

CQHA/AQHA GRANT FUNDING APPLICATION FORM
OCT. 1, 2022 – SEPT 30, 2023 (Grant Period)
Deadline to submit: April 10, 2023

Submitted by: _____
(AQHA Provincial/Regional Affiliates/AQHA Racing Affiliates, Host Event)
Contact person: _____ representing above Affiliate/Event
Affiliate President email contact: _____
Social Media Contact: _____
Mailing address for reimbursement: _____
_____ Postal Code _____
Telephone contact: _____
Email: _____
Website: _____

Description of Project/Event: (Category #)

Event Name: _____
Location: _____
Date: _____

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

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

Total Amount Requested from CQHA: \$ _____ (\$2,500.00 maximum)

Please list each event for the application on separate page.

Agreed Reimbursement Requirements to receive Funding:

AQHA and CQHA financial contributions will be promoted by our Affiliate/Event 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 and CQHA websites from our Affiliate/Event website/social media site:

- AQHA and CQHA 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, 2022 – SEPT 31, 2023 (Grant Period)

**Deadline to submit within 14 days following each event or a
Report by Sept 10, 2023**

Submitted by: _____
(Host Organization)

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 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

CQHA/AQHA GRANT APPLICATION GUIDELINES

OCT. 1, 2022 – SEPT 30, 2023 (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, receipts, proof of payment and post event reporting forms.

Approved Application Post reports are required to be submitted within 14 days after the event.

Receipts received after Sept 10, 2023 for approved applications will not be reimbursed.

1. Category 1: Education/Clinic

o Examples:

- Any type of educational event (virtual or in person) 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 AQHA clinicians
- Translation of AQHA materials

o Requirements:

- Clinicians must be current AQHA members
- AQHA membership mandatory for attendees (they can sign up at the event)
- Host must submit one event review form (form provided by AQHA)
- AQHA/CQHA signage/banners must be displayed
- AQHA member service support must be available at event

2. Category 2: Competition/Use

o 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
- Awards, prizes, or other means of promoting and recognizing AQHA exhibitors or participants via AQHA sanctioned events
- Travel support for AQHA judges

o 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
- Event host must complete one event review form (form provided by AQHA)
- AQHA/CQHA signage/banners must be displayed
- AQHA member service support must be available at event

3. Category 3: Marketing & Membership Outreach

o Examples:

- Marketing and promotional materials for purchase
- Total cost of promotional items shall not exceed 10% of total country allocation
- Outreach programs/booths at events/fairs designed to engage members and participants
- Promotion of AQHA services and activities through online, print, or other media sources

o Requirements:

- Current AQHA marketing materials and signage clearly available and displayed

4. Other activities agreed upon by AQHA and the affiliate

AQHA PROVINCIAL/REGIONAL AFFILIATE AND AQHA RACING AFFILIATE GRANT APPLICATION

Provide up to \$2,500.00 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 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 April 10, 2023**. Affiliates may apply for one or more event(s)/project(s) which meet the criteria and not to exceed a maximum of \$2,500.00 total for event(s)/projects(s).
- 2) Affiliates are encouraged to apply for one project and provide receipts only for the allotted \$2,500.00.
- 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 websites. 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 2022-2023 CQHA-AQHA Grant Guidelines document. The current grant period application form is attached and available on the CQHA website.
- 6) Grant applicants must submit receipts, proof of payment and a written Post Report for events/projects applied for by the Affiliate. This reimbursement request must be submitted within 14 days post event.
- 7) 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 and receipts 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, 2022 -Sept 30, 2023) 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 \$1,000.00 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 April 10, 2023**.
- 2) The maximum amount allotted to each event will be \$1,000 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 when the cheque is received.
- 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 websites. 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 2022-2023 CQHA-AQHA Grant Guidelines. The current grant period application form is attached and available on the CQHA website.
- 7) Grant applicants must submit receipts, proof of payment and a written Post Report for events/projects applied for by the Affiliate. This reimbursement request must be submitted within 14 days post event.
- 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 and receipts 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, 2022-Sept 30, 2023) made payable to the submitting AQHA Affiliate host 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 **April 10, 2023. 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 websites. 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 2022-2023CQHA-AQHA Grant Guidelines document. The current grant period application form is attached and available on the CQHA website.
- 8) Grant applicants must submit receipts, proof of payment and a written Post Report for events/projects applied for by the Affiliate. This reimbursement request must be submitted within 14 days post event.
- 9) 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 and receipts 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, 2022 -Sept 30, 2023) 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 YOUTH FUNDING APPLICATION FORM
OCT. 1, 2022 – SEPT 30, 2023 (Grant Period)
Deadline to submit: April 10, 2023

Submitted by: _____
(AQHA Provincial/Regional Affiliates/AQHA Racing Affiliates, Host Event)
Contact person: _____ representing above Affiliate/Event
Affiliate President email contact: _____
Social Media Contact: _____
Mailing address for reimbursement: _____
_____ Postal Code _____
Telephone contact: _____
Email: _____
Website: _____

Description of Project/Event: (Category #)

Event Name: _____
Location: _____
Date: _____

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

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

Total Amount Requested from CQHA: \$ _____ (\$2,500.00 maximum)

Please list each event for the application on separate page.

Agreed Reimbursement Requirements to receive Funding:

AQHA and CQHA financial contributions will be promoted by our Affiliate/Event 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 and CQHA websites from our Affiliate/Event website/social media site: _____
- AQHA and CQHA 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 YOUTH FUNDING POST EVENT REPORT
(NARRATIVE/DESCRIPTIVE)**

OCT. 1, 2022 – SEPT 31, 2023 (Grant Period)

**Deadline to submit within 14 days following each event or a
Report by Sept 10, 2023**

Submitted by: _____
(Host Organization)

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 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

CQHA/AQHA YOUTH FUNDING APPLICATION GUIDELINES

OCT. 1, 2022 – SEPT 30, 2023 (Grant Period)

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The CQHA’s main purpose is to support and promote the development of the Canadian Quarter Horse industry in Canada and abroad.

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 Youth Grant funding to 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 Youth Grant funding include activities to encourage the expansion of the AQHYA and CQHYA 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 CQHA Budget Committee examines applications with a view to allocating available funds to activities that will achieve and support these objectives.

Approved Application Post reports are required to be submitted within 14 days after the event.

Receipts received after Sept 10, 2023, for approved applications will not be reimbursed.

1. Category 1: Education/Clinic

o Examples:

- Any type of educational event (virtual or in person) 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 AQHA clinicians
- Translation of AQHA materials

o Requirements:

- Clinicians must be current AQHA members
- AQHA membership mandatory for attendees (they can sign up at the event)
- Host must submit one event review form (form provided by AQHA)
- AQHA/CQHA signage/banners must be displayed
- AQHA member service support must be available at event

2. Category 2: Competition/Use

o 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
- Awards, prizes, or other means of promoting and recognizing AQHA exhibitors or participants via AQHA sanctioned events
- Travel support for AQHA judges

o 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.
- Event host must complete one event review form (form provided by AQHA)
- AQHA/CQHA signage/banners must be displayed
- AQHA member service support must be available at event

3. Category 3: Marketing & Membership Outreach

o Examples:

- Marketing and promotional materials for purchase
- Total cost of promotional items shall not exceed 10% of total country allocation
- Outreach programs/booths at events/fairs designed to engage members and participants
- Promotion of AQHA services and activities through online, print, or other media sources

o Requirements:

- Current AQHA marketing materials and signage clearly available and displayed

4. Other activities agreed upon by AQHA and the affiliate

AQHA PROVINCIAL/REGIONAL YOUTH AFFILIATE

Provide up to \$1,500.00 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 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 April 10, 2023**. Affiliates may apply for one or more event(s)/project(s) which meet the criteria and not to exceed a maximum of \$2,500.00 total for event(s)/projects(s).
- 2) Affiliates are encouraged to apply for one project and provide receipts only for the allotted \$1,500.00.
- 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 websites. 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 2022-2023 CQHA-AQHA Grant Guidelines document. The current grant period application form is attached and available on the CQHA website.
- 6) Grant applicants must submit receipts, proof of payment and a written Post Report for events/projects applied for by the Affiliate. This reimbursement request must be submitted within 14 days post event.
- 7) 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 and receipts 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, 2022 -Sept 30, 2023) made payable to the submitting AQHA Affiliate host or organization and mailed to the contact person listed on the CQHA reimbursement request form.

YOUTH APPLICATION FOR AQHA and NON-AQHA AFFILIATES

Provide up to \$1,000.00 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 **April 10, 2023**.
- 2) The maximum amount allotted to each event will be \$1,000 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 when the cheque is received.
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MARKETING GRANTS EVENTS

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 **April 10, 2022. First come first served allocation of funds.**
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 - b. Reimbursement cheques are targeted to be issued in the first quarter following the grant period (Oct 1, 2022 -Sept 30, 2023) made payable to the submitting AQHA Affiliate host or organization and mailed to the contact person listed on the CQHA reimbursement request form.