



# USDF Region 9 Adult Education Fund Grant Request Form

Grant Year January 1 – December 31

This document is to be used to apply for grants from the money set aside in Region Nine for Adult Education Projects. The Region proposes to allow approximately \$3000 per year in grant money for financial assistance to help USDF Region 9 GMOs provide educational opportunities for adults involved in the sport of dressage.

The money may be used to help fund Adult Camps, Adult Symposiums / Seminars, or most GMO educational programming geared toward adults.

Riding-only clinics will not be approved. The educational event must include lectures and auditor-friendly participation.

### GRANT GUIDELINES

1. You may make an application at any time prior to the date closest to your proposed event. At least 30 days prior is appreciated.
2. The grant application must contain a tentative budget.
3. The grant application must be completed and **sent to the Regional Director and the Regional Adult Education Coordinator for pre-approval.**

4. Grants should be used to cover expenses from the event, not generate income.
5. Grants will not be paid until after the event has occurred and the profit & loss statement, summary of the event, list of participants / auditors, and daily schedule has been submitted to the Regional Director and Regional Adult Education Coordinator. *All grants are reviewed for final approval, once final paperwork and reports are submitted.*
6. The grant must be payable to a GMO or similar organization, and not to an individual.
7. Grants should not be used to provide funding for individual scholarships, but to offset the cost of the event(s) for an entire group of people.
8. Application may be made for any amount, but the division and disbursement of the funds is at the discretion of the Regional Director and Regional Adult Education Coordinator.
9. Acquiring sponsors is highly encouraged.

### REGION 9 GRANT APPLICATION

Send to Bess Bruton: [bessbruton@gmail.com](mailto:bessbruton@gmail.com) • 5696 Piper Lane • College Station, TX 77845

Organization \_\_\_\_\_

Organizer \_\_\_\_\_

Address \_\_\_\_\_

City / State / ZIP \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Name & Location of Event \_\_\_\_\_

\_\_\_\_\_

Date(s) \_\_\_\_\_

Amount Requested (attach a budget) \_\_\_\_\_

Are you applying for USDF University Credit?  Yes  No

Approximately how many may participate? \_\_\_\_\_

How many may audit? \_\_\_\_\_

Cost of auditing? \_\_\_\_\_

Is stabling available?  Yes  No

Is stabling included in cost?  Yes  No

### Suggested to include in the Budget proposal:

#### Expenses

- Cost of facility
- PA system rental
- Cost of stabling
- Cost of food
- Clinician fees, food and lodging
- Transportation of clinician
- Office supplies and phone
- Insurance

#### Income

- Participant and auditor fees
- Any other grant money approved
- Any cash sponsors

#### Summary of the event — attach separate sheet and tell us:

- About the facility, its layout, & amenities.
- About the clinician – does he/she have a website?
- Format/agenda/theme of the camp/seminar.