



# EQUESTRIAN CANADA ÉQUESTRE

## **EVENTING VENUE DEVELOPMENT FUND**

*Application and Guidelines, Interim Report and Final Report*

2025-12-15



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# APPLICATION AND GUIDELINES FOR EQUESTRIAN CANADA'S EVENTING VENUE DEVELOPMENT FUND

## Introduction

The **Eventing Venue Development Fund (EVDF)** is established to support the development and improvement of eventing venues in Canada. Funds raised will go to support **FEI-sanctioned** competition venues as well as national competition venues. The goal of the fund is to enhance the facilities to meet international standards, improve Canadian athlete competitiveness on the world stage, provide exciting spectator experiences, and encourage the growth of eventing within the country.

This document outlines the **application process** and the Eventing Venue Development Fund guidelines.

## Eligibility Criteria

To be eligible for the Eventing Venue Development Fund, applicants must:

1. **Be a recognized Eventing venue** in Canada, hosting or planning to host FEI-sanctioned competitions (CCI 1\*, 2\*, 3\*, 4\*, 5\*) or host sanctioned national level competitions (EV60-EV120)
2. **Provide a clear project plan** for development, outlining the specific improvements or upgrades to be made to the venue.
3. **Demonstrate alignment with FEI or National standards** for eventing venues (competition arenas, cross-country courses, stabling, parking, spectator areas, safety measures, etc.).
4. **Ensure that all work is completed** within a reasonable time frame and in line with competition schedules.
5. **Be in good standing with Equestrian Canada**

## Funding Amount and Allocation

The Eventing Venue Development Fund can provide financial support for:

- **Facility upgrades**, including cross-country course design and construction, arena resurfacing, and stable improvements.
- **Infrastructure development**, such as spectator seating, signage, VIP areas, and event facilities.
- **Safety enhancements**, including the installation of safety equipment, improvements to fences, and general safety infrastructure.



- **Environmental considerations**, such as sustainable practices for water management, waste disposal, and energy efficiency.

The Fund offers **grants** ranging from **\$500 to \$100,000**, depending on the scope of the project and the amount of funds available.

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## **Application Process**

### **1. Complete the Application Form:**

- All applications must be submitted to Dr. Emily Gilbert, Chair, Eventing High Performance [here](#).
- Include a **Project Description**, clearly explaining the scope, objectives, timeline, and expected outcomes of the proposed development.
- Provide a **Budget Estimate**, detailing the total cost of the project, the amount requested from the EVDF, and any additional funding sources.
- If possible, should include **Photos and Site Plans**, showcasing the current state of the venue and proposed changes or upgrades.
- Submit a **Timeline for Completion**, ensuring the venue will be ready for FEI competitions by the expected date.
- If the Project needs specific municipal permits, provide a **Letter of Support** from relevant authorities.

### **2. Review and Evaluation:**

- Applications will be reviewed by the Eventing HPAG between March 1–15, 2026 with final approval from Meg Kreuger, CEO Equestrian Canada.
- Projects will be evaluated based on:
  - Alignment with EC's charitable purposes, FEI standards and the strategic development of the sport.
  - Clear objectives and demonstrated need for venue improvements.
  - Budget feasibility and project sustainability.
  - Contribution to the local equestrian community and the broader development of eventing in Canada.



### 3. Approval and Funding Agreement:

- Applicants will be notified of the approval status on or before April 1, 2026
- Successful applicants will be required to sign a **funding agreement** outlining the terms of the grant, including payment schedules, reporting requirements, and project monitoring.

## Guidelines for Fund Use

### 1. Eligible Expenses:

- Construction and renovation of competition arenas (including cross-country courses).
- Upgrades to competition and stable facilities, including new stalls and horse care areas.
- Improvement of spectator facilities, including seating, signage, and food services.
- Safety enhancements, such as the installation of safety barriers, course redesign, and protective fences.
- Development of environmentally sustainable practices, including water management systems, waste facilities, and energy-efficient lighting.

### 2. Ineligible Expenses:

- Routine maintenance or repairs not related to development or improvement projects.
- Costs related to the operation of events (e.g., entry fees, prize money, marketing).
- General administrative costs or salaries not directly related to the development work.
- Projects that do not meet FEI standards or are not aligned with the objectives of the VDF.

### 3. Funding Disbursement:

- 75% of funds will be provided after execution of a funding agreement.
- 25% **final payment** will be made upon satisfactory completion and submission of the final report in a form acceptable to EV to the Eventing HPAG.



#### 4. Monitoring and Reporting:

- A **final report** must be submitted within 30 days of the project's completion in accordance with the funding agreement.

#### Key Dates

- **Application Deadline:** [February 28, 2026]
- **Notification of Results:** [On or before April 1, 2026]
- **Interim Report:** [August 1, 2026]

#### Contact Information

For further inquiries or assistance with the application process, please contact, Dr. Emily Gilbert, Chair, Eventing High Performance [here](#).

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This Venue Development Fund aims to contribute to the growth and elevation of eventing in Canada, ensuring that Canadian venues are equipped to host international-level competitions that are safe, sustainable, and accessible for all participants.



# EVENTING VENUE DEVELOPMENT FUND **INTERIM REPORT**

*Purpose:* This form is to report the utilization and impact of funds received from the EC in respect of the Eventing Venue Development Fund. This Interim Report must be submitted in a form acceptable to EC and in accordance with EC's timelines for same.

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## 1. Recipient Information

**Recipient Legal Name:** \_\_\_\_\_

**Recipient Operating Name (if any):** \_\_\_\_\_

**Recipient Address:** \_\_\_\_\_

**Recipient Contact Person (Name and Title):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

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## 2. Project Completion and Outcomes

Please attach as Schedule "A" to this Report a summary of work completed to date, including a detailed statement outlining the implementation of the Project, the outcomes achieved to date and photos of any work described in the Contribution Agreement completed to date or in progress.

## 3. Payment of Contribution

**Total Amount of Contribution from Venue Development Fund:** \$ \_\_\_\_\_

**Amount Owed Pending Final Report (if any):** \$ \_\_\_\_\_

## 4. Use of Contribution

Please attach as Schedule "B" to this report a detailed breakdown of how the Contribution has been used to date, including a breakdown of costs incurred by budget category, and an updated budget reflecting actual vs predicted expenditures.



## 5. Financial Accountability

As required by the Contribution Agreement, please attach the following documents to this Report:

- Proof of payment for all expenses incurred in respect of the Project to date, including receipts and invoices.
- Any contracts or agreements with third parties in respect of the use of the Contribution or the Project.

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## 6. Additional Comments or Challenges

Please use this space to provide any additional information, challenges, or successes related to the Contribution or the Project.

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## 7. Certification

By signing below, I certify that the information provided in this report is true, accurate and complete.

**[Legal Name of Recipient]**

**Per:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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## 8. Submission Instructions

Please submit this completed form and any attachments to [Dr. Emily Gilbert](#), Chair, Eventing High Performance following completion of the Project.





## Schedule “A”: Project Summary

[Please insert summary as per Section 2]

Implementation of the Project to date:

Summary of Work Completed to date:

Outcomes Achieved to date:



## Schedule “B”: Use of Contribution

[Please insert budget details as per Section 4]

Category	Budgeted Amount	Amount Spent	Description of Expenses
Facility Upgrades	\$ _____	\$ _____	(e.g., cross-country course design and construction, arena resurfacing, and stable improvements)
Infrastructure development	\$ _____	\$ _____	(e.g., spectator seating, signage, VIP areas, and event facilities)
Safety enhancements	\$ _____	\$ _____	(e.g., installation of safety equipment, improvements to fences, and general safety infrastructure)
Environmental considerations	\$ _____	\$ _____	(e.g., sustainable practices for water management, waste disposal, and energy efficiency)
Other (Specify)	\$ _____	\$ _____	(e.g., special projects)



# EVENTING VENUE DEVELOPMENT FUND **FINAL REPORT**

*Purpose:* This form is to report the utilization and impact of funds received from the EC in respect of the Eventing Venue Development Fund. This Final Report must be submitted in a form acceptable to EC in order for the Recipient to receive final payment pursuant to the Contribution Agreement.

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## 1. Recipient Information

**Recipient Legal Name:** \_\_\_\_\_

**Recipient Operating Name (if any):** \_\_\_\_\_

**Recipient Address:** \_\_\_\_\_

**Recipient Contact Person (Name and Title):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

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## 2. Project Completion and Outcomes

The undersigned hereby confirms that the Project is completed.

Please attach as Schedule “A” to this Report a summary of work completed, including a detailed statement outlining the implementation of the Project, the outcomes achieved and photos of any work described in the Contribution Agreement.

## 3. Payment of Contribution

**Total Amount of Contribution from Venue Development Fund:** \$ \_\_\_\_\_

**Amount Owning Pending Final Report (if any):** \$ \_\_\_\_\_

## 4. Use of Contribution

Please attach as Schedule “B” to this report a detailed breakdown of how the Contribution was used, including a breakdown of costs incurred by budget category, and an updated budget reflecting actual vs predicted expenditures.

## 5. Financial Accountability

As required by the Contribution Agreement, please attach the following documents to this Report:



- Proof of payment for all expenses incurred in respect of the Project, including receipts and invoices.
- Any contracts or agreements with third parties in respect of the use of the Contribution or the Project.

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## 6. Additional Comments or Challenges

Please use this space to provide any additional information, challenges, or successes related to the Contribution or the Project.

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## 7. Certification

By signing below, I certify that the information provided in this report is true, accurate and complete.

**[Legal Name of Recipient]**

**Per:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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

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## 8. Submission Instructions

Please submit this completed form and any attachments to [Dr. Emily Gilbert](#), Chair, Eventing High Performance following completion of the Project.



## Schedule “A”: Project Summary

[Please insert summary as per Section 2]

Implementation of the Project:

Summary of Work Completed:

Outcomes Achieved:



## Schedule “B”: Use of Contribution

[Please insert budget details as per Section 4]

Category	Budgeted Amount	Amount Spent	Description of Expenses
Facility Upgrades	\$ _____	\$ _____	(e.g., cross-country course design and construction, arena resurfacing, and stable improvements)
Infrastructure development	\$ _____	\$ _____	(e.g., spectator seating, signage, VIP areas, and event facilities)
Safety enhancements	\$ _____	\$ _____	(e.g., installation of safety equipment, improvements to fences, and general safety infrastructure)
Environmental considerations	\$ _____	\$ _____	(e.g., sustainable practices for water management, waste disposal, and energy efficiency)
Other (Specify)	\$ _____	\$ _____	(e.g., special projects)



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