



## The Long Format Club, Inc.

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[date]

Greetings [organizer],

The Long Format Club, Inc. (LFC) is excited to support the events on the 2010 SmartPak Equine USEA Classic Three-Day Eventing calendar, which includes the [event name]. We look forward to developing a long term partnership with you to ensure the success of your event.

The LFC's main source of support to Classic Events is individual monetary grants. In addition, we work to improve awareness of your event and classic eventing in general, which translates into increased entries and more volunteers. We achieve this by featuring your event in our communications whether on our website ([www.longformatclub.com](http://www.longformatclub.com)), in our newsletters, or through social networking (Facebook, Twitter, electronic bulletin boards such as COTH, etc.). We will also provide prizes for the competitors in the long format divisions of your event. In return, we ask for mutual support by permitting the LFC to set up a booth in order to promote the LFC and Classic Eventing, place an ad in your program, and hang banners in appropriate places on the competition grounds.

One of the things we require from each organizer in order to be considered for a grant is a detailed list of your expenses that are specifically attributable to running a long format event (our grant application is called a "Wish List"). We require this wish list for several reasons. We have pledged to our donors that all grants will go to specifically identifiable expenses that are solely related to the classic 3DE portion of your competition. We want our members to feel they have "invested" in your event! We also must ensure that grants conform to IRS 501(c)(3) regulations. Grants are determined by the Board of Directors based on the stated needs of the organizer, the importance of the requested funds to the Classic format, and the present availability of funds.

The LFC appoints an Event Representative for each event who is the main point of contact and serves as a liaison between you and the LFC. Your event representative is [name]. She will be contacting you shortly to introduce herself and answer any questions you may have. She can be reached at [email/phone number].

Please feel free to contact any of the Directors with questions or comments. We hope you will complete and return the wish list. Best of luck with your event! We look forward to working with you!

Sincerely,

Sherry K. Hevner-Rygh  
Director, The Long Format Club, Inc.

## The Long Format Club 2010 Organizer "Wish List"

Event: \_\_\_\_\_ Dates: \_\_\_\_\_

Organizer Contact Information: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list specific expenditures\* directly related to running the Classic Three-Day Event portion of your competition. A budget or other accounting documents may also be attached. This information is treated as Confidential.

	<i>Detailed</i> Description of Expense	Estimated Amount
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

**I certify that I will use any funds awarded to this event by the Long Format Club explicitly for expenses related to running the long format division(s). I will use the grant funds only for the purposes for which the grant was made. I further certify that the above accounting is how the grant funds will be used, and I agree to the LFC withholding or recovering the grant funds in case such funds are, or appear to be, misused.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:**

\* Examples would include:

- footing/roping for roads & tracks (A&C)/steeplechase phases (B) (amounts/distances)
- steeplechase fences or Phase D fences used exclusively for the long format division(s) (include description)
- officials (names and/or titles)
- clinicians for the educational component of the competition
- awards for the 3DE winners/participants