

American Driving Society Inc. Grant Program

Mission Statement

The ADS Fund has been established to provide support in the form of Grants to qualified Individuals and Organizers (as defined by the board of the American Driving Society Inc. hereafter referred to as ADS). The purpose of these grants is to provide opportunity and to encourage the expansion and growth of the sport of carriage driving throughout the United States, to increase knowledge, competence and participation within the sport. Grant eligibility shall be available without regard to race, sex, age, religion, national origin, disability or any other status protected by law to bona fide individuals who satisfy the eligibility criteria set forth.

The ADS Fund has developed a number of grant programs designed to expand all aspects of the sport of carriage driving. They are available to ADS members in good standing. The programs outlined have been developed in response to needs expressed by members of the Society. The Development Committee encourages the proposal of additional programs subject to board approval that will increase the positive impact the ADS Fund provides for driving.

Grant Application and disbursement forms follow the descriptions of current programs.

Grant Application

All proposed program grants must receive a pre-approval from the ADS Development Committee’.

Program proposals should be submitted 8 weeks in advance of the planned program in accordance with the following schedule: Submission deadlines Jan 1, Mar 1, May 1, July 1, Sept 1, Nov 1, the Development Committee will schedule meetings following these dates to consider completed grant requests.

Responses to grant requests will be within 1 week of the next scheduled Development Committee meeting.

Grant Disbursement

Detailed expense reports including original invoices, must be submitted to the ADS Fund, within thirty (30) days for final settlement.

Young Drivers Grants

The ADS Young Drivers Program is available to fund grants that will expand the involvement and education of youth in the sport of carriage driving. Grants may be available to organizers of youth related activities or to young drivers in the form of scholarships. For the purposes of this program young drivers are defined as youngsters up to the age of 21. The Young Drivers Program benefits the sport and each participant in many ways. Youngsters receive a firm foundation on which to build their future in driving and it encourages early participation assuring the future of the sport. Organizers should submit to the fund overseers’ proposals outlining the program they wish to offer a detailed plan, an assessment of the benefits that will be derived from the program and a budget. The budget should include potential sources of income and projected expenses with an explanation of any unusual items.

Grant Availability

Amounts available and form of payment will depend on the program structure and availability of funds

Expenses for which Grant funds may be available include the following:

- Transportation, meals & lodging – young drivers
- Transportation, meals & lodging – instructor/s
- Transportation of horses/ponies
- Reasonable fees
- Facility rental
- Insurance
- Instructors’ fees
- Publicity

The ADS Fund anticipates facilitating the work of the ADS Young Driver Committee as they develop new avenues of opportunity for Young Drivers.

Regional Support Grants

The ADS Regional Support Programs serve the eight regions of North America. Each relies on a volunteer Regional Director to support and promote the work of the ADS. These programs provide funds to be used for the best development of the sport in each area under the supervision of the Regional Director.

Regional Directors may submit to the Development Committee requests for grants to offset budgets for regional programs such as clinics, speakers and enhanced communications. Benefit will flow to all members of each region in the form of a more responsive organization that will better serve their needs and the needs of the sport.

Grant Availability

Up to \$2000/year for each Region depending on availability of funds

Expenses for which Grant funds generally are available include the following:

- Regional clinics, training, other educational opportunities
- Transportation, meals & lodging – club/regional meetings
- Web site fees
- Regional meeting

Competition Advisor Grant

The ADS Competition Advisors Program establishes a mentoring program for new and young competitions: The many skill sets required including a strong knowledge of the rules and procedures of the ADS , accounting, volunteer recruiting and management, course and venue design, scheduling and sponsorship solicitation. There currently is no resource available on which a potential competition organizer can rely to learn the skills required to create a successful competition.

First and second year ADS recognized competitions may apply for a grant to pay the expense of bringing the ADS “R” TD they have selected to the site of their competition. The visit may be three months to one year in advance of the competition date to advise the organization on a plan for a successful competition. This program will benefit the driving sport through increased competition nationwide, encouraging initial and expanded participation in the sport and the development of higher-level skill sets within competition organizations.

Grant Availability

Expenses for which Grant funds may be available include the following:

- Transportation, meals & lodging – ADS “R” TD for pre-competition visit
- ADS “R” TD fees for pre-competition visit

Arena Driving Trial Grants

This Program funds an ideal introduction to the sport for drivers and organizers. These trials by their nature can only accommodate a small number of competitors in a day. To meet expenses a competition must have a full entry. This is in most cases not achievable in the first or second year of existence. The purpose of this program is to provide financial assistance to encourage the development of every area of the carriage driving sport. The program will create new events, bring new drivers forward and provide every opportunity for enjoyment of the sport.

Grant Availability

Grants of up to \$375 each will be provided dependent upon availability of funds.

Expenses for which Grant funds generally are available include the following:

- Transportation, meals & lodging – officials
- Official’s fees
- Facility rental
- Insurance
- Equipment

Event Grants

This Grant is designed to educate the recreational driver about safety, harness, carriage use and equine health resources for all types of driving. This grant will help create new drivers and develop increased safety in the sport of carriage driving.

Grant Availability

Expenses for which Grant funds may be available include the following:

- Clinics, training, other educational opportunities
- Transportation, meals & lodging – clinicians/officials
- Official's fees
- Facility rental
- Web site fees
- Insurance
- Equipment
- Publicity

Amounts available and form of payment will depend on the program structure and availability of funds

International Opportunity Initiative Grants

The ADS International Opportunity Initiative Program (IOI) provides access to training opportunities for those who seek to participate at the highest level of the driving sport. The IOI provides resources to our developing international hopefuls and increased access to training opportunities in support of their competitive goals. This is done in the form of Training grants to available to US Equestrian Federation Long Listed drivers so that they may attend USEF and other qualified training opportunities on the path to the highest level competition. Among benefits achieved is the steady improvement in the quality and scope of sport with impact at every level.

Grant Availability

Up to \$500/year for each long listed driver depending on availability of funds

Expenses for which Grant funds generally are available include the following:

- Transportation, meals & lodging – driver
- Transportation, meals & lodging - groom
- Transportation - horses
- Stabling
- Training fee

Disbursement

Grant requests may be submitted at anytime up to 30 days following the training, but if the grant request is not approved in advance of the training, funds may no longer be available. Training opportunities not endorsed by USEF must receive pre-approval. As an alternative to submitting records of actual costs, a daily food allowance of Thirty-Five Dollar (\$35.00) will be allowed for each day away from home. Travel will be reimbursed at the current IRS non-profit rate. Invoices for hotel and stabling must be submitted. Detailed expense reports including original invoices, must be submitted to the ADS Fund, within thirty (30) days for final settlement.

Specialty International Initiatives Grants

The ADS Specialty International Initiative is to provide a depository for fundraising for World Championship Teams. Grants totaling 90% of the funds raised after expenses specifically earmarked for these initiatives shall be paid out equally to each US Representative who has filed a grant application meeting all requirements and has submitted billing directly related to Championship participation in excess of USEF grants.

Grant Availability

Based on Funds collected for each designated Championship.

American Driving Society Inc.

GRANT APPLICATION –Submission Deadlines Jan 1, Mar 1, May 1, July 1, Sept 1, Nov 1

1. Name of Applicant: _____

Address: _____

2. Phone Numbers: Home: _____ Work: _____

Fax: _____ Email: _____

3. ADS No: _____

4. Date of Birth (if young driver): _____

5. For the Period _____ through _____

6. Please describe the activities for which you are requesting a grant, how they will expand opportunity for yourself or others within the sport and what are the long-term goals.

Continue on a separate piece of paper

7. Please provide a budget for the proposed grant period:

Continue on a separate piece of paper

8. Please provide a timeline for completion of the proposed grant:

Continue on a separate piece of paper

ELIGIBILITY STATEMENT

I have received and read the Individuals and Organizers Eligibility, Fundraising & Competition Grant Guidelines. I agree to the use of my name, picture and/or likeness in connection with publicity and news concerning the American Driving Society Fund. I understand that acceptance of and ADS Fund Grant may obligate me to donate my time as a clinician, speaker or consultant for an ADS sanctioned, supported or organized program.

Signature

All Publicity; Advertising, Press Releases, Announcements, Posters etc. related to the program funded by this grant must include a statement in the same size font as the majority of the publicity materials stating that the program is in part funded by a grant provided by the American Driving Society Fund.

American Driving Society Inc
GRANT DISBURSEMENT REQUEST

Must be received within 30 days of the completion of the Grant

ADS Member Name ADS Member Number

Show, Competition, Clinic or Coaching

TYPE OF EXPENSE:

Competition or Training	
Entry/Clinic fees	\$ _____
Transportation - Driver & Groom	_____
Transportation – Horse	_____
Fundraising	_____
Lodging - Driver & Groom	_____
Meals - Driver & Groom	_____
Stabling	_____
Veterinary Expense	_____
Coaching/Training	_____
Farrier	_____
Miscellaneous (Itemize over \$25)	_____
TOTAL REQUESTED	\$ _____

Organization/Clinic/Camp/Other	
Clinician Fee	_____
Facility fees	_____
Transportation – Clinician	_____
Lodging - Clinician	_____
Meals - Clinician	_____
Printing and Postage	_____
Advertising	_____
Special Equipment	_____
Miscellaneous (Itemize over \$25)	_____
Total	_____
Less Event Income	_____
TOTAL REQUESTED	\$ _____

I have received and read the Individuals and Organizers Eligibility, Fundraising & Competition Grant Guidelines. I agree to the use of my name, picture and/or likeness in connection with publicity and news concerning the American Driving Society Fund. I understand that acceptance of and ADS Fund Grant may obligate me to donate my time as a clinician, speaker or consultant for an ADS sanctioned, supported or organized program.

Signature of Driver or Organizer Date

American Driving Society Inc.
GRANT COMPLETION REPORT

Must be submitted with Grant Disbursement Request within 30 days of the completion of the Grant

ADS Member Name

ADS Member Number

Show, Competition, Clinic or Coaching

1. Please describe the benefits realized through the program funded by this grant, how were opportunities within the sport expanded both in the short and long-term? Were all stated goals achieved?

Continue on a separate piece of paper

7. Were budget expectations for the proposed grant period correct?

Continue on a separate piece of paper

8. Was the program completed within the period stated in your grant application? If not what challenges did you experience?

Continue on a separate piece of paper

9. Attachments; please provide a list of all program participants including mailing addresses and phone and e-mail if available. In addition Photographs and a report suitable for publishing in the Whip or Wheelhorse would be very much appreciated.

Signature

The American Driving Society Inc.

Organizers and Individuals Eligibility, Fundraising & Competition Grant Guidelines

The ADS Fund has been established by the American Driving Society Inc.(ADS) to provide support in the form of Grants to qualified Individuals and Organizers (as defined by the development committee and approved by the Board of the ADS). The purpose of these grants is to provide opportunity and to encourage the expansion and growth of the sport of carriage driving throughout the United States, to increase knowledge, competence and participation within the sport. Grant eligibility shall be available without regard to race, sex, age, religion, national origin, disability or any other status protected by law to bona fide individuals who satisfy the eligibility criteria set forth.

I. GRANT ELIGIBILITY CRITERIA

Before he or she may apply for a grant, an Individual or Organizer must establish his/her basic eligibility for a grant. An Individual must be an Amateur athlete (within the meaning of the Internal Revenue Code and the Regulations of the International Olympic Committee), who has demonstrated competence, potential and a passion for the sport of Driving in any of its divisions.

A. Achievement Eligibility. Individuals who are on the current "Long List" or "Developing Driver" list of The USEF, may establish eligibility by certifying this to the ADS Fund. Organizers who have within five (5) years organized an ADS sanctioned Pleasure Driving or Combined Driving Competition or have successfully managed a Hoopes-Addis Education Trust supported clinic may establish eligibility by certifying this to the Fund.

B. Eligibility By Recommendation. Individuals who do not satisfy these specific criteria may establish grant eligibility by submitting a statement of eligibility as set out below, giving special emphasis to their background, competitive goals, and the reasons, if any, for not meeting Achievement Eligibility. However, the minimum criteria that must be satisfied for grant eligibility is the completion of at least one ADS sanctioned competition. Of particular interest is a demonstration of commitment to improving skills to the highest degree. A demonstration of eligibility made under this paragraph must be accompanied by at least two letters of recommendation from established coaches, organizers or eligible Individuals describing the skill, potential and level of commitment of the applicant.

C. In addition to the above, the Executive Director, in consultation with the Development Committee, shall have the discretion to extend grant eligibility to qualified amateur athletes and organizers who have demonstrated achievement within driving, within five (5) years of the date of application. Individuals and organizers will be evaluated without regard to race, sex, age, religion, national origin, disability or any other status protected by law.

II. DEMONSTRATION OF ELIGIBILITY

An individual shall demonstrate grant eligibility by submitting to the fund materials demonstrating that the individual satisfies the basic eligibility criteria, state in detail the individual's qualifications and describe his/her projected schedule towards the specific goal for which the eligibility is to be established. Letters of recommendation are invited but are not required except when made under Article I, Paragraph A. Eligibility shall be valid only for a finite period of time, and in no event shall this period extend past the final date of the specific goal outlined in the initial demonstration. The ADS Fund does not have the resources to serve an unlimited number of individuals and, therefore, may need to limit the total number of individuals eligible for grants. In such event, the Eligibility Committee will select among applicants on the grounds of demonstrated potential, need for funds and other relevant criteria.

III. ADMINISTRATION OF DONATIONS

Generally, donations will be accepted by the ADS Fund as they are received and allocated to the General Fund. The balance will be placed in an unallocated restricted account from which grants and their administrative expenses are paid.

Donations accepted to fund specific grants will be subject to a charge (currently 10%) to provide for the administrative costs the fund incurs.

Acknowledgment letters will be sent to all donors. Due to Internal Revenue Service restrictions, certain limitations are made as to who can make donations. For example, the ADS Fund cannot accept a donation from an Eligible Individual for their personal benefit. For obvious reasons, one cannot deduct as a donation gifts potentially benefiting ones self. Donations may be "earmarked" for the benefit of a team, project or organization. The selection of the individual recipients of grants provided by the ADS Fund will be made by the Development Committee. To insure the continued status of the ADS as a valid 501 (c) 3 corporation and preservation of the tax advantages essential to the effectiveness of the ADS Fund, it may be necessary at times to restrict the acceptance of large donations (either individual or aggregated). If at some point during the calendar year the Executive Director determines that the ADS Fund is in danger of being classified as a "private foundation" for IRS purposes, he may invoke the "Restrictive Acceptance Procedures" described below. The Fund accepts donations of capital items, however, it expressly reserves the right to decline acceptance of any proffered donation of capital items. No donation of capital items will be accepted unless the Fund receives a corresponding cash contribution equal to 10% of the donated value of the capital items.

Restrictive Acceptance Procedures: When the Executive Director (with notification of the Development Committee) determines that there is danger of losing public foundation status, "disqualifying donations", i.e., donations from related parties or donations in excess of the threshold disqualifying amount (\$5,000 or 2% of total income, whichever is greater) will not be accepted. Rather, all such donations will be held by The ADS Fund, to be accepted and credited only when the Executive Director determines that a sufficient amount of qualifying contributions have been received by the ADS Fund. In addition to notification that these Restrictive Acceptance Procedures are in effect, the Executive Director will notify all donors that their donation has been received but has not yet been accepted. If the ADS Fund is not in a position to accept disqualified donations, checks constituting disqualified donations may be held until the ADS Fund is in a position to accept them. When more than one gift is being held, priority for acceptance will be given to new donors.

IV. GRANT APPLICATION

Eligible Individuals and Organizers may apply based on the approved schedule for a grant to offset their expenses. A grant application shall set forth at a minimum

- a) the period for which the grant is requested;
- b) the applicant's anticipated schedule;
- c) how the anticipated activities of the grant period contribute to the Individual or Organizers final goal;
- d) estimated budget for the grant period;
- e) the Individuals or Organizers financial need for the requested grant;
- f) a specific grant request.

V. GRANT PROCEDURE

The ADS Fund Development Committee will consider all Grant Applications from Eligible Individuals and Organizers without regard to race, sex, age, religion, national origin, disability or any other status protected by law to bona fide individuals who satisfy the eligibility criteria set forth. The Development Committee meets at least quarterly to consider applications. The grant criteria are: the likelihood of success of the Individual or Organizer, the financial need of the Individual or Organizer and the other sources of funding available to the Individual or Organizer. When a grant is made, it shall be in the form of funds available to an Individual or Organizer for reimbursement of expenses. For so long as the Individual or Organizer remains in good standing these funds will be available for reimbursement of organization, competition and training expenses. Should the Individual or Organizer no longer be eligible and in good standing with the ADS Fund for any reason, then unused grant funds shall be returned to the General Fund.

VI. DISBURSEMENT OF FUNDS

Grants may be made based on anticipated revenues, not funds on hand. Funds will be disbursed to Individuals and Organizers on a "first come first serve" basis, up to the grant amount. Disbursements will be made only in the form of expense reimbursement. Requests for reimbursement shall be made as follows:

1. The Individual or Organizer shall submit a Grant Disbursement Request form supported by original invoices before claims for reimbursement can be honored.
2. As an alternative to submitting records of actual costs, a daily food allowance of Thirty-Five Dollars (\$35.00) will be allowed for each day away from home. Travel will be reimbursed at the rate then currently allowed by the Internal Revenue Service for business use of a personal vehicle.
3. Grant funds will be advanced only to accommodate difficult or unusual circumstances. Detailed expense reports including original invoices, must be submitted to the ADS Fund, within thirty (30) days for final settlement.
4. Expenses for which Grant funds generally are available as a matter of course include the following:
 - a. transportation, meals & lodging - Driver/Clinician
 - b. transportation, meals & lodging - groom
 - c. transportation - horses
 - d. hay & feed
 - e. stabling
 - f. entry fees
 - g. veterinary services
 - h. coaching/clinician fees
 - i. equipment required for competition/training

VII. OBLIGATIONS OF GRANT RECIPIENTS

Each Individual or Organizer who has received a grant from the ADS Fund shall adhere to the following:

1. The Individual shall maintain his/her amateur standing. The Individual shall immediately notify the ADS Fund in writing in the event that he/she is no longer an amateur athlete.
2. Each Individual or Organizer who in any calendar year has received a Grant from the ADS Fund shall submit a completed Individual /Organizer Activity Report.
3. *Individual/Organizers who accept grant funds are required if asked to participate in the fundraising activities of the ADS Fund. This participation may include public appearances, endorsements for the ADS Fund by the Individual/Organizer, providing participant lists, and related fundraising activities.*

VIII. TAXABLE NATURE OF ADS Fund GRANTS

The ADS Fund has taken the position that grants are reimbursement of expenses made by the Individual or Organizer on behalf of the ADS Fund. It is for this reason that original receipts are required for reimbursement of expenses.

Accordingly, it is our position that these grants are not normally taxable to the Individual or Organizer. However, the ADS Fund has not applied for, nor has it received, a ruling from the IRS, which would confirm this position, and it is possible that the IRS might rule differently. The ADS Fund makes no representation whatsoever regarding this tax treatment and each Individual or Organizer is urged to consult his or her personal tax advisor concerning the taxability of ADS Fund grants in light of his or her individual tax situation.

IX. TERMINATION FOR CAUSE

The Board of Directors, in the exercise of its fiduciary responsibility over the operations of the ADS Fund, shall at all times have the absolute power to terminate an Individuals or Organizers eligibility or rescind a grant in the event that it determines that an Individual or Organizer has violated the terms of these Guidelines, the Internal Revenue Service Code of 1986, eligibility criteria of the International or United States Olympic Committees, or any other applicable statute or law. In the event that such violation is suspected, the following procedure shall apply:

1. The Executive Director shall notify the Individual or Organizer in writing of the nature of the charges against him/her and that the eligibility may be terminated. The letter shall request a written response to the charges within ten (10) days of the receipt of the letter.
2. Not sooner than ten (10) days after the receipt of the written charges by the Individual or Organizer, the Development Committee shall consider the charges and any response of the Individual or Organizer, which may excuse, justify or mitigate those charges.
3. After considering the charges and the responses thereto, the Board shall vote by secret ballot whether or not to terminate the eligibility. A majority affirmative vote of the Development Committee voting shall be required to terminate a Driver or Organizers eligibility.
4. An Individual or Organizer whose eligibility has been terminated for cause may reapply to reestablish grant eligibility only after a waiting period of one year following the date of termination.

X. EFFECT OF TERMINATION

When an Eligible Individual or Organizer loses eligibility, whether for cause or by completion of an Individuals or Organizers goal, any unused Grant funds shall be returned to the ADS Fund, and all capital equipment leases shall terminate. An Individual or Organizer whose goal has been attained but anticipates a subsequent project may, upon appropriate showing, continue grant eligibility.