



2010 Equine Canada / Horse Council BC Recreation & Industry Grant

GUIDE FOR APPLICANTS

1. General Information

As of 2010, all Horse Council BC members are also required to purchase a membership for Equine Canada. In 2010, the cost of that membership is \$5 per individual. It has been agreed that 30% of the total EC membership fees collected from HCBC members remain in BC to be made available in the form of grants for non-sport projects, i.e. projects that benefit recreational riders and/or the horse industry as a whole. Refer to the 2010 EC/HCBC RIG funding criteria for information about eligible projects and applicants .

2. Completing the Funding Application Form

This section follows the order of individual headings in the Application Form and provides guidance for completing the form. It is recommended that it be at hand while completing the Application Form. Information included in applications is held in confidence by Horse Council BC.

Project Title

Clear, short title for the project proposal.

Applicant Description (HCBC Member Club or Affiliate)

The person and organization fully accountable for the project including project management, reporting and communications. The applicant must have the ability to enter into a legal contractual agreement with Horse Council BC. Include the name of the applicant, mailing and email address, telephone and fax numbers.

Project/program Contact Person (only if other than the Applicant)

The person who will work with HCBC on project reporting. Include the contact person's name, title, mailing and email address, telephone and fax numbers.

Applicant Background Information

Briefly include information on the club or affiliate, indicating size of the membership, type of members, goals of the club, normal club activities, etc.

Project/Program Description

- Project or program timing - Indicate the planned date(s) i.e. start and completion dates, or program date(s).
- Objectives - What are the goals of the project/ program? For example: *To help members condition their horses to be as safe as possible for road riding.*
- Context/ Background - Why is it important that the project/program be undertaken? What problems or opportunities will the project/program address? For example: *A new bridge over Rocky Creek will permit equestrian access to Valley View Trail.*
- Project/Program Activities - Include an overview of the activities necessary to complete the project/program.
- Human Resources - Briefly outline who will manage and work on the project.
- Results - What are the visible results of this project? Describe how the project will benefit Horse Council BC recreational riders or the BC horse industry. For example: *Improved footing in the*

community arena will result in Play Days and Gymkhanas being safer for the community's recreational riders.

- Performance Reporting - How can the project/program's success in achieving objectives be measured? For example: *Results of evaluations collected from participants taking part in programs or Increased numbers of riders using the trail after project completion compared to before.*
- Communications - Describe how you will communicate what was accomplished in the project/program. Project/program results are expected to be broadly communicated both to HCBC members and others in the community that might benefit.

3. Completing the Budget Table

A template is available from HCBC as an Excel spreadsheet. To further assist you in completing your budget we have supplied an example of a completed table with the template. The budget includes essential information for the evaluation of your proposal. Please complete it accurately and carefully.

Contribution Sources (Where the Funds Will Come From)

These include funds provided to the project by your club or other organizations, firms or individuals and through revenue generated at events, advertising or sponsorships. Identify each source in the budget. Include also sources of other grant funding.

2010 Equine Canada Funding for Recreation & Industry Request

The amount of funding requested from the fund.

Cash

Contributions made in the form of cash or cheques.

In-kind Support

This is non-cash support provided by project participants or sponsors using fair and reasonable valuations. Include a brief notation of the type of in-kind support and its source. For example, lumber and nails provided by a local donor, or volunteer labour by club members.

Total Project Support

The sum of total cash costs and in-kind support.

Expenditure Areas (Where Funds Will Be Spent)

List the specific types of project costs such as services, fees, materials etc. being purchased and provided to carry out the project.

Cash

Actual costs to pay for the project services, materials etc. identified in the Expenditure Areas that are supportable by invoices or documentation, if requested during an audit.

In- Kind

This is non cash costs provided by project participants or supporters. Provide brief detail in the expenditures area. For example: - Equipment and fuel provided by a club member or time spent painting fence rails.

Total

The sum of cash costs and in-kind support. The totals in each vertical column should match the corresponding totals of the Contribution Sources table.