



UNITED STATES DRESSAGE FEDERATION™

USDF National Education Initiative Event and Grant Guidelines

This application is for organizers of National Education Initiative approved events who wish to apply for a **USDF National Education Initiative Grant**. Organizers must be affiliated with a GMO or GMO Chapter. If you have any questions about the program or in completing this application please contact education@usdf.org

Event Information

Organizer Name: _____

Email: _____

GMO/Chapter Name: _____

GMO/Chapter USDF Region: _____

Website: _____

Proposed Event Name: _____

Date(s) of the Proposed Event: _____

Event Venue: _____

Venue Address: _____

Grant Request Information

NEI Grants are a maximum of \$1000.

Enter the amount of your request: _____

Up to 50% of grant funds may be available for dispersal prior to your event to help cover up front costs.

Check here if you are requesting an early dispersal

Enter the amount of early dispersal requested: _____

Enter the date early dispersal will be needed: _____

Itemize expenses that early dispersed funds will cover:

If the grant does not cover all of the expenses incurred for the event, how will the balance of expenses be funded?

National Education Initiative Event Objectives

A primary objective of the NEI Grant Program is to help create more affordable educational opportunities for members. How will this event meet this objective?

Another primary objective of the NEI Grant Program is to benefit members who have previously had limited access to instruction. How does this event meet this objective?

Is this a continuation of a program the GMO/Chapter has presented in the past?

Yes No

If yes, what changes will be made to ensure the program meets the NEI objectives of affordability and providing **new** or **expanded** opportunities for members with limited access to instruction?

How will the GMO/Chapter promote this event locally?

Describe any additional grants or sponsorships that the GMO/Chapter will be seeking:

Will your GMO/Chapter offer a scholarship to individual participants?

Yes No

If yes, what are the criteria for scholarship eligibility?

Event Requirements Acknowledgement

Prior to the event:

- *The GMO/Chapter must secure at least \$1 million of liability insurance coverage, naming USDF as an additional insured at least 60 days prior to the event start date.*
- *The GMO/Chapter is responsible for local promotion, organization and facilitation of all aspects of the event and accepts full financial responsibility.*
- *Grant recipients must acknowledge the NEI Grant funding in all promotional materials*

At the event:

- *All participants, instructors, organizers, auditors and volunteers must physically sign a state specific waiver of liability for USDF.*
- *A roster of all attendees must be completed.*

After the event:

- *Signed liability waivers, a complete roster of attendees and the final profit/loss statement must be sent to the USDF office within 14 days of completion of the event. Final distribution of NEI Grant funds will not be made until USDF receives all of the above documents.*
- *Only the amount of the documented loss will be granted up to a maximum Grant amount of \$1,000.00. In the event that the program generates a profit, the GMO/Chapter will reimburse USDF for funds distributed prior to the event, up to the break-even point. All additional profits are the property of the GMO/Chapter.*

The applicant acknowledges that the information contained in this application is accurate and complete.

Signature of Organizer

Date

*USDF National Education Initiative
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