

The Alberta Equestrian Federation (AEF) strives to provide funding, when available, to all categories of members. In the past, the AEF has received grants and casino funding which allowed the AEF to provide funding to multiple members throughout the year. Over the years, this funding has significantly decreased. In order to fairly determine distribution of any available funds, all requests for funding must be done through a completed application. In all cases, funding approval will be based and aligned with the AEF's Vision, Mission and Values.

The AEF will strive to provide funding for:

- Club clinics and events
- Club board member educational development
- Club facility improvements
- Club scholarships or bursaries related to equine
- Programs/projects that positively contribute to the overall equine community

The AEF will not provide funding for:

- Activities of a social nature, e.g. banquet
- Competition related expenses
- Purchase of items of a personal, social or promotional nature
- Purchase of liquor
- Sponsorships
- Supplementing employee salaries, wages and benefits

Application Requirements

The following must be completed for the application to be considered:

- Completed application form (including a budget and amount being requested from the AEF);
- Completed and signed checklist;
- Application received during the application period and submitted by the deadline.

Applications are accepted between:

- January 1 - April 30 of each year
- June 1 - September 30 of each year

Requests for funding will be reviewed within 30 days of the deadline and a response will be sent to the applicant.

Additional criteria:

- Club applicant must be a current AEF club member, and have been a member in good standing for two (2) consecutive years;
- Clubs applying for funding must require that their members have an AEF individual or family membership;
- AEF requires that all participants in a clinic/event be current AEF members (individual or family), AEF must be prudent about liability issues that may arise from equine activities;
- Applicants that have not received funding in prior years will be selected over applicants that have received funding in previous years;
- Applicants who have contributed to the AEF through volunteering or referring new members will be selected over those who have not done so in the past;
- Applicants who have proven their ability to make excellent use of funds will be selected over those who have not done so in the past.



Club Member Funding Application

100, 251 Midpark Blvd SE, Calgary, AB T2X 1S3
Phone: 403.253.4411 • Toll Free: 1.877.463.6233
Fax: 403.252.5260 • info@albertaequestrian.com
albertaequestrian.com

APPLICANT INFORMATION:

Club Name (cheques are made payable to the Club): _____

Name and title of person completing application: _____

Address (where cheque is mailed): _____

City: _____ Prov./Terr.: _____ Postal Code: _____

Phone: _____ Email: _____

Club President: _____ Signature: _____

Club Treasurer: _____ Signature: _____

Does your club require that your members have an individual or family AEF membership? Yes No

EVENT INFORMATION:

Event Name: _____

Date(s) of Event: _____ Location of Event (prov./terr./country): _____

Brief Description of Event:

How will this funding assist with your overall Club development?

How will this funding contribute to the overall benefit of the Alberta equine industry and the AEF membership?

THIS FUNDING APPLICATION IS FOR:

- Club clinics and events
- Club board member educational development
- Club facility improvements
- Club scholarships or bursaries related to equine
- Programs/projects that positively contribute to the overall equine community

IF YOUR APPLICATION IS SUCCESSFUL, YOU WILL RECOGNIZE THE AEF IN THE FOLLOWING CHANNELS (check all that apply):

- Facebook (tag @Alberta Equestrian Federation)
- Instagram (tag @Alberta_Equestrian)
- Submit photographs that AEF can republish (images must be a high resolution 300 DIP)
- Refer new members to the AEF
- Provide a thank you letter to the AEF
- Submit a word doc. with photos about your experience for the AEF to review and share online
- Other: _____

**AEF will verify recognition*

BUDGET:

Revenue:	Dollar Amount:
	\$
	\$
Total	\$
Expenses:	
	\$
	\$
	\$
	\$
Total	\$
Difference	\$
Amount requested from AEF	\$
(Club members may apply for \$100 - \$1,000)	

Sample expenses that may be considered:

- Club clinics and events
- Club board member educational development
- Club facility improvements
- Club scholarships/bursaries related to equine
- Programs/projects that positively contribute to the overall equine community

Sample expenses that are ineligible:

- Activities of a social nature, e.g. banquet
- Offset deficit budget
- Purchase of items of a personal, social or promotional nature
- Sponsorship

As part of this application process, all applicants that are approved for funding may be required to provide subsequent information on the event or how the funds were used. The AEF reserves the right to print this material in any AEF hard or soft publications. Any unused funds must be returned to the AEF.

The AEF offers many incentives for individual members, clubs, competitors, shows, officials, etc. All funding opportunities can be found at the AEF website or by contacting the office.



**Alberta
Equestrian
Federation**

Club Funding Application Checklist

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The following checklist must be submitted with each application.

I have:

- Read and understood the funding application guidelines, process and criteria;
- Completed all areas and signed the application form;
- Included a detailed budget indicating both expenditures and revenues;
- If application is approved, agree to show recognition to the AEF as indicated on this application;
- Agree any unused funds will be promptly returned to the AEF.

Applicant Name: _____ Date: _____

Applicant Signature: _____

Submit applications to the attention of:

Alberta Equestrian Federation
AEF Funding Application
100, 251 Midpark Blvd SE
Calgary, AB T2X 1S3

Fax: 403-253-4411 email: info@albertaequestrian.com

AEF Office Use Only:

Date Received: _____ Received by: _____
Position: _____ Respondent: _____
Date Responded: _____ Amount: _____ Cheque #: _____