



Unified Horse Show Development Program Application for Grant Criteria

The Unified Horse Show Development Program, (UHDP), an initiative of The Foundation for the Advancement and Support of the Tennessee Walking Show Horse, Inc., (FAST) will award grants based upon the availability of funds and the ability of the grantee to substantively present a funding application which meets the mission and criterion of the foundation. It is the responsibility of the UHDP board to review grant applications which are clearly articulated, are presented with defined funding goals and objectives and contain transparent accountability measures so that the UHDP can assure that the funds are being used for the expressed purpose and intent. The UHDP makes the final decisions on which shows/events receive funding. The UHDP must present to the board of directors of FAST a quarterly accounting of the use of funds in the UHDP Fund. If at any time the foundation feels that funding is being misallocated or misused it may withhold pending payments or request the return of funds already issued.

All grant applicants may submit their Grant Request on-line to www.fastwalkingshowhorse.org, or mail to:

Unified Horse Show Development Program
c/o FAST, Inc.
P. O. Box 259
Shelbyville, TN 37162.

ALL APPLICANTS

Complete all pages of the Application. The application **MUST** be legible and correct. If extra room is needed to answer a question use additional pieces of paper. Please be sure the following materials accompany your application. ***Incomplete applications will be ineligible for consideration.***

Eligibility Requirements:

- Family members of board members or board members may not apply for funding; otherwise applications will be reviewed without prejudice.

PLEASE NOTE:

- Incomplete applications will not be reviewed. Please review the eligibility requirements before submitting your grant application.
- Award letters will be sent to your permanent mailing address.
- If the grantee has any questions please contact a member of the UHDP board.



Eligibility Requirements and Rules for TWH Horse Shows or TWH Events

c/o FAST, Inc.
P. O. Box 259
Shelbyville, Tennessee 37162

1. Show/event outside of Tennessee and Kentucky will be given first consideration.
2. Show/event must be affiliated with a United States Dept of Agriculture recognized HIO whom has not accepted the USDA mandatory penalties.
3. Show/event must state charity or beneficiary of the show.
4. Show/event must submit their Grant Request on-line to www.fastwalkingshowhorse.org, or mail to Unified Horse Show Development Program (UHDP), c/o FAST, Inc., P. O. Box 259, Shelbyville, TN 37162.
5. Show/event must reasonably publicize UHDP and FAST. UHDP logo shall appear on any promotional material, ads, and show bill. UHDP & FAST banner or promotional materials shall be used in a prominent location and returned after the show/event.
6. If the show is a multi breed show or partnered with another breed of horse then the class schedule must contain classes for TWH's at least equal to the other breed/s.
7. All Walking Horse classes must be titled in accordance with _____ Hi-Points Program and any other Walking Horse Industry classes approved by affiliating HIO.
8. All shows/events must submit show/event schedule and budget with the grant application.
9. Any show/event must have pledges of sponsorship of 25% of total budget and attach list to this application.
10. Show will submit summary and financial results vs. budget within 14 days after the show.
- 11.

12. UHDP will match pledges up to \$3000.00 per show or event subject to approval of the UHDP board.
13. Show/event must promote all disciplines of the Tennessee Walking Show Horse but may be geared to one aspect of the breed.
14. Show/event is requested to make a donation to UHDP out of profits each year. Donation will be placed in UHDP Fund to be used for funding of future shows or events.
PAY IT FORWARD.
15. Show/Event must send in Post Show/Event Evaluation Form within seven (7) business days post show.
16. Show must send show results (placings in each class) within 7 days after the end of the show to TWHBEA, TWH media, WHTA, National and/or State Associations and any other points program that exhibitors are participating in.
17. Show must submit their planned advertising promotional efforts in breed media, TWH state association, state, town and local media, Must show some good faith effort to bring in new or potential exhibitors. For Ex. clinics, fun or educational event, exhibition and/or test rides on Tennessee Walking Show Horse.
18. In the event of a cancellation of the planned show/event the donation must be returned to UHDP/ FAST, Inc. within fourteen (14) business days of the scheduled event date. Check made out to FAST, Inc. P. O. Box 259, Shelbyville, TN, 37162.
19. The board of directors of FAST, Inc., must have final approval of any recommended UHDP grants.
20. All grants will be made based on the show/event's ability to meet the criteria and the amount of funds available.

This agreement is entered into by the United Horse Show Development Program (UHDP) and the Foundation for the Advancement & Support of the Tennessee Walking Show Horse, Inc. (FAST)
With:

Name of Show/Event: _____ Date _____

Signature of Responsible Party/Officer of Club or Group: _____

Contact Information: _____

Person in Charge of event (If different than above): _____

Contact Information: _____

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P. O. Box 259
Shelbyville, Tennessee 37162
E-mail: info@FASTWalkingShowHorse.org

GRANT or FUNDING APPLICATION

Organization planning horse show or event

Name of organization: _____

Name of Contact Person/Title with Organization (if any): _____

Name of person who has the legal right to enter into a contract with UHDP/FAST if different from above. (Responsible party or organization for financial accountability)

Mailing address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail address: _____

Federal Tax ID# or Social Security number of responsible party: _____

Year organization founded: _____ Total annual budget: _____

Attach Horse Show or Event budget. Horse Show Budget form found under www.fastwalkingshowhorse.org Horse Show Development Appendix 1 (see question 7).

Non-Profit? _____ Type? _____

Organization's Website (if any): _____

Is the Project/Event Coordinator different from the person above? No ___ Yes ___ If Yes Please complete below:

Coordinator of Event/Project: _____ Title of Coordinator: _____

Coordinator Address: _____

Coordinator Phone: _____ Fax: _____ E-Mail: _____

PROJECT INFORMATION

Amount to Fund Horse Show or Event: \$ _____ What is the **ENTIRE BUDGET** for this project? \$ _____ Sponsorships secured? _____ Amount: \$ _____

What is the date of the proposed horse show or event? **Start Date:** _____ **End Date:** _____

SHOW/EVENT DESCRIPTION

Please answer all questions as outlined below. Keep answers brief but to the point. Additional paper may be used if necessary.

1. Where is the proposed show/event? Describe the type of show/event. Who will be served by the project—include estimated number of participants? What geographic area/s will be served by the project?

2. What is the primary goal of the show? Please give the name of the charity or beneficiary of the show. i.e. an individual or organization or TWH group. List secondary goals if any.

3. Please list the advertising and promotional things that you will do to advertise this show/event. Do you plan to use printed materials and social networking to advertise your event?

4. How does this show/event intend to become an annual event? Do you anticipate having any fund raising activities prior to the show/event to help fund the start up expenses? How long do you anticipate the need for outside funding before the show or event becomes self sustaining? How does your organization plan to support the show/event in the future? Are you planning to put aside part of your profits for seed money for next year's show or events?

5. Describe the anticipated impact of the promotional activities on the Tennessee Walking Show Horse and/or the Tennessee Walking Show Horse Industry. How do you plan to evaluate the project/event? Please include an anticipated outcome and the measures you will use to evaluate the success of your show/event. After the event a written summary of events (Post Show Evaluation) must be supplied to UHDP for review and consideration.

6. Are you working with other Tennessee Walking Horse Organization/s in collaboration to obtain your start up funds? If you are not, explain why. If you are, explain each organization's role within this project and what financial support is already in place or requested.

7. Is this show/event duplicated by any other Tennessee Walking Horse Organization? How will this event benefit the show horse or promotion of the horse differently from the project/event of other organizations? How does this event promote the diverse use of the TWH breed? Is this event duplicated in your geographic area?

8. The projected budget for this event should be attached. What is the total event budget expense? Who has already committed or allocated funds for this project? Who is considering a request for funding for this project? Please list by organization/individual and date other funding either committed or requested. Please describe how a lesser amount, if granted, could be helpful.

9. Please use the Horse Show Checklist to help you organize and keep track of your expenditures and your needs for the show. If you found the checklist helpful, please give us feedback. If the manual needs some additions or didn't help you please give us the reasons why and what can be changed to assist you in having a successful show.
10. Does this project support *all disciplines* of the Tennessee Walking Show Horse/Event Horse? If not, why not?

I, _____, representing _____, understand that the funds approved can only be used for the purposes outlined in this grant request and on review of the project and use of the funds, acknowledge the rights and authority of UHDP and FAST to withhold and/or recover grant funds in case funds are, or appear to be, misused.



Sample Horse Show Budget

This sample budget plan gives the Horse Show manager a place to start when they begin planning their horse show. There are many variables that go into these figures such as negotiation of the fees paid, arena expense, gate sales, etc. Careful budgeting will help your show become a success and turn a profit. There are still no guarantees on making a profit when there are so many variables that no amount of planning and budgeting can foresee such as weather conditions. Each Show Manager will have different levels of sponsorship opportunities and in kind donations. Such things as adding income by selling ads in a program, having a silent auction, selling bedding, etc. and the cost of such in the expense column have not been included as that is up to the discretion of the Show. Having a local hotel as the horse show headquarters may cause them to comp some of your rooms which will cut down on your expenses. Look for opportunities to add extra income to your show. Be creative with your money raising projects, many times it adds excitement to a show and makes it “stand out” from other shows. Your mentor is there to help you consider many ways to save or make money. Use them. Good luck and have a great Tennessee Walking Horse Show!

Income:

Entry Fees	(128 X \$45.00)	\$ 5,760.00
Grounds Fee	(128 X \$5.00)	\$ 640.00
Class Sponsors	32 classes X \$200.00	\$ 6,400.00
Ribbon Sponsors	32 classes X \$50.00	\$ 1,600.00
Corporate Sponsors		\$ 2,500.00
Concessions		\$ 3,000.00
Gate Fees (200)		\$ 1,000.00
Camper Site Fees		\$ 1,000.00
Stall rental (if applicable) 50 X \$60.00		<u>\$ 3,000.00</u>
	Total	<u>\$24,900.00</u>

Expenses

Prize Money	32 @ \$140.00	\$ 4,480.00
Arena Rent		\$ 1,000.00
Liability Insurance		\$ 800.00
EMS		\$ 400.00
Judge (Contract Fee plus expenses)		\$ 1,000.00
DQP (Fee plus expenses)		\$ 1,000.00
Announcer (Fee plus expenses)		\$ 1,000.00

Organist (Fee plus expenses)	\$ 1,000.00
Ribbons (1 st -5 th) 32 @ \$15.0	\$ 480.00
Stall fee (if applicable) 50 @ 35.00	\$ 1,750.00
Grounds Fee (128 X \$4.00)	\$ 512.00
Promotional Expenses	\$ 1,000.00
Miscellaneous Expenses	<u>\$ 1,500.00</u>
Total	\$16,242.00

Profit **\$ 8,658.00**

MOST FEES ARE NEGOTIABLE AND IN SOME CASES MAY ACTUALLY BE DONATED. WORK CLOSELY WITH YUR MENTOPRS TO HELP INSURE THE LOWEST COST FOR A QUALITY SERVICE.

A good detailed budget will help any show be more profitable. Look for extra unique ways in your area to make extra profits. Consider every expense!



Unified Horse Show Development Program Post Show Evaluation

This post show evaluation must be turned in to UHPD seven (7) business days after the horse show or event is over. Please attach final show bill if applicable. The Donation from the grantee organization should accompany this form.

Name of Show: _____

Location of Show: _____ Address: _____

Date of Show: _____ Phone #: _____

Contact Person: _____

1. Total number of Classes. _____
2. Number of TWH classes _____
3. Number of Pleasure Classes. _____
4. Number of Performance Classes. _____
5. Number of TWH entries per class. _____
6. Number of total individual TWHs participating in show _____
7. Number of TWH entries for show. _____
8. Number of TWH Versatility classes. _____
9. Number of TWH Versatility entries. _____
10. Number of TWH Versatility horses _____

- 11. TWH Class Payback - 1st Place, etc. _____
- 12. Total Prize money. _____
- 13. Attach Show Sheet/Promotional Materials. _____
- 14. Net gain (loss) from show. _____
- 15. Estimated/Actual Spectator attendance at TWH show/event. _____

Please give a brief critique of this years show. Describe what you would do differently, what you would do the same and share anything that you did that you think made this show a success or unique. This information will be shared with other show/event coordinators.



**Unified Horse Show Development Program
FAST
Funding Internal Evaluation**

APPROVED

NOT APPROVED

Committee Member/s approving or not approving this requested Grant or funding request. This committee/s person/s shall be charged with following up on the use of any funds allocated and determine that the funds were used as the grantee indicated.

If this Grant was **not approved** give the reasons why the Committee Member/s felt that this request did not support the criteria set forth by the UHDP committee and the non-profit mission of FAST.

If this Grant was **approved** give the reasons why the Committee Member/s felt that this request did support criteria set forth by the UHDP committee and the non-profit mission of FAST.

This Grant was **approved/not approved** upon recommendation by the UHDP by board of directors of FAST, Inc. All paperwork must be submitted to Secretary/Treasurer of UHDP within 30 days after the show/event to FAST, Inc.

How does this show/event meet the criteria set forth by UHDS committee? Does it support all disciplines of the Tennessee Walking Show Horse?

After receiving and approving a request for a Grant or funding attach this form to the front of the application to ensure follow up and oversight of the Grant and funding by the assigned Committee or Board member. This is to ensure that the Grant is being used as the Grant was requested and approved.

FOR FAST OFFICE USE ONLY

COMMITTEE

Check # _____

DONATION APPROVED \$ _____ FUND _____ DONATION DENIED _____

REASON (IF ANY) _____

FAST, Inc.
Funding Internal Evaluation

Grant Amount \$ _____ Fund/Donation used _____

Check One

One Payment _____

Payments? _____ Amount? _____ Next Payment Due _____

Terms? _____

Date Issued _____

Organization/Individual Receiving the Grant _____

Purpose of the

Grant _____

Person/s or person responsible for follow up of the Grant _____

Mentor of this show/event _____

Was this show/event considered a success by either obtaining financial gain or by being a promotional event for the exhibition or introduction of the Tennessee Walking Show Horse?

Is this event considered to be a repeatable event by either financial gain or by promotional activity? Give a detailed explanation.

What was the dollar investment of the funds of UHDP either by exhibitor, participant, spectator or a combination of all?

Follow Up Time:

Describe what follow up is deemed necessary by the committee and describe how and by whom the follow up will be done. Attach the resulting follow up findings to this application.

Seven Days: _____

Fourteen Days: _____

Thirty Days:

Other:

Is this a One Year or One Time Grant?

If a multiple year fund please describe the amount and the terms or times that a fund payout will be made in the future. Please describe the oversight or expected follow up and compliance necessary for the payout of follow up Grants.



Special discounts or offers to Unified Horse Shows or Events

L & M Awards 931-684-0010	10 % discounts on ribbon order, Ribbons supplied for Stick horse, Lead line, and the Stake Class.
The Walking Horse Report 931-684-8123	50 % discount advertising of a UHDP show.