



Horse Show Development Fund Standard Operating Procedure

Purpose: This procedure is for the review and approval of funding from the Horse Show Development Committee budget to NWA affiliated shows/events.

Scope: This procedure applies to any NWA show or event that makes application for funding.

Responsibilities:

Title	Description
NWA Office Manager	Shall require interested shows/events to submit application to NWA office preferably 90 days from the start date of the show. Shall forward the applications to the Board of Directors as soon as they are received. This can be via electronic communication or traditional mail service. Shall communicate to the applicant the final decision of the Board of Directors.
Board of Directors	Shall review all applications and make recommendations as to the approval or denial of funding requests in guidance of the NWA Treasurer. In the event that not all members agree on the final decision, each board member will vote and the decision will be based on the majority vote of the BOD.

List of Appendices:

HSDC Guidelines for Show Funding
Application for HSDC Show Funding

Procedures:

HSDC Guidelines for Show Funding

- Shows must either be new affiliations or have not affiliated with NWAHA for the past 5 years.
- Funding cap of \$500 for shows offering a full range of classes including but not limited to rail, model, versatility.
- Funding cap of \$400 for shows offering only rail classes.
- Funding cap of \$250 for shows with 'special considerations' i.e. dressage only, versatility only
- Shows or members of show management cannot be in debt to NWAHA
- Members of show management cannot be on suspension with NWAHA, USDA or any other HIO.
- Shows with published programs should agree to a minimum 1/2 page ad for NWAHA in that program Shows with a website should agree to a link on that site to the NWAHA website.
- All funding is subject to the amount approved by the Board of Directors in the NWAHA Annual Budget or by special dispensation by the BOD.
- Monies will be sent after the Board of Directors and NWAHA Treasurer approve funding.
- Monies approved will be returned to the HSDC budget if the approved show is canceled for any reason.

National Walking Horse Association Show Support Request

SECTION 1: Contact Information

Name of Requesting Organization/Show _____

Contact Person _____

Mailing Address _____

City/State/Zip _____

Phone/Email _____

Show Manager _____

Phone/Email _____

SECTION 2: Requesting Organization Information

Mission of Organization/Purpose for Show _____

Is this a new show? _____ Is this an existing show? _____

How many years has show been held? _____

Past affiliations with what HIO? _____

Approximate # of Horses expected _____

Does your organization host other Horse Shows? _____

If Yes, affiliated with what HIO? _____

SECTION 3: Funding Request

Name and Location of Show _____

Show Date _____

Type of Funding Requested:

(check only one) DQP Travel _____ Judge Travel _____ Sponsorship _____

Other (explain)

Amount of Funding Requested _____

Attach a copy of Show Class list and submit to NWHHA Office. The Horse Show Development Committee will review your application and you will be notified of the status of your application.

Preference will be given to those applications submitted 90 days prior to your start date.