



## How to Apply for the Education Grant (Post-Event forms)

Chapters may only apply once each year for their \$300 grant 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 once annually for their \$300 grant .
- 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 carry current HCBC or AEC insurance if horses are involved in the event.

### **Application Process:**

#### **Post-Event Reporting:**

Following your event, the Chapter submits to the Education Committee Chair:

- their final Financial statement form, with all original receipts
- a completed Report Form with photos
- and the list of Participants.

Once the Education Committee receives and is satisfied with all the above information, they will instruct a cheque to be issued to the Chapter applying for funding.

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



# Educational Event Report 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** touching on the Who, Why, What, Where and When of their event plus a few **pictures** in JPEG format.

Please email or mail your Financial statement, Participant list, report and pictures to the Education Committee Chair at [riversgals@telus.net](mailto:riversgals@telus.net) Or mail to **Mary Huntington, 4521 Harrison Rd., Pritchard, BC V0E2P0**

**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

## (Final)

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

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



## Educational Event List of Participants Sign In Sheet

Chapter Name:	Clinic Location:
Clinic Dates:	Clinic Description:

Name	Email or Phone

Please attach another sheet if more space is required. How many participants are new Chapter members because of this clinic?

Revised Jan.2014