



The Federation of Horses in Education and Therapy International AISBL

Mary Selway Swift Development Fund Terms and Conditions

1. Grant Amount and Purpose

HETI shall provide a grant of up to a maximum **€1000** (the “Grant”) requested. The Applicant shall use the grant solely for financing participation in the specified educational training course, and/or for reference material/resources in accordance with the terms of this Agreement.

2. Applicant Obligations

To receive the Grant for a training course, the Applicant must:

- Submit a **letter of future acceptance** from the provider confirming conditional acceptance to the training/course.
- If the course costs more than the grant amount received, the applicant must pay their part to the education provider and Provide a receipt of payment so MSSDF will cover the balance.
- Clearly indicate the **name of the course, the provider, contact details, and the start and end date** of the course.
- Submit a **certificate of completion** within 15 days after the course.

To receive the Grant for course reference material/resources, the Applicant must:

- Provide the **name of the reference material/resource, the total number of items needed and the website for purchase**
- Provide a receipt for the purchased materials. Following this, HETI will reimburse the applicant within 10 days of receipt.
- Applicant must become a HETI member (if not one already) to receive the grant. Bursaries are available if needed.

3. Fund Disbursement

- For training and courses: the Grant will be transferred directly to **the educational provider's account** upon receiving an official **invoice or receipt** from the provider. The receipt will include the Applicant's name and the title of the educational program. The provider's role is limited to delivering the service and issuing necessary financial documents; they are not responsible for the Applicant's compliance.
- For reference material/resources, upon receiving a payment receipt, HETI will reimburse the applicant within 10 days. If the applicant is unable to purchase the material, HETI may arrange to purchase the material on the applicant's behalf.



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4. Compliance and Repayment Obligations

- If the Applicant **fails to complete** the educational course within the agreed time frame due to their **own negligence**, they must **return the full amount they received to HETI within 30 days** of the course's scheduled end date.
- Failure to refund the grant within this period may result in exclusion from future funding opportunities and other appropriate actions as determined by HETI.
- The educational provider is not responsible for returning the funds under any circumstances if they have fulfilled their obligations in delivering the service.
- The applicant must return the grant from their own financial resources if they fail to complete the educational course due to their negligence.

5. Reporting and Public Acknowledgment Requirements

- The applicant must provide a **final report** detailing their participation and outcomes of the educational event.
- No further applications for the Mary Selway Swift Development Fund will be considered until the final report and certificate of completion have been submitted.
- The Applicant must publicly acknowledge receiving the Grant within 30 days of payment on social media and websites. The Applicant must highlight HETI's support using the promotional materials provided by the HETI Office.

6. Publicity and Data Sharing

- HETI reserves the right to share information about the funded project on its **website, communication materials, and social media platforms**.
- If any details should remain confidential, the Applicant must notify HETI before signing this Agreement.

7. Agreement Termination

- If the agreed educational course **does not take place** for reasons beyond the Applicant's control, they must immediately inform HETI. The agreement will be voided, and alternative arrangements may be considered.