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## FUNDING APPLICATION INSTRUCTIONS & REQUIREMENTS

### AAEP Foundation Philosophy Regarding Requests for Funding

The AAEP Foundation is a non-profit organization dedicated to its well-defined mission and objectives. The AAEP Foundation accepts requests for funding when these requests help facilitate the accomplishment of its goals. **Priority will be given to those requests that have the most impact on the health and welfare of the horse on a national and international scope or where emergency funding is needed.** Funds will not be provided to “for-profit” individuals or groups.

Consideration for funding will be given to those requests that are dedicated to the mission and objectives of the AAEP Foundation. The AAEP Foundation’s mission and goals are:

*The AAEP Foundation, Inc. improves the health and welfare of the horse through support of research, education, benevolence and the equine community.*

- **Goal A:** AAEP Foundation will be the authority to identify, focus and promote equine research and disseminate the results.
- **Goal B:** AAEP Foundation will serve as a financial resource for AAEP’s Educational Initiatives to the veterinary profession and the equine community.
- **Goal C:** AAEP Foundation will fund leadership initiatives on current and emerging issues in the equine community.
- **Goal D:** AAEP Foundation will fund & develop benevolent endeavors that support the health & welfare of the horse, as well as the equine community.

Unfortunately, the AAEP Foundation does not grant funds to facilities that care for unwanted or retirement horses. This includes horses that may have been abandoned, abused or neglected. The AAEP Foundation focuses its efforts and funds for this population of horses through its assistance to the Unwanted Horse Coalition ([www.unwantedhorsecoalition.org](http://www.unwantedhorsecoalition.org)) and related programs.

**To be considered for funds by the AAEP Foundation it is necessary to complete the information attached and provide sufficient supporting documents. Please be sure to:**

1. Name a responsible person with whom the AAEP Foundation may communicate regarding specific questions and who will be responsible for follow-up information regarding the project.
2. Provide a detailed description of the proposed project, how it is related to the mission of the Foundation and how it will impact the health and welfare of the horse.
3. Provide an IRS letter confirming 501 (c) (3) tax-exempt status.
4. Provide a detailed budget for the projected use of the funds. (NOTE: no funds will be provided for administrative use; Capital spending will be limited to \$500; the Foundation reserves the right to strike budget items and fund accordingly.)
5. Provide a list of all other sources of funding and the amount(s) contributed.
6. Provide a time line that details the expected progress of the project.
7. Provide an AAEP-member veterinarian as a reference.
8. Submit only the application form pages. (*Pages 1-3.*) Instructional pages (*Pages a-c*) should not be submitted with your grant application.
9. DO NOT staple grant pages or any support materials together. Paper clips are acceptable if needed.

#### **Educational Grants: (Except Scholarships)**

The applicant will be specific in providing:

1. The purpose of the session/s or event
2. The means and format by which it will be presented
3. Information regarding the instructors (ie. CV's, degrees, expertise)
4. Location and needs of the facility or plan
5. A detailed budget
6. Background that would justify the likelihood of success or impact of the event
7. If the event/session charges a fee for attendance, an explanation of where monies above the cost of the event will go.

**Benevolent Funding:** The AAEP Foundation will consider benevolent funding requests that are relevant to national and global issues, meet the Foundation's mission, and help multiple horses. Proposal protocol is the same and may be enhanced by supporting documents.

**Emergency Funding:** Any proposal that is a "Request for Emergency Funding" should be delineated as such, and continues to fulfill the mission of the Foundation. The limit on capital expenditures may be raised at the discretion of the Foundation Board of Directors. (Note: the proposal will entail the same procedures but might be enhanced by including newspaper or news clips detailing the emergency situation). **Equine Disaster funds** may be used for Emergency Funding.

**Summits/Meetings:**

Organizations or groups who wish to propose a meeting or summit that relates to a specific issue addressing equine health and welfare, may submit a proposal for funding.

The protocol is the same. The AAEP Foundation does not grant funds for equine research projects, but it does provide funds for projects or events that support the coordination of equine research. (Example: Support of the 2009 Equine Laminitis Research Workshop, 2007 Lameness Research Meeting and Panel, 2006 Equine Research Summit, and 2005 Equine Colic Symposium.)

**Overhead/Indirect Costs:**

Please be informed that the AAEP Foundation, Inc., a non-profit 501(c)(3) charitable organization, does not pay for overhead or indirect costs for research or project grants.

**Application Timeline:**

To be considered for funding by the AAEP Foundation, completed applications **must be received by May 1st.**

The Foundation Advisory Committee typically meets once a year in mid to late July to review funding applications. **Applications for Emergency Funds or Equine Disaster Relief Funds may be submitted at any time.** The length of time required for review and approval of emergency funding will be at the discretion of the Foundation. Grant recipients will receive written documentation detailing the Foundation's acceptance of their funding request and/or notice via phone or e-mail by no later than August 15 of the application year.

**Funded projects will have the following requirements:**

1. Progress reports will be required on all projects funded. Report due dates will be detailed in the Foundation's acceptance documents. Partial payments may be made at the time of funding, and final payment of funds may be contingent upon interim reports.
2. A detailed summary of the funded project, in either or layman's or medical terms (depending on the medium), suitable for printing in a newsletter of no less than 250 words no later than the date outlined in fund request acceptance documents. (If project is completed before the first report, this may also serve as the final report)
3. Failure to complete commitments listed in this application, and fund request acceptance documents, will allow the Foundation the option to request a return of all or part of funds provided.