

CANADIAN
QUARTER
HORSE
ASSOCIATION

CQHA/AQHA GRANT APPLICATION GUIDELINES
OCT. 1, 2021 – SEPT 31, 2022 (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 the Provincial/Regional Affiliates.

Currently, the AQHA annually allocates Funds to CQHA to be used to support, promote, and develop American Quarter Horse activities in Canada. The CQHA in turn administers the allocation of these funds in the form of Grant funding to the Provincial and Regional AQHA Affiliates and other events that use AQHA horses to financially assist them in achieving these AQHA objectives in Canada using the Category criteria listed below.

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

The following pages contain the 3 Categories eligible for Grant Funding as set out by AQHA.

The following pages also contain application information, who is eligible to apply, conditions for applying, Grant application forms, post financial reports and post event reporting forms.

Receipts received after Sept 10, 2022 for approved applications will not be reimbursed.

Category 1: Education/Clinics

Examples:

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

Requirements:

- Clinicians must be current AQHA members
- AQHA membership mandatory for attendees
- List of attendees: AQHA/CQHA members to be submitted after event
- Must complete an event review form (provided by AQHA)
- AQHA and CQHA signage/banners must be displayed
- AQHA member service support must be available at even

Category 2: Competition/Use

Examples:

- Support for events including, but not limited to: AQHA approved shows or special events, recreational riding events, regional or cultural events where American Quarter Horses are used
- Funds not to be utilized for AQHA shows with greater than 100 entries (1 entry is a horse and rider combo per class entered)
- Awards, prizes, or other means of promoting and recognizing AQHA exhibitors or participants via AQHA sanctioned events
- Sponsorship of activities produced by Non-AQHA Organizations to promote AQHA member/horse participation (prizes, cash awards)
- Travel support for AQHA judges

Requirements:

- Must demonstrate equitable support for all types of American Quarter Horse events/use in country
- List of attendees: AQHA/CQHA members to be submitted after event
- AQHA signage/banners must be displayed
- AQHA/CQHA member service support must be available at event
- Must complete an event review form (provided by AQHA)

Category 3: Marketing & Membership Outreach

Examples:

- Marketing and promotional materials for purchase
- Outreach programs/booths at events/fairs designed to engage members and participants
- Promotion of AQHA/CQHA services and activities through online, print, or other media sources

Requirements:

- Current AQHA and CQHA marketing materials and signage clearly available and displayed
- AQHA and CQHA applications other than AQHA website, brochures for AQHA/CQHA service and value to members

AQHA PROVINCIAL/REGIONAL AFFILIATE AND AQHA RACING AFFILIATE GRANT APPLICATION

Provide up to \$2,000.00 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 above Categories from AQHA.

CONDITIONS FOR RECEIVING CQHA/AQHA AFFILIATE GRANT FUNDING:

- 1) For the current grant period, recognized AQHA/CQHA Provincial Affiliate Grant Applications funding requests must be submitted **by May 15, 2022**. Affiliates may apply for one or more event(s)/project(s) which meet the criteria and not to exceed a maximum of \$2,000.00 total for event(s)/projects(s).
- 2) Affiliates are encouraged to apply for one project and provide receipts only for the allotted \$2,000.00.
- 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 when provided.
- 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 CQHA-AQHA Grant Guidelines 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 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.
- 8) Grant applicants must also submit an attendee list of AQHA and CQHA members post event.
 - 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, 2021 -Sept 31, 2022) made payable to the submitting AQHA Affiliate host or organization and mailed to the contact person listed on the CQHA reimbursement request form.

GRANT APPLICATION FOR AQHA and NON-AQHA AFFILIATES

Provide up to \$2,000.00 maximum to each application produced by other AQHA or Non AQHA Events to promote CQHA/AQHA membership and American Quarter Horse participation 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 above Categories from AQHA.

CONDITIONS FOR RECEIVING EVENT GRANT FUNDING:

- 1) For the current grant period, Event Grant Applications fund requests must be submitted **by May 15, 2022**.
- 2) The maximum amount allotted to each event will be \$2,000 for the 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 must also submit a receipt for funding cheques received from CQHA prior to their event (e.g., jackpot funds, cash awards for AQHA owner/rider classes). This reimbursement receipt must be submitted within 14 days post event.
- 5) 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.
- 6) 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 2021-2022 CQHA-AQHA Grant Guidelines. The current grant period application form is attached and available on the CQHA website.
- 7) Grant applicants must submit one financial post-event report to complete their claim for reimbursement. The claim for reimbursement should include receipts of expenditures, for all approved grant events/projects applied for by the applicant. This reimbursement request must be submitted within 14 days post event.
- 8) Grant applicants must submit a written post event report to report the outcome of the events(s) as outlined in the Guidelines and submit a list of AQHA member attendees.
- 9) Grant applicants must submit an attendee list of AQHA and CQHA members post event.
 - 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, 2021-Sept 31, 2022) made payable to the submitting Host Event or Organization and mailed to the contact person listed on the CQHA reimbursement request form.

MARKETING GRANTS EVENTS

1. Provide up to \$250.00 for Trade Fair, Booths, or event presence at AQHA and Non AQHA events to promote AQHA and CQHA membership, registrations, transfers, and awareness.

Examples:

- Costs for booth rental, promotional material, raffles, etc.

CONDITIONS FOR RECEIVING MARKETING GRANT FUNDING:

- 1) Provide up to \$250.00 for Trade Fair, Booths, or event presence at AQHA and Non AQHA events to promote AQHA/CQHA membership, registrations, transfers, and awareness; Applications should be submitted by **May 15, 2022. First come first served allocation of funds**
- 2) 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.
- 3) 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 coming events, activities, or programs on its website, if provided by the applicant, and CQHA will post digital photos taken during events.
- 4) 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 2021-2022 CQHA-AQHA Grant Guidelines document. The current grant period application form is attached and available on the CQHA website.
- 5) Grant applicants must also submit one financial post-event report 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.
- 6) 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, 2021-Sept 31, 2022) made payable to the submitting AQHA Affiliate or Organization and mailed to the contact person listed on the CQHA reimbursement request form.