

North Carolina Horse Council
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Horse Industry Grant Program
"Your Referendum Dollars at Work!"

Instructions: To request grant money from the North Carolina Horse Council, please complete this Grant Request Cover Sheet and list the type of grant that you are applying for, complete the application and submit your completed proposal electronically to: cheryl@nchorsecouncil.com and also submit a written application to the address above. You will be required to complete an Evaluation Form at the completion of your grant.

OFFICE USE ONLY

<i>Grant Category:</i> _____
<i>Project Title:</i> _____
<i>Amount Requested:</i> _____
<i>Date grant request received:</i> _____
<i>Name and email of requestor:</i> _____

Grant Review Committee

Date sent to Grant Review Committee: _____ Chair Signature: _____

Funding Decision: (Please Circle) Approved/ Not Approved Suggested Funding Amount: _____

Date: _____

Executive Committee

Date sent to Executive Committee: _____

Funding Decision: (Please Circle) Approved/Not Approved Date: _____

Check Issued: _____ Check amount: _____ Check # _____

Evaluation Form Due: _____ Evaluation Form Received: _____



North Carolina Horse Council Grant Application Package

Education/Community Grant Application Cover Sheet

Please Check One: New Project: _____ Renewal Project: _____

1. Project Title: _____

2. Contact Information of grant recipient:

a. Name: _____

b. Address: _____

c. City/State/Zip: _____

d. Phone: _____

e. Email: _____

3. If the Grant money was utilized by an organization, write the organization name and information below:

a. Name: _____

b. Location/Address: _____

c. Non-profit tax ID # (if applicable) _____

4. Amount of Funds Requested: _____

(Attach an itemized budget indicating how all the funds will be spent)

5. Identify the Project Deliverables:

(Beginning in 2011, All Education and Community Grants must provide deliverables/project materials back to the NCHC)

6. Project Duration (Days, Weeks, Months etc.)

7. Please check one or more of the following criteria which the grant proposal addresses:

a. Unifies the Horse Community _____

b. Makes a lasting difference (systemic change) _____

c. Directly affects at least 50 people _____

d. Will develop expertise and information _____

e. Will increase awareness of NCHC _____

f. Will identify/provide revenue source _____

Preparation and format: Use a font size of 12 or greater (Times New Roman is recommended), single-spaced with one-inch margins and the pages numbered bottom center.

The Proposal must include the cover sheet; up to five (5) pages of narrative (must address lines 1-6), the budget page with justifications. Please be advised that proposals which do not list deliverables will not be considered. In addition proposals that fail to follow the format guidelines and page limits will not be considered.



North Carolina Horse Council Grant Application Package

4. **Project Design:** (Not to exceed two pages) This section should include a complete project description including a timeline for completion of the project and identify the personnel responsible for completion of the project.

Describe the rationale or justification for conducting the project and accurately define the project's ability to be replicated for other groups. Include a description of how you or your organization will help others utilize your project results. Finally include a detailed description of your project's deliverables and their format.

5. **Impact of project:** In this section please address the special considerations listed in the RFP and how this grant will benefit the NCHC and the NC Equine Community as a whole.
6. **References:** Please list any supporting organizations or references which may enhance the success of your project.



North Carolina Horse Council Grant Application Package

BUDGET

1. Equipment, Materials/ Supplies: Itemize and describe:

Subtotal: _____

2. Animal costs (including board and maintenance if applicable), rental costs or other expenditure not listed – Itemize

Subtotal: _____

3. Printing or Production Costs: - Itemize

Subtotal: _____

4. Miscellaneous Costs – Itemize

Subtotal: _____

Final Total: _____

List other available support for the project (source and amount): _____

List other requested support for this project (source and amount): _____

EVALUATION AND PROGRESS REPORT FORMS: A mid-year report on the progress and status of deliverables must be submitted to the NCHC at 6 months into the project. A final report is due one year after receiving the award.



North Carolina Horse Council Grant Application Package

PROGRESS REPORT FORM

1. Title of Grant: _____
2. Date of Report: _____
3. Institution/Organization/Agency/Individual Name: _____
4. Principal Project Director (name and email): _____
5. Project Start Date: _____
6. Project End Date: (Note any extensions) _____
7. Summary of progress to date relative to each of the original objectives.

8. Describe any changes in the project

9. Report status of deliverables



North Carolina Horse Council Grant Application Package

FINAL REPORT FORM

1. Title of Grant: _____
2. Date of Report: _____
3. Institution/Organization/Agency/Individual Name: _____
4. Principal Project Director (name and email): _____
5. Project Start Date: _____
6. Project Completion Date: (Note any extensions) _____
7. Statement of achievement of the original objectives. (Explain success of project as well as failures)

8. Explain the success of you or your organization to replicate and share your project: (Be specific with the steps taken to work with other individuals or organizations)

9. List major outcomes and clearly define your deliverables (attach or include any final documents or products funded through or by the grant award)

10. Other information pertinent to future funding from the NCHC