

Purpose of the grant:

The purpose of this grant is to assist in the development of our sport.

Who can apply?:

Funding is available to regions, clubs, branches, and affiliates who are members in good standing of HCBC.

Each Club or branch may only submit one application per year.

Clubs, branches or affiliates should be members for at least 12 months prior to applying, however applications from new groups may be considered.

When to apply:

Applications for funding **must be received in our office by April 1**. Late submissions will not be considered.

How to apply?:

Fill out the application and send it, along with supporting documents to the finance department of HCBC via email (finance@hcbc.ca), fax (604-856-4302), or mail (27336 Fraser Hwy, Aldergrove , B.C., V4W 3N5)

The group must show via the budget sheet that they have contributed financially to the project and participants are charged reasonable registration fees for applicable events.

Applications must be accompanied by supporting documents such as quotes for equipment purchase or facility upgrades, budget for events, and letters of support from property owners for facility upgrades. Long term lease or use agreements must be in place.

A FULL description of the project is required on the application, including an explanation of who will benefit and the anticipated results of the project and a detailed budget with quotes to substantiate expenses.

Grants are intended only for those projects unable to operate on a cost recovery basis.

What types of projects qualify?:

The grant is open to all types of projects including provincial championships*, national or FEI competitions, equipment purchase, facility upgrades, or special events.

*The only competitions that will be considered for Core Grants are championships of provincial level or higher or FEI levels.

What types of projects do not qualify?:

Core grants are **not open** to “trail” projects. These projects should apply for a HCBC BC Equestrian Trail Grant.

Clinics and other educational events **will not** be considered for Core funding as they are eligible for Participation, Education and Region grants.

Things to keep in mind when applying:

Funds should be requested only if essential to the project completion.

If your association has access to gaming funds, you are not eligible for any form of funding through HCBC without disclosure.

You may not be approved for the entire amount you applied for.

Projects must be **completed** within the current calendar year (**Jan 1 – Dec 31**).

The event or project must support the goals of HCBC for developing sport within the province.

Upgrades must be on public property (eg. city or municipal property, or owned by the applying group) and the applicant must have a long term lease from the property owner (please include a copy of the relevant pages of the lease with your application).

If you need further information, please contact the finance department at the office.

Reporting for an approved application:

Your notice of approval will be accompanied by a final report form which must be completed along with a full project financial statement and receipts for the approved event and returned to the HCBC office.

The report must be submitted within 60 days after project completion or by Nov. 1 of the year the grant is awarded (whichever is first) or the funds will be forfeited. If the project is happening late in the year an extension may be granted but it must be prearranged with the HCBC office. The project must be completed and reports submitted by December 31 in all cases.

If possible provide high resolution pictures in electronic form, along with completed photo release form, for HCBC to use the photos at its discretion.