

Canadian Pony Club Regional Education Conference Proposal Application

CPC is making available up to \$4000 per Region to host an Educational Conference in their Region in 2013 or 2014.

Basic Concept

A National Education Conference allows only a relatively small number of our members to attend. It is hoped that by allowing each Region to host a conference, many more members will be able to participate.

One goal of these conferences is to provide an enhanced and special experience for a great number of members from each Region.

The funding is not to be used for something your Region already offers.

Process

Each Region is requested to fill out the attached application form and budget proposal. Regions in close proximity to one another are welcome to combine the funds to host one larger conference.

The proposal must be submitted to the Management Committee for approval. Once approved, the Region may proceed with their plans. After the event has occurred, the Region must complete the post event report and financial statement, also attached, and submit it to the Management Committee. Support of up to \$4000 per Region will be provided to cover any deficit.

Expenses covered by the grant include honourariums, travel, accommodations and meals for clinicians and speakers, plus the cost of facility rental. Other costs should be covered by a registration fee.

Regional Education Conference Application Form

Region _____

Proposed Date: _____

Proposed Location: _____

Organizer/Committee Chair Name: _____

E-mail address: _____

Proposed list of topics and clinicians/speakers

Topic	Clinician/Speaker

Number of participants expected: _____

Ages and Levels included: _____

Proposed Registration Fee: _____

Regional Education Conference Proposed Budget

Expenses

Clinicians/Speakers		
Honourariums		
Travel		
Accommodations		
Meals		
Facility Rental		
Miscellaneous		
Photocopies		
Meals for participants		

TOTAL EXPENSES \$ _____

Income

Participant Fees		
Chaperone Fees		
Other Grants		
Donations		

TOTAL INCOME \$ _____

DEFICIT \$ _____

Regional Education Conference Final Financial Statement

Expenses

Clinicians/Speakers		
Honourariums		
Travel		
Accommodations		
Meals		
Facility Rental		
Miscellaneous		
Photocopies		
Meals for participants		

TOTAL EXPENSES \$ _____

Income

Participant Fees		
Chaperone Fees		
Other Grants		
Donations		

TOTAL INCOME \$ _____

DEFICIT \$ _____

A financial statement as generated by your software is also acceptable.