



Individual Member Funding (\$100 - \$500)

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

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:

- Coaching development
- Educational development (fundamental development, clinics, courses, etc.)
- Leadership development (obtaining AEF certification)
- Provincial events
- Recreational development

The AEF will not provide funding for:

- Competition entry fees
- Future activities/events
- Personal, social or promotional activities/items
- Memberships
- Sponsorships
- Unsanctioned Competitions

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);
- Receipts for the amount of funding applied for;
- 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:

- Each applicant must be a current AEF member and must have been a member in good standing for two (2) consecutive years;
- Each applicant is required to complete an application form and may not apply for funding for another member, or on behalf of AEF employees or elected members of the Board of Directors;
- 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.



APPLICANT INFORMATION:

Name: _____ AEF Membership #: _____
Address: _____
City: _____ Prov./Terr.: _____ Postal Code: _____
Phone: _____ Email: _____
Have you ever volunteered for the AEF: Yes No
If yes, in what capacity: _____
Signature: _____

THIS FUNDING APPLICATION IS FOR:

Coaching development
Educational development (fundamental development, clinics, courses, etc.)
Leadership development (obtaining AEF certification)
Provincial events
Recreational development

EVENT INFORMATION:

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

Brief Description of Event:

How did this event contribute to your professional development?

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: _____

**The AEF will verify recognition*

BUDGET:

Revenue:	Dollar Amount:
	\$
	\$
Total	\$
Expenses:	
	\$
	\$
	\$
	\$
Total	\$
Difference	\$
Amount requested from AEF	\$
<i>(Individual members may apply for \$100 - \$500)</i>	

Sample expenses that may be considered:

- Accommodation
- Athlete/coach/official development fees
- Clinic registration
- Travel

Sample expenses that are ineligible:

- Entry Fees
- Purchase of liquor or meals
- Personal, social or promotional items
- Sponsorship

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

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**®

Individual Funding Application Checklist

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

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;
- Attached at least one receipt for the amount of funding being applied for;
- If application is approved, agree to show recognition to the AEF as indicated on this application.

Applicant Name: _____ Date: _____

Applicant Signature: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

If applicant is under the age of 18, any approved funding will be made payable to parent/guardian.

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 #: _____