



UNITED STATES *Dressage* FEDERATION

**USDF Education Grant Guidelines and Application**  
**2008-2009 GRANT YEAR ~ April 1, 2008 to March 31, 2009**

Each region within USDF is allowed a total of \$2,250.00 in grant money for financial assistance to help Regions, GMO/IMOs, or similar organizations provide educational opportunities for adults and youth involved in the sport of dressage. These grants may be used to fund Camps, Clinics/Symposia, or GMO/IMO educational programming.

**EDUCATION GRANT GUIDELINES:**

- Contact your Regional Director, Adult Education Council Regional Coordinator or Youth Council Regional Coordinator for application deadlines appropriate to your region. Failure to meet the individual regional timeline requirement may result in a delay of the approval process.
- **USDF Education Grant application and supporting documents must be received in the USDF Office at least 30 days prior to the event.** Regional Directors *may* accept grant applications after this deadline for extraordinary circumstances.
- USDF Education Grants will only be awarded to Regions, GMO/IMOs, or appropriate dressage organizations and not to individuals.
- The total amount of funding available will be distributed among the various applicants at the discretion of the Region Director.
- USDF Education Grants should be used to cover program expenses, not to generate income.
- USDF Education Grants should be used to offset the cost of an event to an entire group of people, not for funding individual scholarships or for the reimbursement of an individual's expenses.
- USDF Education Grants **must** be approved by the Regional Director **and** either the Adult Education Council Regional Coordinator **or** the Youth Council Regional Coordinator **before** it is sent to the USDF Office. USDF Education Grant applications received in the USDF without these approvals and supporting documentation will be returned and will delay approval process.
- The USDF Executive Director reserves the right of final authorization on all grant funding requests.

**PROCEDURE:**

• **Before the Event**

- Complete grant application. Please answer the questions as completely and descriptively as possible.
- Attach a tentative budget to the grant application.
- Forward the completed application to the Regional Director.
  - If approved by the Regional Director, the RD will forward application to the Adult Education Regional Coordinator and/or to the Youth Council Regional Coordinator for review and approval.
  - Upon approval by the above parties, the Regional Director will forward grant application and associated documents to the USDF office liaison.
    - **Incomplete applications will be returned and delay approval.**
- The USDF Executive Director shall review all applications for tentative approval, and has final authorization on all grant funding and disbursements.
- The USDF Liaison will notify the Regional Director and the Adult Education Council/Youth Council Regional Coordinators and Event Organizer of tentative approval.
  - The preferred method for this communication will be by email. Please include an active email address on this application.

• **After the Event:**

- **The following items must be returned to the USDF Grant Liaison prior to final authorization and payment.**
  - A copy of program materials and handouts,
  - A completed Organizers Evaluation form (included in this document),
  - Completed Participants Evaluation forms (included in this document)
  - Final profit/loss statement.
- **All final paperwork must be received in the USDF Office before a grant can receive final approval and be submitted for payment. The USDF Executive Director reserves the right of final authorization on all grant requests.**
  - **Please allow 4-6 weeks for issuance of check from USDF after submission of completed paperwork.**
- **PAPERWORK FOR 2009-2010 EDUCATION GRANT APPLICATIONS MUST BE SUBMITTED TO USDF NO LATER THAN MARCH 1, 2009.**



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**2008-2009 GRANT YEAR**

**Application**

**Page 1**

USDF Region: \_\_\_\_\_ Amount of Grant Funding Requested: \_\_\_\_\_

Event Organizer: \_\_\_\_\_

Sponsoring Region/GMO/IMO or Organization: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

Copy of tentative budget attached? Yes  ***Application without budget information will not be reviewed.***

1. Please provide a description of the event. Indicate who the target audience is and describe the role of both the mounted and unmounted participants as applicable. Be sure to fully describe the planned learning opportunities. *(Please add additional pages as needed)*

2. Who will be teaching/leading this event? Please include credentials appropriate to the event topic/format. *(Please add additional pages as needed)*

3. Registration Refund Policy: *The policy may be determined by each program, but must be clearly stated in the registration materials (required for grant to be approved):*

4. Does event offer a youth registration discount?



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**Application**

Please select ONE of the following:

- Please deposit the grant funds into Region \_\_\_\_\_ Adult Education Account.
- Please deposit the grant funds into Region \_\_\_\_\_ Youth Education Account.
- Please make check(s) payable to: \_\_\_\_\_ and mail it to:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
*Event Organizer*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Adult Education Council/Youth Council Regional Coordinator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Regional Director Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*USDF Executive Director*

\_\_\_\_\_  
*Date*

**FOR USDF OFFICE USE ONLY**

- Completed grant application received in USDF Office: \_\_\_\_\_ (date)
- Contact Organizer and Regional Director following Executive Director tentative approval: \_\_\_\_\_ (date)
- After Event**
- Event Evaluations, program materials, final profit/loss received from event organizer: \_\_\_\_\_ (date)
- Check request to accounting: \_\_\_\_\_ (date)
- Final approval of Executive Director \_\_\_\_\_ (date)
- Check sent to appropriate person as indicated: \_\_\_\_\_ (date)

**Return to USDF Education Grant Liaison  
at**



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**USDF Education Grant Funded Event Evaluation Form**

(To be completed by event organizer)

Region: \_\_\_\_\_ Sponsoring GMO/IMO/other Organization \_\_\_\_\_

Event Organizer/Point of Contact: \_\_\_\_\_

Title of Program: \_\_\_\_\_

Event Attendance: Riders \_\_\_\_\_ Auditors \_\_\_\_\_

**Rate the following criteria on a scale of 1-5 with 1 being the lowest rating and 5 being the highest rating:**

Participation was in the range for which we budgeted	1	2	3	4	5
Comments from attendees (both riders and auditors)	1	2	3	4	5
The facility used for the event was	1	2	3	4	5
The stabling (if applicable) was	1	2	3	4	5
The facilities for auditors (if applicable) were	1	2	3	4	5
Meals/refreshments were available and appropriately priced	1	2	3	4	5
The presenter/clinician/event leader was	1	2	3	4	5

Overall summative comments:

Final profit/loss statement attached? Yes  No

Thank you

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**USDF Education Grant Funded Event Evaluation Form**

(To be completed by all participants)

Region: \_\_\_\_\_ Sponsoring GMO/IMO/other Organization \_\_\_\_\_

Event Organizer/Point of Contact: \_\_\_\_\_

Title of Program: \_\_\_\_\_

**Rate the following criteria on a scale of 1-5 with 1 being the lowest rating and 5 being the highest rating:  
5 = Strongly Agree 4 = Agree 3 = Undecided/neutral 2 = Disagree 1 = Strongly Disagree**

1. \_\_\_\_\_ The material was presented in an organized fashion.

Comments:

2. \_\_\_\_\_ The instructor explained the material to my satisfaction.

Comments:

3. \_\_\_\_\_ The instructor had command of his/her subject matter.

Comments:

4. \_\_\_\_\_ The instructor communicated his/her ideas well.

Comments:

5. \_\_\_\_\_ The instructor encouraged interaction from the participants.

Comments:

6. \_\_\_\_\_ The horses & riders used were appropriate (*if applicable*).

Comments:

7. \_\_\_\_\_ The facilities were adequate.

Comments:

8. \_\_\_\_\_ Adequate time was allowed for the topics presented.

Comments:

9. Additional comments/suggestions about this Event:

Thank you

**Return to USDF Education Grant Liaison  
at**