

STEWARDS FOR TRAILS, EDUCATION & PARTNERSHIPS REGISTRATION FORM



Name of Organization: _____ Number of Members: _____

Contact Name: _____

Position: _____

Address: _____

Email: _____

Phone: _____

1. Please provide the mission statement and purpose of your organization.

2. In no more than 200 words, please explain your trail project detailing the trail project(s) your organization is responsible for maintaining, location of projects(s) and any other information you may want to place on the STEP Web site about the project.

3. Do you need assistance finding volunteers for the project? _____

Please submit your application to be received no later than August 1.

Via mail: AQHA, Attn: Jackie Boggs, PO Box 200, Amarillo, TX 79168

Via fax: (806) 349-6409

Via email: jboggs@aqha.org

Submissions must include ALL of the following to be considered for review:

1. Date project will begin or educational project will take place
2. Approximate date of completion for project
3. Project name
4. Project location (city, state, name of land, name of trail if available)
5. Budget for the project showing clearly what the AQHA STEP grant is for, any matching funds from an agency or landowner, or any matching funds or in-kind services from a club or other partner. For large projects, a detailed breakdown of costs associated with the project.
6. Land manager or owner contact information, including full name, title, mailing address, daytime phone number, e-mail address and Web site (if available)
7. Name of host organization and Web site
8. Primary contact person for the host organization, including full name, title, mailing address, daytime phone number, e-mail address and Web site address (if available)
9. Letter of approval/authorization from the land manager – grant will not be considered without this documentation.
10. Estimated number of volunteers and volunteer hours to complete project.
11. Description of the project (approximately 50 words)
12. Written description of the project includes the following:
 - Purpose and need for the project.
 - Benefit to the equestrian community and to the community as a whole.
 - Specific work accomplished by the project.
 - Number of volunteers and their specific duties during the project.
 - Number of volunteer hours needed to complete each project.
 - Additional documentation may include photographs or other appropriate material detailing the trail project.

In order to qualify for any funding, the STEP project(s) must meet the following criteria:

1. Projects can include a variety of requests including, but not limited to:
 - Trail maintenance, trail construction and trail relocation on public land – i.e. BLM, NPS, NFS and local and state government.
 - Individual groups or private ranches – projects are for public benefit and must be open to public riding. Individual groups and private land owners who wish to apply for STEP funding must have a 501 (c)(3) status. Grants for exclusive use trails or facilities will not be considered for funding.
 - Tool needs – funding will be based on cost of equipment/tool and will be a 3 to 4 match.
 - Educational programs – educational projects targeting youth will have priority. Educational projects include Tread Lightly! and Leave No Trace training.
2. Priority will be allocated to funds for improving an existing trail, such as design issues, erosion and additional features that will enhance safety and experience.
3. Projects that do not qualify include, but not limited to electrical installment, private usage.
4. Have a letter of approval/authorization sent to AQHA from the land manager or owner of the property by the application deadline. Any project without a valid support letter from the land manager or property owner will not be considered for funding.
5. STEP form available at aqha.com/riding/step
6. Applications must be submitted and received into AQHA Headquarters by August 1. No late applications will be accepted.