



MAKING A DIFFERENCE

**USHJA FOUNDATION GRANT APPLICATION
GUIDELINES & PROCEDURES**

USHJAF Grants provide financial support to individuals, or organizations that require financial assistance for **non-emergency** projects that will benefit, enhance, or support constituents of the hunter/jumper industry. The USHJAF Board of Directors (BOD) reviews each application and its supporting documentation in order to make a determination in accordance with the need demonstrated.

The funding to support this program is derived from private gifts, USHJA member events and dedicated fund-raising efforts. The majority of the gifts distributed from the fund will be between \$1,000 and \$10,000. ***If approved, you will be required to supply the USHJAF with a comprehensive report detailing how the funding is being utilized within 60 days of receipt of funding. Following this initial report you will be required to submit a quarterly update on your project and the use of funding.***

Grants are reviewed and awarded quarterly in March, June, September and December. The following items must be received by the USHJAF in their entirety on or before the posted deadlines. Grants applications that are not complete will not be reviewed.

Applications must be accompanied by:

1. One page typed cover sheet with the following:

- a. Organization name
- b. Date of application
- c. Complete mailing address, phone, fax, website, e-mail
- d. Contact person in organization and their email and phone number
- e. Brief description of the proposed grant
- f. Total amount requested
- g. Three letters of recommendation (w/ at least 1 being from a USHJA member)
- h. Signed media release form

2. Complete the USHJA Foundation Grant Application

3. Organization Information

- a. Provide a brief summary of your organization, the mission, services or programs offered and the history (when it was founded, size and leadership staff and/or volunteers)
- b. A copy of the current IRS determination letter indicating 501 (c)(3) tax exempt status
- c. List of Board of Directors and contact information
- d. Organization or Business must be an affiliate of USHJA

4. Program or Event

- a. Provide a detailed outline of your program/event for which you are seeking financial support. (How long have you hosted the program/event, approximate number of people that benefit from your program/event)
- b. What are the dates and location of the program/event?
- c. What type of organization or individuals will benefit from the program? (children-what age, adults)_____
- d. Which geographical area does your program/event service?
National_____ State: _____ Regional: _____

5. Financial

- a. Provide a line item budget for this program/event
- b. If you hosted your event/program previous to application, please provide a detailed budget for expenses vs. revenue
- c. Provide a recent audited financial statement or IRS 990
- d. Letters or evidence of other funding sources for the project, if any.
- e. Please detail if you will be seeking any additional funding from outside sources or have received
- f. Evidence of Federal and/or State tax exemption.

6. Submissions

The USHJA Foundation will grant requests quarterly (March, June, September & December).

Deadlines for applications:

January 1st, April 1st, July 1st and October 1st

If chosen to receive a grant, your organization will be notified in writing 30 days following the meeting.

Send your completed application and required attachments by mail to:

USHJA Foundation
3870 Cigar Lane
Lexington, KY 40511

If you have any questions, please contact Kate Cattani, at foundation@ushja.org or 859.225.6700.

*****Applications will only be considered if all requested information is submitted by the posted deadlines.***