



### **I.G.R.A. EDUCATIONAL FUND GUIDELINES**

Any I.G.R.A. Member/Recognized Association may apply for funds from the I.G.R.A. Education Fund by completing and returning the I.G.R.A. REQUEST FOR EDUCATION FUNDS APPLICATION. A proposed budget must accompany the Application.

APPLICATIONS MUST BE **RECEIVED** BY THE I.G.R.A. SECRETARY BY FEBRUARY 1st OF EACH YEAR. Applications must be complete, signed and include all supporting documentation by this deadline.

The I.G.R.A Executive Board, in conjunction with the Contestant Liaison Committee Chair(s), will review all requests at the first Board meeting following February 1st. Within (10) days following that meeting, all applicants will be notified of receipt and status of the request for educational money. Within ten (10) days following each event, the host Association must submit a revenue and expense statement showing actual income and expenditures, as well as a list of participants to the I.G.R.A. Secretary.

The I.G.R.A Executive Board, in conjunction with the Contestant Liaison Committee Chair(s), will review all event completion documentation at the final Board meeting of the year. The monies available will be disbursed equally between all Associations that have successfully applied for and proven completion of an educational or rodeo school event. Monies will be distributed within ten (10) days of the final I.G.R.A. Board meeting of the year, and are not to exceed the amount of expenses incurred by each Association.

**I.G.R.A. REQUEST FOR EDUCATION FUNDS APPLICATION**

**I.G.R.A. MEMBER/RECOGNIZED ASSOCIATION:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**ASSOCIATION CONTACT INFORMATION:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**EVENT DETAILS**

**TYPE OF EDUCATIONAL EVENT** (check all that apply):

**Rodeo School – Horse**

**Safety Seminar/Training**

**Rodeo School – Rough Stock**

**New Contestant**

**Rodeo School – Other** (describe below)

**Chutes and/or Arena Crew**

**Royalty Seminar**

**Country Dance**

**Other** (describe below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSTRUCTOR(S) AND QUALIFICATIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

\_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_

**EXPECTED ATTENDANCE:** \_\_\_\_\_

**EXPECTED OUTCOME** (Describe event goals and measurement of success): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HAS ASSOCIATION PRODUCED THIS TYPE OF EVENT BEFORE?**

**YES**

**NO**

**WILL PARTICIPANTS PAY ANY FEES/REGISTRATION?**

**YES** If so, How Much? \$ \_\_\_\_\_

**NO**

**WILL I.G.R.A. INSURANCE RIDERS BE REQUIRED FOR VENUE, SPONSORS OR ANY ADDITIONAL INSURED?**

**YES** (If so, contact the I.G.R.A. Administrative Assistant for assistance) **NO**

**DOES THE EVENT HAVE NON-I.G.R.A. SPONSORSHIP?**

**YES** (If so, clearly indicate in Budget and include list of Sponsors)

**NO**

**WHAT ASSISTANCE CAN I.G.R.A. PROVIDE?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### REVIEWS AND APPROVALS

**MEMBER/RECOGNIZED ASSOCIATION**

\_\_\_\_\_  
Submitted By (Print Name) Authorized Signature Date

**I.G.R.A.**

**Date Received:** \_\_\_\_\_ **By: (Secretary)** \_\_\_\_\_

**Date Reviewed by I.G.R.A.:** \_\_\_\_\_ **Accepted:** Yes No

**Comments:** \_\_\_\_\_

**Date Association Notified of I.G.R.A. Review:** \_\_\_\_\_

**Date Supporting Event Completion Documentation Received:** \_\_\_\_\_

**Disbursement Date:** \_\_\_\_\_ **Amount \$** \_\_\_\_\_ **Check #** \_\_\_\_\_