



## GRANT PROGRAM APPLICATION GENERAL INFORMATION

*The Board reserves the right to reject any and all grant proposals.*

**PURPOSE:** The core purpose of the Illinois Equine Industry Research and Promotion Board (IEPB) is enhancement of the Illinois equine industry through self-funded programs, projects and activities. Grants to institutions and individuals will be related to equine research, education, and industry enhancements and promotion.

**ELIGIBILITY:** Any company, institution, group, or individual may apply for funding. Preference will be given to projects benefiting the largest number of people/horses.

**TYPES OF SUPPORT:** Although the IEPB wishes to concentrate grants within Illinois, out-of-state grants may be made if matching funds are available and the outcome benefits those in the Illinois equine industry. No indirect or overhead costs will be funded.

**REVIEW PROCESS:** Projects will be reviewed and grants awarded on a competitive basis. Technical language used in applications must be explained so that a multi-disciplinary committee may understand the proposals.

### PROPOSAL GUIDELINES:

1. Use IEPB research format for research proposals and project format for projects.
2. Submit proposals (all copies) by published deadlines.
3. Submit an original and 12 copies. No electronic copies will be accepted.
4. Use IEPB formats provided for cover, proposal outline, and budget.
5. Number all pages.
6. Use only one side of paper, double-spaced copy, one-inch margins, 12-point type.
7. Proposals should NOT be bound.

### REQUIREMENTS:

1. Project grants require a final report within 30 days of termination of the grant period. Research grants require a final report (containing an executive summary) within six months following the end of the grant period. Research grant reports must use formats acceptable in appropriate scientific journals.
2. Quarterly progress reports are required for research grants and project grants lasting six months or more. Quarterly reports are due within 30 days following the end of the quarter. Photographs of project progress are encouraged.
3. Failure to adhere to the project timeline or failure to submit progress reports on time will make the grantee ineligible for future grants and may result in revocation or repayment of grant funds.
4. Grantees must agree to on-site inspections of funded projects.
5. All grantees will credit the IEPB as a funding source in printed materials and signs.
6. A contract will be required of all grantees.
7. A background check will be conducted on all grantees.

**DUE DATES:** Grants will be awarded once annually. Proposals are due by 4:00 p.m. on November 15. When dates fall on a weekend, proposals are due the following Monday.

**SEND TO:** Illinois Equine Industry Research and Promotion Board  
3085 Stevenson Drive, Suite 200  
Springfield, IL 62703  
Phone (217) 529-6503



**FORMAT FOR PROJECT PROPOSAL COVER SHEET**

*Please use the format below to provide the information requested.*

Project Proposal Submitted for Funding by  
the Illinois Equine Industry Research and Promotion Board

Proposal Title

Project director

Specify either Education Project or Industry Promotion Project

Project dates: (example: 6/1/05 – 5/31/06)

Budget request: (example: \$1,000 yr 1, \$1,500 yr 2)

Project contact:

Name

Street

City, State, Zip

Daytime Phone, Fax

E-mail

Date proposal submitted



## FORMAT for **PROJECT PROPOSAL**

*(Please use the format below to provide the information requested.  
Proposals not meeting the format will not be considered.*

*Required: One-inch margins, double-spaced 12-point type, numbered pages not to exceed 5.  
Submit: Original and 12 copies.)*

Project proposal submitted for funding by  
the Illinois Equine Industry Research and Promotion Board

1. **Cover page** – use model provided\*
2. **Project description** – describe what you will do and what the final product will be
3. **Benefit** – tell who and how many will benefit (people/horses)
4. **Location** – tell in what city, county and state the project will be done
5. **Background** – provide a history of the project
6. **Significance** – state potential of the proposed project, including novel ideas
7. **Methods** – describe how you will do the project
8. **Timeline** – tell what happens when
9. **Facilities** – explain which facilities will be used to conduct the project
10. **Vertebrate animals** – if animals are used, tell how they will be used, protected
11. **Other agencies** – list all other agencies to which the project is or will be proposed
12. **Staffing** – include position descriptions and resumes of known staff \*
13. **Budget and justification** – use form provided \*
14. **References** – provide name, address, daytime phone number, E-mail address of three references \*

15. **Appendix** \*

Letters of support – persons or groups who support your project, if appropriate

Letters of commitment – for example, the Department of Natural Resources if you want to do a project involving a state park

\* Not included in 5-page limit

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ILLINOIS EQUINE INDUSTRY  
RESEARCH AND PROMOTION BOARD



**FORMAT for PROJECT BUDGET PROPOSAL**

*Please use the format below to provide the information requested.  
This format is for project budget proposals only; a separate form is provided  
for research budget proposals.*

Budget Request for Project Proposal Submitted for Funding by  
the Illinois Equine Industry Research and Promotion Board

<b>Budget Category</b>	<b>Yr 1 Total</b>	<b>Yr 2 Total (Add more years if needed)</b>	<b>Other Funds (Contributors and Amounts)</b>	<b>Total IEIR&amp;PB Funds</b>	<b>Total Project Cost</b>
<b>Personnel (salary, fringe benefits) Note % of time people will contribute to project</b>					
<b>Consultant costs</b>					
<b>Supplies</b>					
<b>Travel</b>					
<b>Equipment</b>					
<b>Other</b>					
<b>TOTAL</b>					

Please attach an explanation for each budget item on a separate sheet.