



**P.O. Box 13321  
Lexington, Kentucky 40583-3321  
www.trusthorses.org**

## **GRANT REQUEST INFORMATION REQUIREMENTS**

**Prior to, during, and after the event or program the title USAE Trust must be prominently referred to in advertising and press**

On a separate sheet(s) of paper, provide answers to the following questions  
Mail those answers to:

**Alan F. Balch  
President  
At the above address**

Electronic PDF Files, Word Files or Excel Files Acceptable  
Send to:

[a.balch@asha.net](mailto:a.balch@asha.net)  
[a.hill@asha.net](mailto:a.hill@asha.net)

1. Detail the Nature and Specifics of the Program/Activity.
2. What are the Dates and Location(s) of the Program/Activity?
3. What is the Total expected Funding requirement?
4. What is the Amount of the USA Equestrian Trust Grant Request?
5. If others will provide funds, who are they and how many dollars will they provide?
6. Name the Individual(s) that have ultimate responsibility for the Program/Activity.
7. What organization(s), committee(s), or other entities will be directly involved in coordinating the event/program?
8. Provide a detailed budget, including specifics of who is intended to be compensated for facilities or services in connection with the production of the program or event, and who will be donating such services or facilities. Also indicate the means to be used to determine which Federation members (or non-members) will be entitled to participate, along with any charges that will be incurred by participants in the program or activity.
9. Have the Requesting Responsible party sign and date the Request and send to the above address.
10. Immediately following the conclusion of the supported activity or program (or at year end for on-going programs), USAE Trust must receive a detailed report of the event or program. This report must include a detailed accounting of how the funds provided were used, naming vendors and other individuals or companies whose services were paid for and how much they were paid.