

SALLY SWIFT SCHOLARSHIP FUND POLICY



PURPOSE/HISTORY:

The Sally Swift Scholarship Fund, established in 2003, provides financial support to new Centered Riding Instructors, updating instructors, clinic organizers and symposium attendees. In May of 2009, a new scholarship was added in honor of Sally Swift who passed away April 2, 2009, in order to provide financial assistance to well-deserving participants so that Sally's dream that Centered Riding would continue to spread to many more parts of the world and live on well past her days dream could be fulfilled.

CLINIC ORGANIZER GRANTS: (3 AVAILABLE PER YEAR)

Eligibility Criteria:

The Clinic Organizer Scholarship is available to anyone wishing to host a Centered Riding New Instructor Course or Instructor Update. One scholarship grant will be reserved for clinics held between January and April, one will be reserved for clinics held between May and August, and the third scholarship grant will be reserved for clinics held between October and December.

The Grant is based on financial need and commitment to Centered Riding. Clinic organizer grants are subject to the following:

- 1) Clinic Organizers may receive a maximum of two grants under this policy
- 2) The grants must be at least two years apart.
- 3) Clinics and courses that make a profit in excess of \$1,000 are not eligible to receive a grant.

Application Deadline:

Applications for Organizer Scholarship Grants must be received by the Centered Riding Office *at least 90 days prior* to the clinic start date.

To Apply for the Scholarship:

Organizers must submit the following to the Centered Riding office:

- 1) a completed Application Form
- 2) a letter describing the financial need for the scholarship

To Receive Payment of the Grant Funds:

After the instructor course is completed, the organizer must submit the following to the Centered Riding Office within 30 days of the end of the Centered Riding course / clinic:

- 1) part 2 of the application form signed by the clinician conducting the course.
- 2) a statement of the clinic income and expenses indicating whether a profit or loss was made;
- 3) a list of attending instructors;
- 4) a typed article, in English, about the experience of hosting a Centered Riding clinic which will be published in the CR newsletter. The newsletter article must be submitted in electronic format to the Centered Riding Office.

- 5) Two to three color photos (digital preferred) from the clinic of you and/or the clinic participants that can be used in the newsletter would be appreciated.

Funds will be awarded after all supporting documentation has been received and reviewed by the Scholarship Committee. *Failure to submit the required documentation within the required 30-day time period will mean that the scholarship award has been forfeited and may be made available to another applicant.*

The maximum amount to be awarded to clinic organizers will be:

- \$50 per day for the course or \$200 for a 4-day update course.
- \$50 per day or \$350 for the total 7-day instructor course

INDIVIDUAL INSTRUCTOR UPDATE GRANTS: (5 AVAILABLE PER YEAR)

Eligibility Criteria for an Individual Instructor Update Scholarship:

The individual instructor update scholarship is available to any Centered Riding Instructor with paid membership dues who is due for an update. Grant is based on financial need and commitment to Centered Riding.

To Apply for the Scholarship:

The applicant must submit the following to the Centered Riding office in accordance with the application schedule shown below and/or *at least 60 days* prior to the start date of the clinic whichever occurs first:

- 1) a completed Application form;
- 2) an essay describing his or her commitment to Centered Riding and the financial need for the scholarship;

Maximum award is \$200 per clinic. An instructor who is awarded a grant may reapply for a subsequent grant after four years.

Application Deadline:

Applications for Individual Update Scholarship Grants must be submitted to the Centered Riding Office according to the following schedule:

- For clinics held in January, February or March – apply by December 1
- For clinics held in April, May or June – apply by March 1
- For clinics held in July, August or September – apply by June 1
- For clinics held in October, November or December – apply by September 1

To Receive Payment of the Grant Funds:

To receive the grant, applicant must successfully complete the Update Clinic. Within 30 days after the update clinic is completed, the applicant must submit the following to the Centered Riding Office:

- 1) part 2 of the application form signed by the Centered Riding Clinician who conducted the update clinic;
- 2) a typed article, in English, about the experience of attending the update clinic which will be published in the CR newsletter. The newsletter article must be submitted in electronic format to the Centered Riding Office.

- 3) Two to three color photos (digital preferred) from the clinic of you and/or the clinic participants that can be used in the newsletter would be appreciated.

Funds will be awarded once all supporting documentation is received and reviewed by the Scholarship Committee. *Failure to submit the required documentation within the required 30-day time period will mean that the scholarship award has been forfeited and may made available to another applicant.*

INDIVIDUAL NEW INSTRUCTOR COURSE SCHOLARSHIPS - (4 AVAILABLE PER YEAR - 2 RESERVED FOR OUTSIDE OF THE US)

Eligibility Criteria for Individual New Instructor Scholarship:

The New Instructor Scholarship is available to participants of a Centered Riding Instructor Course. Grant is based on financial need and commitment to Centered Riding.

To Apply for the Scholarship:

The applicant must submit the following to the Centered Riding office in accordance with the application schedule shown below and/or *at least 60 days* prior to the start date of the clinic whichever occurs first:

- 1) a completed application form;
- 2) an essay describing his or her commitment to Centered Riding, the reasons he or she wants to become a Centered Riding Instructor, and the financial need for the scholarship.

The maximum award is \$200 per instructor course. This grant is available once for any individual instructor.

Application Deadline:

Applications for Individual Update Scholarship Grants must be submitted to the Centered Riding Office according to the following schedule:

- For clinics held in January, February or March – apply by December 1
- For clinics held in April, May or June – apply by March 1
- For clinics held in July, August or September – apply by June 1
- For clinics held in October, November or December – apply by September 1

To Receive Payment of the Grant Funds:

To receive the grant, applicant must successfully complete the instructor course. Within 30 days after the instructor course is completed, the applicant must submit the following documents to the Centered Riding Office:

- 1) part 2 of the application form signed by the Centered Riding Clinician who conducted the instructor course;
- 2) a typed article, in English, about the experience of attending the instructor course which will be published in the CR newsletter. The newsletter article must be submitted in electronic format to the Centered Riding Office.
- 3) Two color photos (digital preferred) from the clinic of you and/or the clinic participants that can be used in the newsletter would be appreciated.

Funds will be awarded once all supporting documentation is received and reviewed by the Scholarship Committee. *Failure to submit the required documentation within the required 30-day time period will mean that the scholarship award has been forfeited and may be made available to another applicant.*

INDIVIDUAL SYMPOSIUM GRANT (2 available @ \$200 each):

Eligibility Criteria for Individual Symposium Scholarship:

The Symposium Scholarship Grant is available to any Centered Riding member with paid membership dues including instructors, supporting members, rider members or business members. Grant is based on financial need and commitment to Centered Riding.

To Apply for the Scholarship:

The applicant must submit the following to the Centered Riding office *at least 60 days* prior to the start date of the symposium:

- 1) a completed application form;
- 2) an essay describing his or her commitment to Centered Riding, the reasons he or she wants to attend the Centered Riding Symposium, and the financial need for the scholarship;
- 3) NOTE: Full payment of the Symposium Registration fee must be made by the "late payment" date listed on the Symposium Registration Form and/or website.

Application Deadline:

Applications for Symposium Scholarship Grants must be received by the Centered Riding office *at least 60 days prior* to the Symposium start date and payment of the Symposium Registration Fee must be made by the "late payment date" listed on the website and/or registration form.

To Receive Payment of the Grant Funds:

To Receive Payment of the grant, applicant must attend the full Symposium. Within 30 days after the end of the Symposium, the applicant must submit the following to the Centered Riding Office:

- 1) part 2 of the application form signed by the Symposium Chair;
- 2) a typed article, in English, about the experience of attending the symposium which will be published in the CR newsletter. The newsletter article must be submitted in electronic format to the Centered Riding Office.
- 3) Two to three color photos (digital preferred) from the symposium of you and/or the symposium participants that can be used in the newsletter would be appreciated.

Funds will be awarded once all supporting documentation is received and reviewed by the Scholarship Committee. *Failure to submit the required documentation within the required 30-day time period will mean that the scholarship award has been forfeited and may be made available to another applicant.*

AWARD OF FUNDS:

Once all follow-up documentation is submitted to the CR Office upon completion of the instructor course, update clinic or symposium and reviewed by the Scholarship Committee, funds will be sent from the Centered Riding Treasurer.

MANAGEMENT OF FUNDS:

All funds and donations will be sent to the Centered Riding Treasurer to be kept in the SSSF account. The Treasurer will issue checks to approved recipients per instructions from the Scholarship Committee.

GENERAL:

If, in a particular year, there are more applications for a specific scholarship and there are unused grants earmarked for another scholarship category under this Policy, the committee will use its discretion in awarding excess funds as an additional grant from a different category to a qualified applicant.

All applications must be sent to the Centered Riding Office, will be acknowledged by the SSSF committee and kept on file to establish a “waiting list” in case previously awarded funds are not used.

All essays in application of a scholarship must be typed and submitted in English. All newsletter articles must be submitted in electronic format.

Questions regarding application process may be sent to the Centered Riding Office. Send all paperwork to:

Centered Riding, Inc.
P.O. Box 157
Perkiomenville, PA 18074
610-754-0633 / Fax 610-754-0634
office@centeredriding.org
www.centeredriding.org

The Sally Swift Scholarship Fund Application Form



Date of Application _____

Today's Date: _____

Name: _____ Level (if instructor) _____

Address: _____

_____ Country _____

Phone: _____ Email: _____

Have you previously been awarded a scholarship under the Sally Swift Scholarship Fund?

No Yes _____ (date) Type of Scholarship Grant _____

Type of Scholarship for which you are making application:

Organizer Scholarship

Please list dates of Clinic _____ Location: _____

Type of Clinic (New Instructor or Update) _____

Clinician's Name: _____

Number of participants? _____ Cost per Participant _____

Please List Expenses for Clinic: (please list in US Dollars)

Arena _____ Instructor Fee: _____

Instructor Expenses (travel, lodging, meals) _____

Other Expenses: _____ Total Expenses: _____

Update Scholarship

Please list dates of Clinic _____ Location: _____

How many years as an Instructor? _____

Are you working towards an Upgrade to the next level? _____

Are you presently teaching Centered Riding? _____ Part Time Full Time

Are you Self-Employed? _____

Other Information you would care to give _____

Please List Estimated Costs: (please list in US Dollars):

Cost of Clinic: _____ Travel Expenses: _____

Lodging: _____ Meals _____ Other Exp. _____

Total Projected Expenses: _____

New Instructor Scholarship.

Dates of Part I _____ Dates of Part II _____ Location: _____

Length of time you have taught as an instructor _____(years) Part Time Full Time

Other Information you would care to give _____

Please List Estimated Costs: (please list in US Dollars):

Cost of Clinic _____ Travel Expenses _____

Lodging _____ Meals _____

Other Expenses: _____ Total Projected Expenses: _____

Symposium Scholarship

Present membership status: _____ Number of Years: _____

Distance you are located from Symposium: _____

Other Information you would care to give relative to application _____

Please List Estimated Costs: (please list in US Dollars):

Cost of Symposium: _____ Travel Expenses: _____ Distance from Symposium _____ miles

Lodging: _____ Meals _____ Other Exp. _____

Total Projected Expenses: _____

Please send your application to:

**Centered Riding Inc.
PO Box 157, Perkiomenville, PA 18074
Phone: 610-754-0633 / Fax 610-754-0634**

Application Form – Part II

Please send Part II of the application form to the Centered Riding Office within thirty days from the end of the clinic or symposium attended. Your newsletter article should be emailed to: office@centeredriding.org.

IMPORTANT NOTE: IF REQUIRED DOCUMENTATION IS NOT RECEIVED IN THE OFFICE WITHIN 30 DAYS FROM THE END OF THE CLINIC OR SYMPOSIUM, THE SCHOLARSHIP WILL BE FORFEITED AND MAY BE GIVEN TO ANOTHER APPLICANT.

Today's Date: _____

Application for: Organizer Grant Instructor Course Symposium

Date that clinic or symposium concluded: _____

Name: _____ Level (if instructor) _____

Address: _____

_____ Country _____

Phone: _____ Email: _____

Total expenses incurred in organizing or attending the CR Clinic or Symposium (Please provide detail):

I have emailed my newsletter article to the Centered Riding Office

I have emailed two to three digital photos that can be used with my article

Please send your application to:
Centered Riding Inc.
PO Box 157, Perkiomenville, PA 18074
Phone: 610-754-0633 / Fax 610-754-0634