

# *The American Driving Society Fund*

## *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 fund). 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.

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## ELIGIBILITY, FUNDRAISING & GRANT GUIDELINES

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### **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 have been placed on the "Long List" or "Developing Driver" list of The USEF, within three (3) years of the date of application 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 Board of Overseers, 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 oneself. Donations may be "earmarked" for the benefit of a particular individual or organization, provided that they are not from the individual or his or her immediate family or entities they control. The selection of the individual recipients of funds made to the ADS Fund will be made by the Grant Committee and the Board of Overseers. 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 Board of Overseers) 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 at any time 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 Grant 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. of the Individual or Organizer. Grants will be made from the unallocated restricted account of the ADS Fund. The Grant Committee meets 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 by personal vehicle will be reimbursed at the rate then currently allowed by the Internal Revenue Service for business use of a personal vehicle, and Fifty Cents per mile (\$0.50) if towing horses.
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. Eligible Individual/Organizers may be requested 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 mailing 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 Overseers, 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 Board of Overseers 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 Overseers 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.

# *American Driving Society Fund*

## GRANT DISBURSEMENT REQUEST

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Driver

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Show, Event, 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)	_____
<b>TOTAL REQUESTED</b>	<b>\$ _____</b>

### Organization/Clinic/Other

Facility fees	\$ _____
Transportation - Clinician	_____
Lodging - Clinician	_____
Meals - Clinician	_____
Printing and Postage	_____
Advertising	_____
Special Equipment	_____
Miscellaneous (Itemize over \$25)	_____
	<b>Total</b> _____
	<b>Less Event Income</b> _____
<b>TOTAL REQUESTED</b>	<b>\$ _____</b>

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Signature of Driver or Organizer, Date

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Check number Amount Date

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## GRANT APPLICATION

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 1/1/2004 through 12/31/2004.

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

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

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### ELIGIBILITY STATEMENT

Name:

Address:

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth: \_\_\_\_\_

ADS No: \_\_\_\_\_

Goal: \_\_\_\_\_

I am enclosing the following:

1. A letter describing my satisfaction of the basic eligibility criteria (See Eligibility, Fundraising & Guidelines, Page 1, Paragraph 1.A.); **OR** a letter demonstrating my commitment to driving (See Eligibility, Fundraising & Competition Grant Guidelines, Page 1, Paragraph 1.B.) and names of two people from whom I have requested letters of recommendation

**AND**

2. A description of my projected schedule and estimated budget. 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.

\_\_\_\_\_  
Signature