



October 22, 2014

Dear Rider,

The High Performance Equestrian Foundation (a 501(c)(3) nonprofit) serves to further the equestrian sport by assisting riders who aspire to compete at the elite levels of show jumping. The foundation's assistance will be in the form of grants for reimbursement of the costs associated with competitions and training. The current minimum eligibility requirement for riders is the completion of at least six 1.20m show jumping classes at USEF Regular Member competitions in the past twenty-four months.

Before applying for grants from the High Performance Equestrian Foundation (HPEF), please read the attached information. After reading the HPEF Grant Guide, submit a Rider Application. Please include all of the information that is requested. Any additional attachments, such as a short biography, photographs, a letter of recommendation etc., are welcome. Once a rider is eligible to apply for grants, the rider may submit Grant Request forms to reimburse competition and training expenses.

Please be aware that the Foundation depends on its participants and their supporters for its fundraising. In this way, our fundraising costs will remain low.

Thank you for your interest. Please contact us with your questions before applying.

Sincerely,

Alden Denègre  
Executive Director

High Performance Equestrian Foundation  
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# *High Performance Equestrian Foundation*

## **GRANT GUIDE FOR 2014**

One of the High Performance Equestrian Foundation's (HPEF's) purposes is to provide financial assistance in the form of Grants to qualified Active Riders (as defined by the United States Equestrian Federation). Grant eligibility shall be available without regard to race, sex, age, religion, or national origin to bona fide international or national amateurs who satisfy the eligibility criteria set forth below.

### *I. SPECIFICATIONS FOR ELIGIBILITY*

The Board of Directors and/or the Executive Director has the discretion to extend grant eligibility to qualified amateur athletes (within the meaning of the Regulations of the International Olympic Committee) who have demonstrated exceptional achievement.

Before applying for a grant, a Rider must establish his/her basic eligibility. Amateur athletes (as defined by IOC) who have competed in at least six competitions at or above the 1.20m height in USEF Regular Member competitions in the last 24 months may apply.

### *II. PROOF OF ELIGIBILITY*

Riders are asked to submit a letter describing their fulfillment of the eligibility specifications and detailing their background and qualifications. In addition, in the Rider Application individuals should describe their specific competitive goals (e.g., World Cup Finals, NAJYRC, 2016 Olympics), their projected competitive schedule, and how an HPEF grant would assist their goals. Letters of recommendation are invited but are not required.

Eligibility shall be valid only for a finite period of time, and in no event shall this period extend past the final date of the specific competitive goal outlined in the initial demonstration of eligibility.

The HPEF does not have the resources to serve an unlimited number of Riders and, therefore, may need to limit the total number of Riders eligible for grants. In such event, the Board of Directors will select among applicants on the grounds of national ranking, need for funds and other relevant criteria.

### *III. DONATIONS*

Generally, donations will be accepted by the HPEF as they are received. Acknowledgment letters will be sent to all donors who make contributions in excess of Fifty Dollars. A percentage of each donation is deducted to offset operating expenses of the Foundation; the balance is placed in the Benefit Fund, an unallocated restricted account from which grants are made for Rider support.

Donations may not be “earmarked” for the benefit of a particular Rider. That is, donations must be made without qualification to the HPEF. The selection of the individual recipients of funds donated to the HPEF will be made by the Board of Directors.

#### *IV. RIDER APPLICATION*

A Rider Application to become a recipient of HPEF must include the following:

- a) the period for which the grant is requested
- b) the applicant's anticipated competitive schedule
- c) how the anticipated activities of the grant period contribute to the Rider's membership goal (e.g. NAJYRC, World Championship, Olympics)
- d) an estimated budget for the grant period
- e) the Rider's financial and competitive need

Once accepted by HPEF, Eligible Riders may apply at any time for a competition grant to offset their competitive expenses.

#### *V. GRANT PROCEDURE*

The HPEF Board of Directors and/or the Executive Director will consider all Rider Applications and Grant Requests from Eligible Riders without regard to race, sex, age, religion, or national origin of the Rider. Grants will be made from the unallocated restricted account, the Benefit Fund, of the HPEF. The Board of Directors meets regularly to consider grant requests. Criteria that the Board of Directors consider include, but are not restricted to: satisfaction of the eligibility specifications and the rider’s financial need, sources of funding available, talent, achievement, dedication, and sportsmanship.

For so long as the Rider remains in good standing funds will be available for reimbursement of competition and training expenses. Should the Rider no longer be eligible and in good standing with the HPEF for any reason, then unused grant funds shall be returned to the Benefit Fund of the HPEF.

#### *VI. DISBURSEMENT OF FUNDS*

Funds will be disbursed to Riders on a “first come first serve” basis, up to the requested amount. Disbursements will be made only in the form of expense reimbursement. Requests for reimbursement shall be made as follows:

1. The competitor shall submit a Grant Request form supported by original invoices before claims for reimbursement can be honored.
2. As an alternative to submitting records of actual costs, a daily food allowance of Forty Dollars (\$40.00) will be allowed for each day away from home. Travel by personal vehicle will be reimbursed at the rate currently allowed by the

Internal Revenue Service for business use of a personal vehicle.

3. Grant funds will be advanced only to accommodate difficult or unusual circumstances. Detailed expense reports including original invoices must be submitted to the HPEF within thirty (30) days for final settlement.

4. Expenses for which Grant funds generally are available as a matter of course include the following:

- a. transportation, meals & lodging - Rider
- b. transportation, meals & lodging - groom
- c. transportation - horses
- d. horse show fees (i.e., hay, feed, etc.)
- e. stabling
- f. entry fees
- g. veterinary and dental services
- h. coaching

#### *VII. OBLIGATIONS OF GRANT RECIPIENTS*

Each Rider who has received a grant from the HPEF shall adhere to the following:

1. The Rider shall maintain his/her amateur standing, as defined by IOC. The Rider shall immediately notify the HPEF in writing in the event that he/she no longer is an amateur athlete.
2. Each Rider who in any calendar year has received a grant from the HPEF shall submit a completed Rider Report.
3. Eligible Riders may be requested to participate in the fundraising activities of the HPEF.

#### *VIII. TERMINATION FOR CAUSE*

The Board of Directors, in the exercise of its fiduciary responsibility over the operations of the HPEF, shall at all times have the absolute power to terminate a Rider Eligibility or rescind a grant in the event that it determines that a Rider has violated the terms of these Guidelines, the Internal Revenue Service Code of 1986, eligibility criteria of the International or United States Olympic Committees, or any other applicable statute or law. In the event that such violation is suspected, the following procedure shall apply:

1. The Executive Director shall notify the Rider in writing of the nature of the charges against him/her and that the eligibility may be terminated. The letter shall request a written response to the charges within ten (10) days of the receipt of the letter.

2. Not sooner than ten (10) days after the receipt of the written charges by the Rider, the Board of Directors shall consider the charges and any response of the Rider which may excuse, justify or mitigate those charges.

3. After considering the charges and the responses thereto, the Board shall vote by secret ballot whether or not to terminate the eligibility. A majority affirmative vote of the Board voting shall be required to terminate a Rider's eligibility.

4. A Rider whose eligibility has been terminated for cause may reapply to reestablish grant eligibility only after a waiting period of one year following the date of termination.

#### *IX. EFFECT OF TERMINATION*

When an Eligible Rider loses eligibility, whether for cause or by completion of a Rider's goal, any unused Grant funds shall be returned to the HPEF Benefit Fund. A Rider whose goal has been attained but anticipates a subsequent campaign may, upon appropriate showing, continue grant eligibility by submitting a Rider Report detailing their goals.

## *High Performance Equestrian Foundation*

### RIDER APPLICATION (FOR THE PERIOD 1/1/13 TO 12/31/14)

*In order to be considered for acceptance to HPEF please include the following:*

- *A fully completed and signed Rider Application form*
- *A letter describing the rider's fulfillment of the basic eligibility specifications and his/her qualifications*
- *A description of the rider's competitive schedule, goals, and estimated twelve month budget*

1. Name of Applicant:

\_\_\_\_\_

2. Address:

\_\_\_\_\_  
\_\_\_\_\_

3. Home phone number: \_\_\_\_\_ Barn phone number: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

4. USEF No: \_\_\_\_\_

5. US Citizen:

Yes \_\_\_\_\_ No \_\_\_\_\_ Permanent Resident of the USA: Yes \_\_\_\_\_ No \_\_\_\_\_

6. Competitive Goal:

\_\_\_\_\_

7. Competitive Activities:

a. How many horses will grant funds help support? \_\_\_\_\_

b. If you anticipate competitive activities beyond routine domestic competition at the national standard level or above, please describe those activities (*e.g.* European training and competition) and indicate major competitions you anticipate entering.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. A budget for the proposed grant period is:

Stabling: \_\_\_\_\_

Entry Fees: \_\_\_\_\_

Coaching: \_\_\_\_\_  
 Transportation: \_\_\_\_\_  
 Vet Expenses: \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Total: \$ \_\_\_\_\_

9. The following is a summary of funds available to me from sources other than the HPEF (e.g. personal funds, corporate sponsorship) for my competitive expenses during the grant period:

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10. Explain the benefit you would receive towards your competitive goal from the requested grant:

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11. Use the back of this form or attach additional sheets to provide any additional information you may have for the Board of Directors to consider.

**I AM ENCLOSING THE FOLLOWING:**

A letter describing my satisfaction of the basic eligibility criteria.

**AND**

A description of my projected competitive schedule and estimated twelve month budget. I have received and read the Grant Guide for 2014. I agree to the use of my name, picture and/or likeness in connection with publicity and news concerning the High Performance Equestrian Foundation.

By signing this application, the applicant certifies that he/she is a bona fide amateur athlete as such term is defined for equestrian competition by the International Olympic Committee. The applicant further certifies that any funds that are received from the HPEF will be used exclusively to reimburse his/her athletic endeavors.

\_\_\_\_\_  
 Signature of Applicant

Rider Applications are reviewed and acted upon regularly; Rider Applications will not be returned. Applicants will be informed of the action taken on their application in a timely fashion.