



**Regional Fox Trotting Horse Foundation
Equine Event Support Fund Application**

Thank you for your interest in applying for support to host an event from the Regional Fox Trotting Horse Foundation. If you have questions regarding the application process, please contact Amber Wilson at 816-806-9374 or at RFTHFoundation@gmail.com.

Applications may be submitted at any time. Upon receipt of application, you will receive a confirmation email at the address provided confirming that your application was received. If you do not receive such an email, please contact us.

All funding recipients must agree to provide a written summary of the event that is to be funded within 30 days of the event. The summary must include a spreadsheet detailing how and to whom the funds provided by the RFTHF were allocated. Evidence must be provided that the RFTHF funding was used for its intended purposes. This requirement can be met by providing photos from the event and/or testimonials for those attending.

To be considered for funding, a complete application must be submitted. Incomplete applications will not be reviewed.

Awards letters will be emailed to the address provided on the application. Typically, applicants can expect to receive a decision on their application within 45 days of the application's receipt. Decisions regarding funding are final. Applicants may not appeal the amount awarded or the events selected for funding.

Please send completed application by email to:

Regional Fox Trotting Horse Foundation

RFTHFoundation@gmail.com



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Recipient Responsibility Requirements

If provided funding from the Regional Fox Trotting Horse Foundation, I agree to the following terms:

1. RFTHF reserves the right to use any collateral or materials provided as part of the application process for promotional purposes.
2. The RFTHF must be acknowledged on any collateral or materials, such acknowledgement must include the use of the RFTHF logo.
3. Applicant assumes all risks and responsibilities surrounding such event and releases RFTHF and all officers, board members, and volunteers from any and all liabilities, claims, or demands for damages for personal injury, disability, property damage or other loss of any kind that may be sustained as a result of such event, whether such loss results from the negligence of such released parties or otherwise. Furthermore, the applicant agrees to indemnify and hold harmless RFTHF, the officers, board members, and volunteers from any and all loss, liability, damage or costs that it or they may incur as a result of participation or arising from any of my acts or omissions.
4. All press releases, website, and social media news items referencing the RFTHF must be jointly approved by the recipient and the RFTHF.
5. Applicant agrees to provide a detailed report within 30 days of the event. The report will include:
 - a. A written summary of the event
 - b. A spreadsheet detailing how and to whom the funds provided by the RFTHF were allocated
 - c. Evidence provided that the RFTHF funding was used for its intended purposes. This requirement can be met by providing photos from the event and/or testimonials for those attending.
6. The applicant may be asked for updates on the event, event planning, and expenditures prior to the event.

Event Name: _____

Date of Event: _____

Signature of Recipient

Printed name of Recipient

Title

Date



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Application

Name of Club/Organization: _____

Name of Contact Person and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Federal Tax ID # or Social Security number: _____

Is the Organization a Non-Profit? _____ Type? _____

Funding Amount Requested: _____

Event

Name of Event: _____

Date of Event: _____

New Event Expanding Event

Multi-year Event One-time Event

Have you received RFTHF funding previously? _____

If yes, was it for this same event? _____

Please describe your event in 300 words or less:



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Has a location been secured for the event? _____

Name of venue: _____

If no, please explain where you would like to host event:

If the event is a horse show, will it include Missouri Fox Trotting Horse specific classes? _____

If yes, please list the types of classes. If no, please describe what classes will be offered that will be open to Missouri Fox Trotting Horse.



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Organization

Tell us a little bit about your organization:

Have you successfully completed events in the past? Please include examples:

Tell us about your staff/volunteers:



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Marketing

Tell us how your event meets the RFTHF mission: to have a positive impact on the growth and sustainability of the Missouri Fox Trotting Horse:

Please describe the marketing, advertising, and publicity plan for your event:



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Economics

How will RFTHF funding help start your event or take it to the next level?

What expenses will RFTHF funding support?

Describe the other funding sources that will be used to put on the event:



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Describe the projected attendance and audience:

Sustainability

Please discuss the long-term strategy of financial sustainability of your event:

If your event is a one-time event, please discuss how the event may promote the growth of the Missouri Fox Trotting Horse industry:



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Event Evaluation

What does a success look like for your event?

The following items **MUST be included with the application:**

- A projected budget which includes both revenue and expense categories.
- Signed Recipient Responsibility Requirements Form
- If a horse show, a tentative show bill.

Please feel free to attach additional information you feel would assist the review committee in making a decision on your application including letters of support or other information.