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**ILLINOIS EQUINE INDUSTRY RESEARCH AND PROMOTION BOARD**

**PROJECT APPLICATION COVER SHEET**

**Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Name of organization, if applicable-as it appears on the IRS Determination Letter)*

**Project Title***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Applicant Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Location/Address (**Include County)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Name, title email and telephone #)*

**Amount Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Cost of Project:\_\_\_\_\_\_\_\_\_\_\_\_\_ Other funds Raised \_\_\_\_\_\_\_\_\_**

***PROJECT or EDUCATION GRANT (circle one)***

**List previous IEPB funding**

|  |  |  |
| --- | --- | --- |
| **Year** | **Amount** | **Project** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**In the space below-provide a brief description of your organization and its primary purpose/objectives.**

Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Answer all the following questions within the 5-page limit.** Use the following headings.

*Double-space, font size no smaller than 12 point. One-inch margins. Number pages.*

*Use only one side of paper. Staple in upper left-hand corner. Do not use binders.*

1. Describe the project –Who will benefit? How many will benefit (persons/horses)? What facilities will be used to conduct the project? Does the applicant own the property? What will the final product be? Why is this project important? *Describe in such detail that the reader may visualize the project*.
2. Why is this project significant? Detail how this project promotes equine industry or education.
3. Methodology – How will you accomplish the project?
4. Timeline – What happens when? (*Project must be completed within 12 months of receipt of grant.)*
5. Animals – If animals are used, explain how they are used and how they will be protected.
6. Other Agencies- If applicable, list other agencies involved with this project and their role.

**ADDITIONAL INFORMATION (Not included in 5-page limit)**

1. Copy of at least one feed receipt showing the assessment has been paid. Identify three (3) feed dealers (company name and address) that participate in the check-off program within a 100-mile radius of the potential grant recipient.
2. Staffing – Include title/brief position description of all personnel involved with this project. Include volunteers. *Do not include full resumes.*
3. Budget & Justification
	1. One-page project budget.
	2. Justification: Detail how costs were determined. *(Include bids for equipment and/or estimate from contractor.)*
	3. Justification: Explain how balance of funds will be raised if project cost greater than grant request.
4. Other Funders – List all organizations to which you have submitted this proposal and their response and/or when response is expected.
5. 501 (c)(3) IRS Tax Determination Letter copy – IF APPLICABLE.
6. Organization’s budget for current fiscal year – *Summary, no more than one page*.
7. Letters of Support (at least 2).
8. References- List name, address, email and phone number of three (3) references.
9. IF APPLICABLE - Letters of commitment or memorandums of understanding.

Applications must be **RECEIVED by 4 PM November 15**. When that date falls on weekend - proposals are due by 4PM the following Monday. Email and fax proposals will not be accepted.

**A complete grant application includes:**

**\_\_\_\_ Coversheet**

**\_\_\_\_ Responses (5-page limit)**

**\_\_\_\_ Additional Information (see above)**

Send **1 original and 12 copies** ofcomplete grant applications to

 **Illinois Equine Industry Research and Promotion Board**

**2601 South 5th Street**

**Springfield, IL 62791**  Phone (217) 529-6503