



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

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

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:

- Athlete development (prior in nature; fundamental clinics, courses, etc.)
- Coach development
- Official development (AEF certification)

### 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 is required for an application to be considered:

- Attend your event;
- Complete the application form in full (including a budget and the amount being requested from the AEF);
- Copies of Receipts are Mandatory; receipts for, or equal to, the amount of funding requested are required;
- Completed and signed application checklist;
- Submit your application during the appropriate application period (after attending your event).

#### Applications are accepted between:

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

*Applications received outside of the dates for each application period will not be considered.*

#### Criteria:

- Each applicant must be a current AEF member;
- Each applicant must have been a member in good standing for the (2) two previous years;
- Each applicant is required to complete an application form and may not apply for funding on behalf of 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.



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

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### APPLICANT INFORMATION:

Name: \_\_\_\_\_ AEF Membership #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov./Terr.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you referred new members to the AEF?:    Yes    No

Have you ever volunteered for the AEF?:    Yes    No

If yes, in what capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

### THIS FUNDING APPLICATION IS FOR:

Athlete development (fundamental clinics, courses, etc.)

Coach development

Official development (AEF certification)

### 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 development?

**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 1 (one) page or less Word doc. with photos about your experience and **“what it means to be a part of the AEF community”** for the AEF to review and share online

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	\$
(Individual members may apply for \$100 - \$500)	

\*Revenue - Other sources of revenue to help cover expenses, e.g. Fundraising, Sponsorship, Donations, etc.

\*Expenses - Related to the amount being applied for, e.g. clinic cost, course cost, etc.

**\*Receipts are required.**

**Sample expenses that may be considered:**

- Athlete/coach/official development fees
- Clinic/course registration

**Sample expenses that are ineligible:**

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

*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.*



### Individual Member Funding Checklist

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#### The following checklist must be submitted:

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 receipt(s) representing amount of funding being applied for;
- Agreed to show recognition to the AEF as indicated on this application within 30 days, if funding is approved.
- 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

**AEF OFFICE USE ONLY:**

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