

AEF strives to provide funding, when available, to all categories of members. In order to fairly determine distribution of any available funds, all requests for funding must be done through a completed application during the application period(s). 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 educational clinics and events
- Club board member development
- Events that are available to all AEF members
- Club scholarships or bursaries related to equine
- Club facility improvements
- Programs/projects that 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
- Sponsorships
- Supplementing salaries, wages and benefits

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**Application Requirements**

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

- Application form (including a budget and amount being requested from the AEF);
- Signed checklist;
- 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.*

**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 (which funding is being applied for) 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**  
120, 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

Has your Club referred new members to the AEF?    Yes    No

Has your Club or Club members offered to volunteer for the AEF?    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?

**THIS FUNDING APPLICATION IS FOR:**

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

**IF YOUR APPLICATION IS SUCCESSFUL, YOU AGREE TO RECOGNIZE THE AEF WITHIN 30 DAYS BY THE FOLLOWING: (check all that apply) \*The AEF will verify recognition\***

- Tag us or write a review on Facebook and explain “what it means to be a part of the AEF community” (our page: Alberta Equestrian Federation [@AlbertaEquestrian])
- Tag us on Instagram, and explain “what it means to be a part of the AEF community”, while using the hashtag #AEFcommunity (our handle: @Alberta\_Equestrian)
- Submit photographs that AEF can republish (images must be a high resolution 300 DPI)
- Submit a Word doc. with photos about the Clubs event/experience and “what it means to be a part of the AEF community” for the AEF to review and share online
- Refer new members to the AEF
- Submit this event to the AEF Calendar of Events
- Other: \_\_\_\_\_

The AEF reserves the right to print this material in any AEF hard or soft publications.

**BUDGET**

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

**Sample expenses that may be considered:**

- Club clinics and events (clinician or facility expenses)
- Club board member development
- Club facility improvements
- Club scholarships/bursaries related to equine
- Programs/projects that 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

All applicants that are approved for funding are required to provide subsequent information on the event or how the funds were used within 30 days. Any unused funds must be returned to the AEF.



**Club Member Funding Checklist**  
 120, 251 Midpark Blvd SE, Calgary, AB T2X 1S3  
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 Fax: 403.252.5260 • info@albertaequestrian.com  
 albertaequestrian.com

**The following checklist must be submitted with each application.**

I/We 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 as indicated on this application to the AEF and how the funds were used within 30 days;
- Agreed that 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  
 120, 251 Midpark Blvd SE  
 Calgary, AB T2X 1S3

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

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

AEF OFFICE USE ONLY:		
Date Received: _____	Received by: _____	
Position: _____	Respondent: _____	
Date Responded: _____	Amount: _____	Cheque #: _____