

## **HOW DO I APPLY**

---

### **A. Consult the following documents**

---

FEI Solidarity – Programme  
FEI Solidarity – General Guidelines  
FEI Solidarity – Application Form  
FEI Solidarity – Evaluation Form

---

### **B. Note the criteria for application**

---

Requests must be submitted by a National Federation  
Requests can also be submitted by Equestrian Continental Associations approved by FEI  
Requests must have a specific and achievable objective  
Requests must have measurable results  
Requests must ensure a national legacy  
Requests must be in line with the FEI Solidarity 4 pillar structure (Matrix)  
Requests limited to 3 projects per NF and 1 per Equestrian Continental Association

---

### **C. Apply according to the time-line**

---

1st July 2018	FEI Solidarity to receive applications for the next year
September-October	FEI Solidarity to notify NFs/Continental Associations
Application Form:	<a href="http://www.fei.org/fei/fei-solidarity/programme">www.fei.org/fei/fei-solidarity/programme</a>
Evaluation Form:	<a href="http://www.fei.org/fei/fei-solidarity/programme">www.fei.org/fei/fei-solidarity/programme</a>

---

### **D. Evaluation, Report and other deliverables as defined**

---

One-time projects (over 1 year): at the end of the project, the NF must provide the FEI Solidarity with an activity report and financial statement (please fill in the "Evaluation Form" on [www.fei.org/fei/fei-solidarity/programme](http://www.fei.org/fei/fei-solidarity/programme)).

Short-term and long-term projects (over 2-4 years): at the end of each year, the NF must provide the FEI Solidarity with an activity report and financial statement (please fill in the "Evaluation Form" on [www.fei.org/fei/fei-solidarity/programme](http://www.fei.org/fei/fei-solidarity/programme)). Only NFs that submit their financial report within the deadline will be considered for future financial assistance.

Extension of a one-time project: NFs wishing to extend a one-time project by 1 or 2 years have to send a new application to FEI Solidarity by 1st July for the next year. Therefore, an interim evaluation of the project must be done.

NFs are then requested to fill in an "Evaluation Form" and attach it to the new Application ("Evaluation Form" on [www.fei.org/fei/fei-solidarity/programme](http://www.fei.org/fei/fei-solidarity/programme)).

Cross-Continental projects submitted by Equestrian Continental Associations: at the end of the project (max. 3-year project), the Association must provide the FEI Solidarity with an activity report and financial statement (please fill in the "Evaluation Form" on [www.fei.org/fei/fei-solidarity/programme](http://www.fei.org/fei/fei-solidarity/programme)).

---

### ***E. Financing procedure for projects***

---

Definition of a year of activity: 1 January – 31 December.

One-time projects (over 1 year): the payment will take place upon receipt of a signed "Letter of Agreement" between the NF and the FEI.

Short and long-term projects (over 2-4 years): the first payment (year 1) will take place upon receipt of a signed "Letter of Agreement" between the NF and the FEI. For the second payment (year 2), the year 1 activity and financial reports will have to be completed by 31 December (please fill in the "Evaluation Form" on [www.fei.org/fei/fei-solidarity/programme](http://www.fei.org/fei/fei-solidarity/programme)). Confirmation of the financial assistance for the year 2 will take place in January only upon receipt of the completed "Evaluation Form"(s).

And so forth for year 3 and 4 payments, if relevant.

## ***WHO DO I CONTACT***

---

### ***FEI Solidarity Department***

---

Jacqueline Braissant, Director

E: [jacqueline.braissant@fei.org](mailto:jacqueline.braissant@fei.org)

T: +4121 310 47 21

M: +4178 750 61 25