



APPEL

Association pour la Promotion de l'Ecole de Légèreté

Grant Policies

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1. General grant policies

- 1.1 The objective and purpose of the association APPEL are to promote, primarily through financial support, activities and public presentations of the Ecole de Légèreté.
- 1.2 APPEL supports projects and activities that present the Ecole de Légèreté as a whole and its philosophy (e.g. training plan). The sole use of the logo of the Ecole de Légèreté is not eligible for support.
- 1.3 Financial support is granted through the payment of subsidies or by providing a budget for fairs.
- 1.4 Funding may be granted only within the financial possibilities of the association. Financial support may not be legally claimed.
- 1.5 Projects and activities are assessed by the Board regarding their eligibility for funding under the statutes of the association. The grant amount is determined based on the present grant policies.
- 1.6 The grant policies follow the principles of transparency and equal treatment.
- 1.7 Grants are paid upon application after participation in / realisation of the event (see Item 5). In case a budget is provided for the project, subsidies can also be paid prior to the event on the basis of invoices or other suitable proofs, according to the height of the invoice amount and taking into account the budgeted grants for participants, up to the maximum amount of the provided budget (see Item 10.4).
- 1.8 Funds are to be used economically and efficiently. Subsequent financing of additional costs or revenue shortfalls is possible only in exceptional cases and subject to the approval of the Board.
- 1.9 Grant recipients are responsible for complying with legal provisions, official orders and the like, as well as with safety and accident prevention regulations. APPEL carries no liability whatsoever. It is recommended that grant recipients contract liability and accident insurance.

2. Conditions for granting of financial support

- 2.1 Funding is allocated on application, and only to applicants who are members of the association and who are not in default of membership fee payment. In case of arrears in membership fees, grant payment may be suspended until the arrears have been settled. Similarly, subsidies already paid that relate to the defaulting contribution year may be reclaimed.
- 2.2 Basically, any member of the association can apply for funding for projects and activities that meet the objectives and purposes of the association.
- 2.3 Eligibility for funding is assessed by the Board.
- 2.4 Initially, the first application per applicant will be considered. Provided that the budget is not exhausted, applicants may submit several proposals.
- 2.5 To ensure that funds can be properly granted for a planned project, it is recommended to submit the required project description (see Item 5.4) by 31 October of the current year for a project in the following year. If activities are planned at short notice, the corresponding yearly country budget could be insufficient or already exhausted, in which case funds would be allocated only to a limited amount or not at all.
- 2.6 After assessment of the eligibility for funding by the Board, funds will be granted in accordance with these grant policies taking into account the respective annual country budget and all submitted projects and activities.
- 2.7 If the budget of the respective member country for the current year is used up, grants can no longer be awarded from this country budget. In individual cases, the Board may decide on a payment from the special budget.
- 2.8 Direct costs that occur to individual participants must be paid by the participants themselves. Participants can subsequently apply for a subsidy for these costs. For tax reasons, the

association cannot pay for the costs directly. The association is not the beneficiary and thus not the invoice recipient of services that are directly related to the participation of association members in the various projects.

3. Eligible projects and activities

3.1 The following projects and activities can be eligible for funding:

- Presentations at horse fairs
- Show performances that represent the Ecole de Légèreté as a whole
- Promotional events, e.g. information booths
- Public presentations by several APPEL members
- Activities aiming to attract new APPEL members

3.2 Examples of projects and activities that are not eligible for funding:

- Show performances of individual APPEL members
- Open days of one's own riding facility/stable
- Promotional material (see Item 11.13)

4. Calculation of funding budget

- 4.1 The paid membership fees and promotional contributions are integrated directly according to a certain percentage, determined annually by the Board, into the administrative budget, the special budget and the country budget of the respective member country. Member countries are countries in which teachers' courses of the Ecole de Légèreté take place. As a rule, the membership fees are assigned to each country budget depending on the place of residence indicated in the membership application form. Promotional contributions are generally attributed to the country of residence of the respective sponsor. Membership fees and promotional contributions that cannot be assigned directly to any member country will be considered depending on the distance to the next member country.
- 4.2 The administrative budget is used to cover the costs for the administration and various projects of the association. Administrative costs and costs for association projects (e.g. bank account management fees or realisation and printing of a flyer for the association) are funded independently of the country budgets.
- 4.3 The special budget is used to promote costlier projects and to support projects with an insufficient or non-existent country budget. The special budget is available to all members. Allocation of funds from the special budget is decided by the Board for each individual project depending on the height of the budget.
- 4.4 The country budget is managed per member country. Each member country is entitled to funding corresponding to the height of its country budget. Granted funds are debited against the budget of the country in which the specific event takes place.
- 4.5 Budget heights may change daily. Paid membership fees and promotional contributions increase the respective budget; project and administrative costs reduce it.
- 4.6 Budget planning is carried out on 28 February based on the income and expenditure accounts and on the projected figures for the current year. The projected figures include due but yet unpaid membership fees as well as planned expenses and already approved project costs.
- 4.7 The maximum grant that can be awarded per project depends on the number and costs of all submitted and eligible projects resp. already funded projects per country.
- 4.8 If subsidies are not applied for or claimed by a country in the current year, the corresponding country budget is integrated as of 31 December in equal parts into the special budget and into the calculation of the budget transfer for the following year. The budget transfer is calculated in proportion of all membership fees and taking into account the activities funded in the current year.

5. Application process

- 5.1 Applications for funding may be submitted by:
- a) Participants in events
 - b) Event organisers acting on their own account
- 5.2 Projects and activities that are mandated or carried out directly by the Board (e.g. presentations at international horse fairs) are to be calculated based on a detailed cost estimate and are subject to budget approval by the Board prior to the event.
- 5.3 Projects and activities that can only be realised with appropriate grants from the association are also subject to budget planning and must mandatorily be approved by the Board prior to the start of the project. The Board then fixes a maximum budget for the project.
- 5.4 Grants must be applied for in writing. To this end, the following forms are available at www.philippe-karl.com:
- Project description (APPEL_PB_en_01)
 - Grant application (APPEL_AF_en_01)
- The applicant (usually the project manager) should use the project description form to present and explain the planned project. The project description needs to be submitted only once, irrespective of the number of participants. The information provided about the nature, content, scope etc. of project should enable the Board to decide whether the proposed project is eligible for funding. It is recommended to submit the project description before the start of the project (see Item 2.5).
- After confirmation of eligibility by the Board and after the end of the event, the eligible project participants resp. the organisers on their own account can apply for payment of grants on the basis of these grant policies by filling out the grant application form, by which the applicants also confirm that they participated in / realised the event.
- The forms are to be sent back, completed and signed, by mail or e-mail (in PDF format) to the address indicated on the form.
- 5.5 Grants must be applied for at the latest 6 weeks after the event and by 31 January of the following year. Grants that were not applied for in due time will be awarded only in exceptional cases by individual decision of the Board.

6. Grants for participants

- 6.1 Participants are members of the association who take part with their own horse in an event that is eligible for funding. Participants are entitled to apply for grants.
- 6.2 Helpers without horse (e.g. at the booth, rider assistants, horse grooms, etc.) support the event as volunteers. Helpers will not be subsidised.
- 6.3 The grant is awarded for travel expenses including accommodation, food costs, additional expenses (e.g. parking fees) and equipment for horse and rider.

7. Calculation of grants for participants

- 7.1 Grants are calculated based on a fixed daily rate allowing for the annual budget of the respective member country. Should the country budget and, if applicable, the special budget be insufficient, then grants will be reduced accordingly.
- 7.2 The height of the daily rate for participants is set annually by the Board, depending on the financial resources of the association.
- 7.3 The number of allowable daily rates depends on the duration of the event and the one-way distance travelled to the venue.
- 7.4 The duration of the event includes the days of the presentation/activity and potentially necessary rehearsal days before the event (e.g. for shows at fairs).
- 7.5 Grants are limited to a maximum of eight daily rates per event per participant.

7.6 Calculation of allowable daily rates:

- One-day event with one-way journey of up to 100 km:
1 daily rate per participant
- Multi-day event with one-way journey of up to 100 km:
Per day 1 daily rate per participant
- One-way journey of 100 km to 250 km:
1 additional daily rate per participant
- One-way journey of 250 km to 500 km:
2 additional daily rates per participant
- One-way journey of more than 500 km:
3 additional daily rates per participant
- *Example:*
Participation in a three-day horse fair presentation with one rehearsal day and a one-way journey of 350 km:
3 x daily rate (fair) + 1 x daily rate (rehearsal) + 2 x daily rate (journey) =
6 x daily rate

8. Grants for event organisers acting on their own account

- 8.1 Events organised by individuals on their own account are eligible for funding only if they present the Ecole de Légèreté publicly and effectively.
- 8.2 Public events organised by individuals on their own account are financed by the event organisers themselves. The association grants funding in the form of fixed subsidies.
- 8.3 The grant is paid for all costs associated with the realisation of the event.
- 8.4 Promotional material (flyers, stickers, etc.) can be requested from the association. The numbers provided are limited and depend on the expected audience (see Item 11.13).

9. Calculation of grants for event organisers acting on their own account

- 9.1 Grants are calculated based on a fixed daily rate allowing for the annual budget of the respective member country. Should the country budget and, if applicable, the special budget be insufficient, then grants will be reduced accordingly.
- 9.2 The height of the daily rate for event organisers acting on their own account is set annually by the Board, depending on the financial resources of the association.
- 9.3 The number of allowable daily rates depends on the duration of the event. It is limited to a maximum of two daily rates per event.

Calculation of allowable daily rates:

One-day event	1 x daily rate organiser
Multi-day event	2 x daily rate organiser

10. National and international horse fairs

- 10.1 Projects for participation in national and international horse fairs must be submitted to the Board in due time prior to the event.
- 10.2 The application should include an approximate cost calculation and a possibly preliminary project description.
- 10.3 Based on the cost calculation and the project description as well as the financial resources of the association, a maximum fair budget will be fixed prior to the event.
- 10.4 The approved budget includes the fair costs and grants for participants. Payment will be made according to these grant policies and within the specified financial framework on the basis of invoices or upon application for grants by the participants. A flat payment of the budget without suitable proofs is excluded.

- 10.5 Participating in fairs is expensive. If the budget granted by the association is not enough to cover all the costs, the applicant must first clarify the overall financing. The grant will only be awarded if the overall financing is secure. In individual cases, the Board may decide to allocate additional funds from the special budget.
- 10.6 For participation in fairs, a project management team must be set up in close consultation with the Board. The terms of communication (partners and means) must be specified.
- 10.7 Participation in fairs can only be realised with the financial support of sponsors. Sponsors must therefore be actively searched for.
- 10.8 The presentation or show programme must be coordinated with the President and/or Vice-President of the association.

11. Horse fair costs

11.0 Costs and expenses for horse fairs are:

- Fee for the booth
- Event fees (e.g. for show performances or participation)
- Costs for setup, equipment and disassembly of the booth
- Costs for hiring or acquiring event equipment (e.g. multimedia)
- Additional charges for the booth
- Legal and regulatory fees
- Expenses for horse accommodation
- Veterinary and transport costs
- Parking fees for cars and trailers of the active participants
- Costs for storage of valuables
- Costs of tickets / entry fees
- Translation costs
- Promotional material/costs
- Other costs

11.1 Fee for the booth:

- 11.1.1 Booth fees are high. Alternatively, a sub-exhibition with other matching exhibitors should be investigated.
- 11.1.2 The booth area must be calculated appropriately.
- 11.1.3 Sponsor support must be actively acquired.
- 11.1.4 Fees for the booth or a sub-exhibition are eligible for support to 100%.

11.2 Event fees (e.g. for show performances or participation):

- 11.2.1 In general, performances should be negotiated with the fair management or the event organiser to be free of charge for the participants (win-win situation).
- 11.2.2 Entry fees (day passes) for volunteer helpers must be arranged by the project management.
- 11.2.3 Sponsoring should be agreed on with the fair management (e.g. reduction of stabling costs).
- 11.2.4 Event fees are eligible for support to 100%.

11.3 Costs for setup, equipment and disassembly of the booth:

- 11.3.1 Available material for the booth should be requested from the Board. Potential shipping costs need to be taken into account (cost-benefit factor).
- 11.3.2 Volunteer contributions are to be encouraged and focused.
- 11.3.3 The design of the booth has to follow the principle of proportionality.
- 11.3.4 Costs for setup, equipment and disassembly of the booth are eligible for support to 100%.

11.4 Costs for hiring or acquiring event equipment (e.g. multimedia):

- 11.4.1 In general, the equipment is supplied by the event organisers (e.g. fair management).
- 11.4.2 If the event organisers don't supply any equipment or if the applicants are organising the event themselves, provision of the required equipment should actively be enquired among participants and their acquaintance. APPEL will assume no liability for damaged equipment.
- 11.4.3 Costs for hiring or acquiring equipment and their eligibility for support for must be agreed with the Board.

11.5 Additional charges for the booth:

- 11.5.1 Additional charges are generally included in the booth fee.
- 11.5.2 The contract/agreement must be checked for any additional charges that may occur.
- 11.5.3 The final cleaning should always be done by volunteer helpers.
- 11.5.4 Additional charges for electricity, water, heating, waste disposal and cleaning are eligible for support to 100%.

11.6 Legal and regulatory fees:

- 11.6.1 The project/activity must not violate any relevant national law.
- 11.6.2 The association will assume no liability for any of the events it supports.
- 11.6.3 Legal fees are to be checked for adequacy. If necessary, the project/activity is to be discontinued.
- 11.6.4 Legal fees are eligible for support to 100%.

11.7 Expenses for horse accommodation:

- 11.7.1 Expenses for horse accommodation include stabling and facility usage.
- 11.7.2 Third-party liability insurance for the horses as required by the event organisers is to be provided by the participants. Insurance fees are not eligible for support.
- 11.7.3 Horse feeding costs that are not included in the stabling fees are not eligible for support.
- 11.7.4 Expenses for horse accommodation are eligible for support to 50%.

11.8 Veterinary and transport costs:

- 11.8.1 Veterinary costs can arise in conjunction with presentations at fairs.
- 11.8.2 The terms and conditions of the event require the horses to have a veterinary health certificate in accordance with the country's rules (e.g. free of contagious diseases, valid vaccinations).
- 11.8.3 Veterinary costs are not eligible for support.
- 11.8.4 Costs for personal or hired horse transport are not eligible for support.

11.9 Parking fees for cars with trailers:

- 11.9.1 Parking fees for car/trailer combinations of active fair participants are eligible for support.
- 11.9.2 The association will only provide subsidies for cars with horse trailers.
- 11.9.3 Parking fees for car/trailer combinations are eligible for support to 50%.

11.10 Costs for storage of valuables:

- 11.10.1 Fees for the secure storage of valuables (e.g. saddlery) are not eligible for support, except for presentations at fairs. At horse fairs where there is no possibility to store the gear personally for logistical reasons, fees for the secure storage are eligible for support to 50%.
- 11.10.2 The association will assume no liability for valuables.

11.11 Costs of tickets / entry fees:

- 11.11.1 In case admission is not free, any event tickets provided by the fair management should be distributed first to the participants and then to the volunteer helpers.
- 11.11.2 Costs of tickets / entry fees are not eligible for support.

11.12 Translation costs:

- 11.12.1 Subsidies for translation fees must be agreed with the Board.

11.13 Promotional material/costs:

- 11.13.1 The association provides promotional items such as flyers, stickers, posters, film material and pictures free of charge.
- 11.13.2 The promotional material must be requested from the Board well in advance.
- 11.13.3 Any lent and unused promotional material must be returned to the association as soon as possible.
- 11.13.4 The acquisition of further necessary promotional material must be agreed with the Board.
- 11.13.5 Any purchased promotional material that has not been used devolves to the association for general use.
- 11.13.6 Lent promotional material must be dealt with economically and conscientiously.
- 11.13.7 Other promotional costs (e.g. newspaper ads, TV appearances, radio advertising, etc.) and their eligibility for support must be agreed with the Board.

11.14 Other costs:

- 11.14.1 Any other associated expenses not mentioned above and their eligibility for support must be agreed with the Board.

12. Final provisions

- 12.1 These grant policies take effect on 01.01.2014.
- 12.2 Any issues that have not been enclosed in these policies may be declared to the Board in writing.
- 12.3 Severability:
Should any individual clause of these grant policies be deemed invalid, this will have no bearing on any other clause. The invalid clause will be replaced conjointly by the whole Board with a valid one that comes closest to the intended purpose of the invalid provision.

13. Appendix

- 13.1 Project description (APPEL_PB_en_01)
- 13.2 Grant application (APPEL_AF_en_01)