNA websites from our affiliate website: \_\_\_\_\_

CQHA & MBNA signage and/or promotional materials displayed: \_\_\_\_\_

Digital or print photos will be taken and supplied to CQHA: \_\_\_\_\_

Submit this application form (both pages) to:

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

Email: [grants@cqha.ca](mailto:grants@cqha.ca)

**CQHA/AQHA Affiliate Post Event Report (Narrative/Descriptive)**

**OCT. 1, 2016 – SEPT 30, 2017 (Grant Period)**

**Deadline to submit: within 30 days following each event or a  
Summary Report by Oct 31, 2017**

Submitted by: \_\_\_\_\_  
(AQHA provincial/regional affiliate or FEI/CRI/VRHC or AQHA Special Event Host Assoc.)

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

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

\*\*\*\*\*

**Description of Event/Project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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)

(Post Event: 1 of 3)

## CQHA/AQHA Affiliate Post Event Reports (Financial)

**Deadline to submit: October 31, 2017**

**\*\*NOTE\*\* There will be a penalty of \$200 deducted from the reimbursement cheque for late submissions, and another \$200 deducted for each additional month the submission is late!!**

Event/Project #1 \_\_\_\_\_

Type of Expense	Actual Expenditure
	\$
Total for event/project	\$

Event/Project #2 \_\_\_\_\_

Type of Expense	Actual Expenditure
	\$
Total for event/project	\$

Event/Project #3 \_\_\_\_\_

Type of Expense	Actual Expenditure
	\$
Total for event/project	\$

\*Attachments required: photocopies of receipts for above expenditures

**Amount Requested from CQHA:** \$ \_\_\_\_\_ (\$2,500.00 maximum for all)

### FEI/CRI (Reining)

Type of Expense	Actual Expenditure
	\$
Total for event/project	\$

\*Attachments required: photocopies of receipts for above expenditures

**Amount Requested from CQHA:** \$ \_\_\_\_\_ (\$1250 maximum)

**Versatility Ranch Horse Competition/AQHA Special Event**

Type of Expense	Actual Expenditure
	\$
Total for event/project	\$

\*Attachments required: photocopies of receipts for above expenditures

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

Certified correct and submitted by: \_\_\_\_\_  
(AQHA provincial/regional affiliate or FEI/CRI/VRHC or AQHA Special Event Host Assoc.)

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

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

**Submit these post-event forms (all three pages) with receipts attached receipts via Canada Post to:**

**Haidee Landry, CQHA Treasurer**  
19751 - 16th Ave., Langley, British Columbia V2Z 1K2  
**Telephone:** 604.530.8051  
Email: [finance@cqha.ca](mailto:finance@cqha.ca)