

**Purpose:** The purpose of the grant is to promote educational opportunities with reduced costs of auditing and riding participation to our CTDA members. This also will allow individuals to bring in clinicians and develop programs to address the broad interests of our diverse membership.

**Amount of Grant:** Up to \$500

**Requirements:**

- Program Organizer must be a member of CTDA.
- The application must be completed and submitted 60 days prior to the event to allow for review by the CTDA board and determined allocation of funds.
- Anticipated budget should be submitted at the time of application.

Once accepted, the money will be provided to the organizer on completion of the event and final budget submission. CTDA will cover the difference/loss up to \$500.

On completion of the event, the organizer or designated interested participant must submit a written article for the Facebook page and newsletter describing their experiences in the clinic.

Organizer is responsible for the clinic in its entirety. CTDA will not provide additional secretarial or organization assistance. Organizer is responsible for the timely advertising and marketing of the clinic on the FB page and providing information for advertisement in the newsletter and website.

The organizer is responsible for obtaining and submitting completed clinic evaluation forms from riders and auditors. These are to be submitted to the Education Coordinator for review.

This grant is to be used to promote education of the entire membership and provide opportunities to everyone. Therefore, this grant mandates that 30% of the rider participants need to be from outside the organizer's training program. In addition, we would like to see this grant utilized for unique education in clinics that can combine lecture and riding to enhance the experience for the riders as well as the auditors. This grant is focused on clinicians that come to the area infrequently, not those that have local routine clinics and lesson programs with set participants.



This application is for organizers of educational events who wish to apply for a CTDA Education Grant (up to \$500). The purpose of the CTDA Education Grant is to promote educational opportunities with reduced costs to our members. This application must be completed and submitted **60 days** prior to the event to allow for review by the CTDA Board.

**Program Details**

Date of Application: \_\_\_\_\_

Organizer name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of proposed facility: \_\_\_\_\_

Facility address: \_\_\_\_\_

Proposed program name: \_\_\_\_\_

Date(s) of the proposed program: \_\_\_\_\_

Name of primary instructor: \_\_\_\_\_

Instructor credentials or bio (may be attached separately):

Detailed program description:

CTDA Member Rider/Participant Fee: \_\_\_\_\_

Non-member Rider/Participant Fee: \_\_\_\_\_

CTDA Member Auditor Fee: \_\_\_\_\_

Non-member Auditor Fee: \_\_\_\_\_

Refund Policy: \_\_\_\_\_



**Grant Request & Budget Information**

Grants are a maximum of \$500. Organizers who are awarded education grants are required to submit completed participant evaluation forms and a short article for publication following the program.

Enter the amount you are requesting: \_\_\_\_\_

Please use this form to submit your initial budget projections:

<b>Revenue Sources</b>	<b>Budget</b>
Total Rider/Participant Fees	_____
Total Stabling	_____
Total Auditor Fees	_____
Other	_____
Other	_____
Other	_____

<b>Expenses</b>	
Instructor Fee	_____
Instructor Travel (airfare/gas)	_____
Instructor Lodging Costs	_____
Instructor Food Expenses	_____
Facility Rental	_____
Equipment Rental	_____
Insurance	_____
Food/Catering	_____
Office Supplies	_____
Other	_____
Other	_____
Other	_____

**Total Expenses** \_\_\_\_\_

**Net Profit/Loss** \_\_\_\_\_

(Check this box) I have read and agree to follow the CTDA Education Grant Requirements.

Signature: \_\_\_\_\_

For questions about this application or the CTDA Education Grant program, please contact Bethany Gallagher at kgprawn26@gmail.com