



# Grant Request for Educational Events

Date:

Chapter Name:

Applicant:	HCBC#
Address:	Phone:
City:	Email:
Postal Code:	Fax:

Describe your Educational event. Please include who will benefit from your event and what your chapter hopes to gain from the event.

Have you also applied for HCBC funding?

How many members are in your chapter?

Will your event be open to non-BCHBC members?

Anticipated cost of the event?

Personal or Club contributions?

Anticipated income? (If applicable)

Anticipated expenses? ( please include your proposed Financial Statement with this application)

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

BCHBC Authorization: \_\_\_\_\_ Declined: \_\_\_\_\_ Reason: \_\_\_\_\_



# Educational Event Reporting Form

Chapter Name:	Clinic Location:
Session Length:	Clinic Dates:

As a condition of receiving Grant approval, the applicant agrees to submit a finalized Financial Statement along with a short 300-500 word story of their event and a few pictures in JPEG format.

Please email your Financial statement, Participant list, report and pictures to the Education Committee Chair at [rivergals@telus.net](mailto:rivergals@telus.net)

**Please describe your event below in about 300 – 500 words.** Please remember to include some photos of your event. Attach more paper if required. Please include why you chose your particular event, who you felt would benefit and the end results if any.



# Educational Event Financial Statement

Proposed       Final

Chapter Name:	Clinic Location:	
Clinic Dates:		
<b>Revenues</b>	<b>Expenses</b>	
Entry/Registration fees (# _____ x\$ _____)	Clinicians fees	
Stabling fees	Travel (air/gas/ferry)	
Donations	Accommodation	
Sponsors	Venue rental	
BCHBC grant	Food	
Chapter support	Telephone/Fax	
HCBC funding	Printing/Copier	
Government	Postage/Office supplies	
Auditing	Awards/Gifts	
Other	Equipment rental/purchase	
<b>Total revenues:</b>	Contract Labour	
	Other (please describe)	
	<b>Total Expenses:</b>	
	Surplus/(Deficit)	

Please include all your receipts for this event along with your Final Financial Statement. Keep a copy of the receipts for your records.





## Procedure for Educational Event Funding Requests

Funding is available for 2012 only. Chapters may only apply once for funding from the Provincial organization. Questions? [rivergals@telus.net](mailto:rivergals@telus.net)

### **BCHBC Educational Grant Requests.**

- Any Chapter in good standing and who completes the application requirements may apply for this one time only grant of \$300.00
- Grants are not to be used for competitions
- Educational events should be open to all members
- Auditing should be encouraged
- Educational events should be presented to improve the members riding ability or safety while handling horses, building trails, packing, equine management and health, Leave No Trace or other topics as outlined in our 4 level training program. The choice is up to the Chapter.
- Grant money can be used to fund Clinician fees, clinician travel, arena fees; to subsidize registration costs or however the Chapter agrees to use the grant.
- Participants must be current BCHBC or HCBC members

BCHBC reserves the right to withhold grant money should the organizing Chapter not return a report form, Final Financial statement with receipts and Participant list in a timely manner. BCHBC reserves the right to refuse funding for any grant application

### **Application Process:**

- Chapters applying for the grant are to complete and submit their Grant Request, and a Proposed Financial Statement to the Education Committee Chair ([rivergals@telus.net](mailto:rivergals@telus.net))
- The Education Committee will review the application and contact the applicant either by email or phone indicating whether or not the application was approved.
- Following the event, the Chapter is required to submit to the Education Committee Chair, a final Financial statement with all appropriate receipts; a completed Reporting Form with photos, and a list of all Participants
- Once the Education Committee receives and are satisfied with all the above information, they will instruct a cheque to be issued to the Chapter applying for funding.

