

GUIDELINES FOR PVDA FUNDING CHAPTER PROJECTS

Chapter projects are nonprofit tools designed to promote a better understanding of Classical Dressage to the PVDA membership, equestrian community and general public.

1. Projects can consist of, but are not limited to, video tape presentations, information booklets, lectures, discussions, and clinics. Requests for project funds for “Clinics” and Show and Tells” will be submitted to the Chapter Committee for consideration as an Education Committee function. Should the Education Committee decline the project, the Chapter Committee would then consider the request. Clinics must be open for audit and have an opening/closing date to provide equal opportunity for the membership to enter. Chapters may charge auditors to cover the clinic expense BUT NOT to make profit. Schooling Shows and the Annual Waverly-On-Chester Chapter Challenge Competition are not considered educational for purposes of funding by PVDA.
2. Funded Chapter projects must be made available in some form to the general membership of PVDA. IF a project, such as a lecture is planned, where no “hard copy” would be available, notice of the event must be made to the general membership, e.g., two announcements (prior to the project date) must appear in the PVDA newsletter. The deadline for submission to the PVDA newsletter is the 10th of the month. This gives the PVDA membership sufficient time to read the advertisement to apply for the event. If a booklet, video tape and etc., is produced, regular notice of its availability must be made in the PVDA newsletter. Chapters may also elect to provide their project information via their Chapter WebPages in the www.pvda.org website.
3. PVDA has allocated limited funds for Chapter projects. The Chapter Committee can approve up to \$300.00 for a project. Projects with estimated costs over \$300.00 must go to the PVDA Board for approval. Subsidies are to subsidize cost, NOT create profit. They are to be used to reduce the cost for Chapters. It is requested that Chapters may apply for project funds my May 1st of each year, so that the Chapter Committee can equitably disburse funds. Depending upon response and funds availability, each Chapter may apply as often as they want during the year.
4. To have a project considered for funding, a Chapter must submit a request in writing for the Chapter Committee, consisting of the following items:
 - A. Project description
 - B. Purpose
 - C. Estimated time frame for completion
 - D. Estimated cost
 - E. Name of the person/Chapter to receive check from PVDA

It is recommended that Chapters carefully estimate the cost of their project. Unfortunately, no cost overruns can be funded by the Chapter Committee.

5. Before submitting a request for funding, be certain that all avenues of Volunteer services or donated goods have been explored.
6. Requests for funds will be considered for expenses such as:
 - A. Postage, video tapes, photo copying, binding, etc.
 - B. Long distance phone calls, gasoline, etc.
 - C. Clinician & Lecturer’s fees.
 - D. Lecture hall, facility, arena rental fees.
 - E. Insurance.

Due to its volunteer nature, PVDA can not compensate members for their time, however well spent.

7. Although the final product is the property of PVDA, the Chapters may keep the projects in their possession and may charge a nominal amount for its use outside PVDA to recoup expenses incurred in lending the project (i.e., postage for video tape mailing, etc.).
8. All requests for compensation for projects completed prior to the establishment of these guidelines must be submitted in writing to the PVDA Board of Directors for consideration.