

CLYDESDALE EDUCATION FOUNDATION GRANT GUIDELINES

Clydesdale Education Foundation Purpose:

The Foundation is organized for the purpose of providing cultural, historical, and educational information about the Clydesdale horse to those interested in the future well-being of the Clydesdale Horse in America, encouraging the continuous growth and perpetuation of the Clydesdale Horse and providing gifts, grants, and scholarships to those working for these purposes.

Procedure for Grant Applications:

The Education Foundation Trustees meet and review all applications twice a year. The deadlines are required in order to allow the applications to be circulated prior to the scheduled meetings. These meetings routinely take place in Springfield, Illinois at the Annual Meeting & Sale, and also take place at the Michigan Great Lakes Show in Lansing. You are welcome to attend these meetings to further discuss your application.

Please submit applications by **March 15th** for May - October events.

Please submit applications by **September 15th** for November - April events

Applicant Responsibilities:

Completed Grant Applications will be reviewed by the Clydesdale Education Foundation Trustees and notification will be sent to applicant in written form of acceptance or denial of grant. If Grant Application is accepted, the applicant must be responsible for the collection and submission of any financial receipts to the Foundation Registered Agent. Upon closure of Grant process, applicant must submit a summary report of event or project to the Clydesdale Education Foundation. Reimbursement of expenses for grant will be payable after :

- 1) the conclusion of event or project
- 2) when the registered agent receives all receipts, or an accounting of all expenditures related to this grant
- 3) submission of a summary report to the Clydesdale Education Foundation.

Please submit receipts and summary report promptly! Processing time to issue a reimbursement check is estimated to be 30 days. The Clydesdale Education Foundation Trustees reserve the right to cancel a grant if the above steps are not completed within 90 days of the conclusion of the event or project.

Grant Applications should be submitted before deadline date to:

Clydesdale Education Foundation

Cathy Behn, Registered Agent

17346 Kelley Rd.: Pecatonica, IL. 61063

Questions on any grant application process can be directed to:

Cathy Behn, Registered Agent at the above address.

Phone: 815-247-8780 – Clydesdale Office

Email: secretary@clydesusa.com

**CLYDESDALE EDUCATION FOUNDATION
GRANT APPLICATION**

YOUR NAME _____

ORGANIZATION (if applicable) _____

ADDRESS _____

PHONE _____ **EMAIL** _____

DESCRIPTION OF GRANT REQUEST _____

MONETARY AMOUNT REQUESTED _____

APPROXIMATE NUMBER OF PEOPLE INVOLVED _____

SUMMARIZE THE EDUCATIONAL ASPECT OF THIS REQUEST _____

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

DATE **INITIALS**

_____	_____	date grant application received
_____	_____	grant to be reviewed (circle) spring fall
_____	_____	grant reviewed (circle) approved declined
_____	_____	if declined-phone call to grant applicant made by trustee _____
_____	_____	letter sent to applicant indicating approved/declined application
_____	_____	receipts or accounting of expenditures / summary letter received- funds dispersed