

1. AQHA PROVINCIAL/REGIONAL AFFILIATE AND AQHA RACING AFFILIATE GRANT APPLICATION

Provide up to \$3,500.00 maximum to each of seven AQHA Provincial/Regional Affiliates and two AQHA Canadian Racing Affiliates in reimbursement for receipts covering actual costs for participation in one or a combination of events(s), projects(s) as per the list of the following Categories from AQHA.

Category 1: Education/Clinics

- Any type of educational event that supports AQHA members and promotes AQHA
- Can be used in conjunction with Educational Marketplace funding AQHA Professional Horsemen seminars
- Education or support of registration, transfer, membership or other AQHA Business services
- Travel support for clinicians
- Translation of AQHA material

Category 2: Competition/Use

- Support events including, but not limited to: AQHA approved shows; regional; cultural events; or recreational riding 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

Examples:

- AQHA Shows
- Trail Rides and Trail Challenges
- Horsemanship clinics
- Medication control at AQHA Shows
- 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 and members
- Other events pre-approved by CQHA that promotes the American Quarter Horse
- AQHA racing affiliates: “a night at the races” hospitality events

CONDITIONS FOR RECEIVING CQHA/AQHA AFFILIATE GRANT FUNDING:

- 1) For the current grant period, AQHA Affiliate Grant Applications fund requests must be submitted **by March 31, 2020**. AQHA Affiliates may apply for one or more event(s)/project(s) which meet the criteria, but in no case will a Provincial Affiliate be granted more than the maximum of \$2,500.00 for event(s)/projects(s).
- 2) AQHA Affiliates are encouraged to apply for one project and provide receipts only for the allotted \$3,500.00. Affiliates can additionally apply for the CQHA/AQHA Special Events and Marketing Grants available on a separate application.
- 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/CQHA's contribution to the success of their activities or programs by identifying the AQHA/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 affiliates 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.
- 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, 2019-Sept 30, 2020) made payable to the submitting AQHA Affiliate host or organization and mailed to the contact person listed on the CQHA reimbursement request form.

**CQHA/AQHA PROVINCIAL AFFILIATE GRANT FUNDING
APPLICATION FORM**

OCT. 1, 2019 – SEPT 30, 2020 (Grant Period)

Deadline to submit: March 31, 2020

Submitted by: _____

(AQHA Provincial/Regional Affiliates/AQHA Racing Affiliates)

Contact person: _____ representing above affiliate

Affiliate President email contact: _____

Mailing address for reimbursement: _____

Postal Code _____

Telephone contact: _____

Email: _____

Description of Project/Event: (Education and/or Competition)

Event Name: _____

Location: _____

Date: _____

Identification of proposed strategic outcomes: E.g.: Increase AQHA memberships and registrations

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

Description of Project/Event: (Education and/or Competition)

Event Name: _____

Location & Date: _____

Identification of proposed strategic outcomes: _____

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

Total Amount Requested from CQHA: \$ _____ (\$3,500.00 maximum)

Please list all events for the application on separate page if required.

Application amount for Affiliates: total \$3,500.00 for activities or any activity that directly leads to increased AQHA memberships and registrations

AQHA, CQHA and MBNA financial contributions will be promoted by our affiliate 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 (both pages) to:

Gayle Pawley-Wilson, CQHA Grant Committee Chair

Email: gaylepw@hotmail.com

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

OCT. 1, 2019 – SEPT 30, 2020 (Grant Period)

**Deadline to submit: within 14 days following each event or a
Summary Report by Sept 10, 2020**

Submitted by: _____
(AQHA provincial/regional Affiliate or Host Organizations)

Contact person: _____ representing above affiliate

Name of Event: _____ Date: _____

Email: _____

Please provide a summary of the purpose/goals of this event.

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/or CQHA members, or AQHA horse registrations
at the event?
Number of new AQHA and 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: Gayle Pawley-Wilson by email: gaylepw@hotmail.com