

The Alberta Equestrian Federation (AEF) is pleased to offer the Pump Up Your Levels Funding Incentive. The objective is to encourage growth within the National Learn to Ride/Drive programs, encourage use of Equestrian Canada (EC) certified instructors/coaches in stables/facilities, as well as to increase Long Term Equestrian Development (LTED) participation by using existing programs already incorporating this framework, within Alberta.

Financial Awards

The incentive includes one \$500 financial incentive for a current EC certified instructor/coach per calendar year.

Selected Process

Selection is made based on fully completed applications alongside the highest number of rider tests in either discipline (combined) that are conducted by the instructor/coach and stable/facility for the applicable year.

Application Criteria

1. Are a current AEF member/instructor/coach in good standing and have been for two consecutive years (year applicable to application, e.g. Application deadline March 2019, must have had an AEF membership for 2018, and year application is being submitted 2019);
2. Are a resident of Alberta;
3. Have current instructor/coach status at time of the application.

Applicants may apply once each year to receive funds.

Applicants who have received funding in prior years, will not be eligible to apply for funding.

Application deadline: March 31, 2019

Response deadline: April 30, 2019

Successful applicants will be selected on the basis of information contained in their application forms that meets the criteria outlined.

AEF does not return application materials. Personal information is considered private and confidential.

Successful applicants may be asked to provide information, articles or photographs at no charge to the AEF for use in electronic or hard copy marketing materials.

AEF reserves the right to withdraw or modify all or part of this program and application process.

Essay

We require a minimum 400-word typed essay as part of your application package (12 pt Times New Roman font, double-spaced) with the name/facility on the top left. Below are items that should be included:

1. Please explain about your instructor/coaching training/experience, or your facility's background, including what disciplines you train in or operate out of your facility.
2. If you are selected to receive this incentive, how would you/your facility use it, and how would the funds help you?
3. What are your future equine-related plans, and how will those plans benefit equestrians and equines in Alberta?
4. How do you think equestrian education/rider and athlete development could be advanced in Alberta?
5. How has being a member of the AEF benefited you?
6. How has the Learn to Ride program helped benefit you as an instructor/coach/facility? How has working with a certified coach benefited you as a facility or how has your certification as a coach benefited you as being certified?
7. Do you plan use and help promote this program again next year?

Short Biography and Image for Alberta Bits

As part of the application, each applicant is required to write a short biography of 130-150 words telling a little bit about themselves or their facility and what they plan to use the funds for if granted. In addition, all applicants must submit a high – resolution image (300 dpi minimum), and should be representative of horse and rider, coach with students, facility photo etc.

Successful award recipients will be announced and published in an upcoming issue of Alberta Bits magazine that will include the submitted biography and photo. Images/text may be cropped/edited by the editor of Alberta Bits.

Please forward biography and high-resolution image (minimum 300 dpi) to coaching@albertaequestrian.com. These must be sent on or before the deadline on the application.

Letters of Reference

Two (2) written letters of reference.

References must include name, address and email address or phone number of the person providing the reference. Please inform your two references that the AEF may contact them.

Package Check List

Email/Mail one complete copy of the following items:

- Cover Letter
- Application form
- Essay
- Biography and Photo
- Two reference letters

The completed application package may be sent by mail/email with a cover letter to the AEF Coaching Coordinator. Please ensure that electronic applications are sent as **one singular PDF file**.

If you have any questions, please contact the AEF Coaching Coordinator.

Please Submit your completed application form before March 31, 2019 to:

Alberta Equestrian Federation
Attention: Coaching Coordinator
Suite 100, 251 Midpark Blvd SE
Calgary, AB T2X 1S3

Email: coaching@albertaequestrian.com Fax: 403-253-4411



Pump Up You Levels Application - Instructor/Coach

100, 251 Midpark Blvd SE, Calgary, AB T2X 1S3
Phone: 403.253.4411 ext. 3 • Toll Free: 1.877.463.6233
Fax: 403.252.5260 • coaching@albertaequestrian.com
albertaequestrian.com

APPLICANT INFORMATION:

Instructor/Coach's Name: _____
Address (where cheque is mailed): _____
City: _____ Prov./Terr.: _____ Postal Code: _____
Phone: _____ Email: _____
Proof of Citizenship Included: Yes No
Instructor/Coach NCCP Number: _____

PROGRAM INFORMATION:

Number of Tests Conducted: _____
List the Stable(s)/Facility(s) you Completed Testing at:

CONFIRMATION

I hereby acknowledge that all the information supplied is correct (applicant):

Print Name: _____ Signature: _____

Date: _____

Name and signature of Parent or Guardian required if applicant is under 18 years of age:

Print Name: _____ Signature: _____

Date: _____