

# PNER Education Grant Application

## ORGANIZER'S INSTRUCTIONS

- Complete the PNER Education Grant Application (Application) in its entirety PRIOR to the event you are planning.
- Attach the Proposed Budget for the educational event including documentation regarding anticipated expenses. Documentation can be informal and may include such things as an email from a facility setting forth the rental fee or a fee schedule for copying documents, etc.
- Mail or email copies of the completed items to Darlene Anderson, Chair of the Education Committee (Chair) (endnrcrider@gmail.com).
- The organizer must be a PNER and AERC member in good-standing
- Handout the attached questionnaire to all riders that attend the event. Mail the completed questionnaires in with the Final Accounting. Failure to submit questionnaires may result in a denial of the application.
- Within two weeks of the completion of the event, complete a Final Accounting and submit it plus all receipts supporting said expenses and any profit, excess grant funds, etc to the Chair.

## PROCESS

- The Chair will forward the Application to the members of the Education Committee (Committee) who will review the Application.
- If a Committee member desires additional information he/she shall direct the request to the Chair who will then forward it to the organizer and the other Committee members. The organizer shall direct his/her response to the Chair who will be responsible for distributing the information to the Committee.
- The Committee as a whole will vote on the Application. Voting may occur by e-mail. The Chair will record each Committee member's vote on the original Application.
- If the Application is approved by a majority of the Committee, the Chair will sign the application and forward a copy to the PNER Treasurer along with instructions for the disbursement of funds to the organizer.
- If the Application is denied, the Chair will talk with the organizers as to the reasons for the denial and make suggestions for changes that may result in approval of the Application.

**ORGANIZER'S DECLARATION:**

One of PNER's charitable purposes is education, PNER can sponsor an endurance clinic; it can rent the facility, pay the speakers, etc. Any monies collected to attend the clinic must, however, be returned to PNER. Moreover, PNER cannot just give money to an individual who plans to hold a clinic when that person plans to charge AND RETAIN a fee. In the first instance, PNER is promoting its educational Not for Profit goal. In the second case, it is promoting a for profit venture.

I, \_\_\_\_\_, hereby acknowledge that I am legally required to return to PNER all unused grant funds and any course fees or other income generated by the event in excess of expenses. I expressly agree that I will not make a profit or retain income from the event. I will provide the Committee with a final accounting of income and expenses, supported by receipts, within 14 days following the conclusion of the event.

**PNER Educational Grant Application**

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Organizer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip : \_\_\_\_\_

Phone (Day): \_\_\_\_\_

Phone (Evening): \_\_\_\_\_ E:mail Address: \_\_\_\_\_

PNER number: \_\_\_\_\_ AERC/EDRA # (if applicable): \_\_\_\_\_

Loan amount requested: \$ \_\_\_\_\_

\_\_\_\_\_  
Organizer's Signature

\_\_\_\_\_  
Date

## **Organizer's Questionnaire**

**Describe the organizer's goals and objectives for the event.**

**Describe the organizer's qualifications to host this event:**

**Describe the location where the event will be held:**

**How to you plan to advertise the event:**

**Describe the information/topics to be covered during the event (attach a draft flier if one exists):**

**Will you be utilizing any of the AERC educational materials (specify)**

**List the anticipated speakers, the topics they will discuss and their qualifications to speak at the event:**

**How did you choose the speakers you wish to use:**

**List the anticipated number of attendees:**

**Is there a charge for attending the event and, if so, how much:**

**Are you related to any current PNER officer or board member - explain:**

**Event planning experience:**

**Process for determining if the event goals are met.**

**Explain how you plan to follow-up with attendees to encourage PNER membership and endurance participation:**

**Are you seeking funding from AERC or EDRA? If yes, how much was requested?**

**Please list any anticipated problems or issues that could arise at this event and the organizer’s anticipated resolution of these issues:**

Of course, at any event with horses, the primary concern is that horses or riders could get hurt. The event description makes it clear that riders will be riding the trails independently, and that this is not a guided trail ride intended for beginners. We plan to have everyone sign waivers, and strongly encourage helmet use by adults and require it by those under 18. If anyone appears to be behaving in an unsafe manner, we will ask them to leave. We are preparing people for the conditions at the event, amenities available and not available, and asking them to leave their dogs at home to mitigate problems as much as possible.

\_\_\_\_\_  
Organizer's signature

\_\_\_\_\_  
Date

**PROPOSED BUDGET**

**INCOME**

Course fee: \$ \_\_\_\_\_  
Donations: \$ \_\_\_\_\_  
Other (specify) \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

**EXPENSES**

Facility rental: \$ \_\_\_\_\_  
Speaker fees: \$ \_\_\_\_\_  
Speaker travel costs: \$ \_\_\_\_\_  
    (air, gas, etc.)  
Speaker lodging costs \$ \_\_\_\_\_  
Speaker food expenses \$ \_\_\_\_\_  
Participant food expenses \$ \_\_\_\_\_  
Event fliers/promotional \$ \_\_\_\_\_  
    materials  
Equipment rental \$ \_\_\_\_\_  
Supplies (specify) \$ \_\_\_\_\_  
Insurance costs \$ \_\_\_\_\_  
Other (specify) \$ \_\_\_\_\_  
Other (specify) \$ \_\_\_\_\_  
Other (specify) \$ \_\_\_\_\_  
Other (specify) \$ \_\_\_\_\_  
Other (specify) \$ \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

**FINAL ACCOUNTING**

**INCOME**

# of participants: \_\_\_\_\_

Course fees collected: \$ \_\_\_\_\_

Donations received: \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

**TOTAL INCOME** \$ \_\_\_\_\_

**EXPENSES (all listed expenses should be supported by documentation)**

Facility rental: \$ \_\_\_\_\_

Speaker fees: \$ \_\_\_\_\_

Speaker travel costs: \$ \_\_\_\_\_

(air, gas, etc.)

Speaker lodging costs \$ \_\_\_\_\_

Speaker food expenses \$ \_\_\_\_\_

Participant food expenses \$ \_\_\_\_\_

Event fliers/promotional \$ \_\_\_\_\_

materials

Equipment rental \$ \_\_\_\_\_

Supplies (specify) \$ \_\_\_\_\_

Insurance costs \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

Other (specify) \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

**NET PROFIT OR (LOSS)** \$ \_\_\_\_\_

## ENDURANCE CLINIC QUESTIONNAIRE

1. How did you hear about the clinic?
2. Did you enjoy the clinic? Did it meet your expectations?
3. What was the most valuable information you learned?
4. Would you recommend this clinic to your friends?
5. Before this event, were you planning to attend an endurance ride this year? Has that changed?
6. Do you feel better prepared for your first (or next) endurance ride?
7. Would you like someone to contact you to help you find a mentor in your area or to answer additional questions? If yes, please put your contact information.