Date: June 8, 2016

CONTACT INFORMATION:

**Sprout’s mailing address is:** P.O. Box 8, Aldie, VA 20105

**Sprout’s physical address is:** 40685 John Mosby Hwy, Aldie, VA 20105

**Telephone:** (571) 367-4555

**Email:** info@sproutcenter.org

**Website:** www.sproutcenter.org

**Facebook:** https://www.facebook.com/pages/Sprout-Therapeutic-Riding-and-Education-Center/207952255903335

THE NEED: The 2011 American Community Survey estimates a Virginia population of 7,887,164. Of this total, it is estimated that 867,558, or 11%, of individuals have a disability. Sprout Therapeutic Riding and Education Center was built (and began programs in 2011) to serve the needs of this community.

HISTORY: The roots of Sprout go back to 1944, when Richard Bacas contracted polio while vacationing with family at the Eastern Shore in Maryland. While polio left him paralyzed, Mr. Bacas was a leader and entrepreneur, and upon his death in 2005, his family chose to honor his memory by creating a facility that would serve those with special needs. Spirit Farm LLC purchased the farm on which Sprout resides in 2009. At the time, the land was contracted to local farmers to grow soybeans and other crops. The facility was designed by Brooke Waldron and constructed by Quality Buildings and Supplies (a Purcellville, VA based company) in 2010. During this time the organization was founded by Ms. Waldron (formerly Bacas), who remains the Executive Director. Sprout filed its Articles of Incorporation in June 2010 worked through 2010 to achieve 501(c)3 status. In 2011, Sprout acquired horses and became a PATH Member Center, beginning services in the fall of 2011.

TAX STATUS: Sprout is a 501(c)3 non-profit organization. Sprout’s tax-id is 27-3045516.

INSURANCE: Sprout maintains a $5 million general and $1 million aggregate insurance policy with Markel – the leading insurance provider for therapeutic riding centers. Sprout also holds Directors and Officers coverage from Markel.

CERTIFICATIONS AND AFFILIATIONS: Sprout is a member center of the Professional Association of Therapeutic Horsemanship Intl (PATH Intl.). PATH promotes safety and optimal outcomes in equine-assisted activities and therapies for individuals with special needs. PATH Intl.) is the global authority, resource and advocate for equine-assisted activities and therapies and the equines in this work that inspire and enrich the human spirit. All Sprout instructors are certified through PATH Intl. (through rigorous standards) before teaching at Sprout. Sprout is also a member center of the Therapeutic Riding Association of Virginia (TRAV). TRAV is a non-profit organization formed to foster equine-assisted activities by offering educational and networking opportunities to operating centers and to raise public awareness of the benefits of these activities to individuals with disabilities.

On a local level, Sprout is a member of the Loudoun County Chamber of Commerce and the Middleburg Business and Professional Association.

THE FACILITY: The farm boasts twenty-seven beautiful acres, a state-of-the-art facility, which includes a ten-stall barn, indoor and outdoor riding arenas, a ½ mile trail, an accessible client-focused classroom, tack rooms, grooming and wash stalls. Recently, Sprout has made various facility upgrades to enhance client accessibility and horse management to include a motorized wheel chair lift, arena fans, outdoor lighting, field rotation systems, run-in shelters, automatic waters in fields, road upgrades and storage sheds. Sprout takes pride in providing a safe, clean and nurturing environment for all clients, volunteers and horses.

THE MISSION: Sprout Therapeutic Riding and Education Center is a mission-based non-profit organization providing equine assisted activities and therapies to individuals seeking opportunities for growth. Sprout Therapeutic Riding and Education Center seeks to raise public awareness about special needs and to provide dynamic learning, recreation, socialization and therapy opportunities for individuals and groups in a farm environment. Sprout achieves this mission through:

**PROFESSIONALS** that are certified by PATH Intl. (an international regulatory agency for therapeutic equestrian activities).

**ACCESSIBLE**, year-round facilities that are built to ADA-specification and allow for year-round continuous therapeutic opportunities.

**EDUCATED** equines that are carefully selected and maintained to serve the needs of riders with disabilities.

**DEDICATED** community volunteers and donors that work diligently to create a safe, supportive and successful environment for participants.

OUR SERVICES: Sprout achieves its mission through offering four areas of programming:

**1. Therapeutic Riding/Carriage Driving Lessons**

Riding/Driving lessons are designed to improve the physical, cognitive, psychological and social skills of participants with special needs.  Objective-based lessons challenge participants to meet and achieve individual goals.  Regardless of individual ability, horses motivate each participant to reach their personal potential.

**2. Community Groups**

Participants in the CBI program work on a skill building activities that incorporate both job and life skills. It is our intent to correlate these skill-building activities with Individualized Education Plan and goals and objectives. Examples of these skill building activities may include: assisting with feed preparation, laundering chores, general cleaning, assisting with material preparation and set-up for lessons and events, cleaning tack, etc.

**3. Equine Facilitated Learning**

Equine Facilitated Learning is a hands-on educational model that uses the interactions and relationships between horses and humans in an environment of learning and self-discovery. It is designed to promote personal growth and the development of positive social/life skills in a fun and supportive environment. Through a curriculum of activities designed to address individual goals and needs, each equine interaction is framed to help students learn and grow.

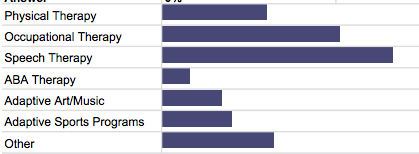
**4. Equine Movement Therapy**

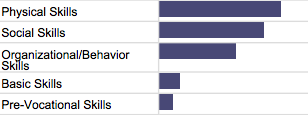
Equine Movement Therapy utilizes the movement of the horse as a treatment strategy by a physical therapist to address functional limitations in patients with disabilities. Equine Movement Therapy is an integrated treatment approach to reaching functional goals

STANDARD OPERATING PROCEDURES: Organizational: Sprout utilizes CRM software (“Equiforce” a version of “Salesforce”) to store and maintain all data on Macintosh HD:Users:brookewaldron:Documents:Sprout Org Chart.pdfparticipants, volunteers and donors. Sprout uses Quickbooks accounting software and utilizes the support of a local accounting firm for monthly reconciliations and tax preparation. Sprout uses Paychex to process bi-weekly employee payroll. Sprout staff meet on the second Tuesday of each month to review program, equine, facility and event information. Program: All students (aged 2 and up) must complete registration, waiver and medical release paperwork prior to beginning therapy at Sprout. Students must go through a rider evaluation before beginning therapy at Sprout. All current students register 1 month prior to the beginning of the session and a mock schedule is created. Depending on instructor/equine/volunteer availability, new riders are added. Unit plans are created 1 month prior to the start of the session and necessary supplies are ordered based upon the budget. Equines: Equine records are maintained in Equiforce by the barn manager. Feed is delivered on a bi-weekly basis and hay/sawdust are delivered monthly. All equines receive a minimum of 12 hours of turn-out per day, 2 feedings, farrier work on a 6-week schedule, fall and spring vaccinations, annual dentals, and tack fitting prior to the beginning of each session. Barn staff schedules are created monthly. Occurrences: All safety occurrences by equines, volunteers, staff and students are reported and maintained in Equiforce. Board of Directors: The Sprout BOD meets monthly to provide oversight, funding support and general guidance to the organization.

OUR STAFF: The Sprout staff includes executive, administrative, volunteer management and service roles.

OUR STUDENTS: Sprout is dedicated to serving individuals with special needs, currently ranging in age from 2 to 58 years of age (although there is no upper limit). Our students come to us with a wide variety of diagnoses and live in the greater Northern Virginia area to include Arlington, Alexandria, Fairfax, Fauquier, Loudoun and Prince William counties. Currently, Sprout serves a population of 80 weekly riders, numerous Loudoun County Public Schools, the Loudoun County Juvenile Court Service Unit, and the Loudoun Area Youth Shelter. Sprout also provides programming for local churches, adaptive groups, and scouts. Students at Sprout have been diagnosed with a wide variety of disabilities to include physical, developmental and emotional challenges. Some of the most common diagnoses that Sprout serves are: Asperger’s Syndrome, Autism Spectrum Disorders, Cerebral Palsy, Developmental Delays, Down Syndrome, ADHD, Fetal Alcohol Syndrome, Emotional Disabilities, Sensory Processing Disorders and Traumatic Brain Injuries.

CONTINUM OF CARE: Sprout provides therapy services as a provider in a “continuum of care model.” Many students at Sprout have disabilities that require multiple modes of treatment and therapy, thus the students at Sprout also participate in the following therapies:

STUDENT NEEDS: Due to the nature of therapeutic riding, and the multi-dimensional therapeutic approach to its service, it is found that in many cases our participants are able to receive a spectrum of support within the therapeutic riding lesson. In one hour of riding, individuals receive physical (increased balance, muscle tone, etc), cognitive (sequencing, problem solving, coordination, etc), social (communication, independence and leadership, etc) and psychological (self-control, self-confidence, determination, etc) benefits, while simply enjoying an activity that is relaxed, welcoming and recreational. In a 2015 survey conducted by Sprout, it was found that the physical skill support was the highest area of need for the participants at Sprout

SCHOLARSHIPS: It is the policy of Sprout Therapeutic Riding and Education Center to provide financial assistance to tack students in an objective, fair and responsible manner. Sprout Therapeutic Riding and Education Center is committed to providing this type of financial assistance to students who would not be able to participate without monetary support. In 2014 and 2015, Sprout provided 30% of students with need-based scholarships. In 2016, Sprout is committed to offering $20,000 in scholarships to families with financial needs.

MEASUREMENT OF SUCCESS: Sprout performs formative assessments (industry standard SOAP notes) at each lesson. SOAP notes provide an overview of the SUBJECTIVE (emotional/behavioral state of the client), OBJECTIVE (goal of the therapy session), ASSESSMENT (progress towards the session goal) and PROGRESSION (next steps in skill development). These are recorded and maintained in student files. All assessments at Sprout include progress towards:

* Riding Skills – Participants are instructed on (at minimum) 1 riding skill per lesson. Participants demonstrate progress toward the riding skill through measureable outcomes. Progress is documented at the end of each lesson and compiled through the session.
* Physical Goals – Changes in physical strength, coordination and flexibility occur through planned exercises. Repetitions and endurance are noted at each lesson and progress are measured and recorded.
* Social/Emotional/Life Skills – Instructors determine goals with parents and participants (as well as consulting therapists). Participants work toward goals during lessons, with progress measured and recorded on a lesson-by-lesson basis, which are compiled through the session.

OUR EQUINES: Sprout utilizes 12 talented and well-educated equines in its programs. The equines within the Sprout program are well maintained through high-quality feed and hay, supplements, routine farrier, dental and veterinary care, and specialist treatments (ie. massage, chiropractic work) when needed. It is the philosophy at Sprout that well-cared for, well-schooled horses provide out clients with maximal benefit.

As a 501(c)(3) non-profit organization, Sprout may take donated horses that exhibit qualities that are needed by the program. Additionally, Sprout may purchase horses for use by the program.

Sprout remains extremely selective in the addition of equines to its program. To this end, the staff at Sprout typically performs initial visits to look at 20 horses. During this time, the staff at Sprout communicates with the current owners about the history of the horse, current workload, soundness and temperament. Owners submit an equine evaluation form with photos and videos of the horse for initial observation. The Sprout staff will perform a conformation analysis, an initial ride and test the horses’ reactions to various inputs (ie. items that make noises, of various colors and textures) and simulate a therapeutic riding lesson. If the horse is found suitable, Sprout will offer a trial to the horse. Horses on trial remain at the program for 30-60 days. During this time, the Sprout performs veterinary examinations, desensitization training, and exercise riding in various areas of the farm. As the trial progresses, various levels of riders will be put on the horse, and finally, the horse will be used in its first therapeutic riding lesson. If a horse is considered fit for the program, Sprout will complete final donation or purchase paperwork with the previous owners.

Our current equines: Jack (POA/Shetland, G, 10), Cowboy (Welsh, G, 23), Freckles (Welsh, G, 5 owned by the Waldrons, used by Sprout), Phin (Haflinger, G, 14), Peter (Dartmoor/TB, G, 11), Dancer (Morgan, G, 14), Buggie (Connemara/Arab, G, 15), Pacman (Paint, G, 21), David (Hanoverian, G, 22), Duke (Clydesdale/TB, G, 22), Pippin (Quarter Horse, G, 16), Oliver (Thoroughbred, G, 14), Willy (Hanoverian, G, 17).

EQUINE CONSIDERATIONS:

*Specifics* – Age (8-20), Size (13 - 16.2 hands), Geldings only

*Correct Conformation* – Equal divisions of neck/midsection/hid-quarters, straight legs, well muscled, proper hoof angles

*Sound* – Able to walk and trot reliably for 1 hour 5 times per week, maintainable issues, balanced, fluid gaits, flexible

*Educated* – Minimal of first or second level dressage schooling, competition background is preferred, able to hold a frame, lunges, “rideable” at a consistent, safe and well-controlled pace

*Adaptable* – Able to work with multiple people, not frustrated by specific requests from handlers, able to work with multiple volunteers surrounding it during lessons (leaders and side walkers)

*Grounded* – Brave, not easily “spooked”

*Respectful and Tolerant* – High level of trust and respect for all individuals, leads easily, does not bite, does not pull on riders (softer mouth is preferred)

EQUINE CARE AND MAINTENANCE: Sprout equines are maintained to the highest standards. Sprout employs a barn manager to oversee all equine daily maintenance, appointments, health and treatment of injuries. Horses at Sprout receive free-choice grass hay and water, 2 portioned feedings, supplements as needed, treatment for acute lameness and health issues, saddle fitting and routine exercise rides. Sprout utilizes the services of Piedmont Equine Practice (vets), Levi Hochstetler and Alexis McColl (farriers), Graham Alcock (dentistry), Anna Koopman (saddle fitting and tack).

Each horse costs Sprout an average of $5000 per year in care (vet bills obviously fluctuate this).

VOLUNTEERS: With an assemblage of over 300 and active weekly support of 75 individuals, Sprout would not exit without our lifeblood - VOLUNTEERS! The volunteers at Sprout serve an average of 7,000 hours per year, dedicating their time to our students, our horses and maintaining our facility. According to the 2015 Virginia estimated value of volunteer time ($23.07/hour), Sprout volunteers provide the organization $161,490 worth of support per year.

Volunteer Coordinator, Nancy Davidson, works directly with each volunteer to ensure that they receive appropriate training and education, scheduling support, and that they are able to serve in a capacity that they enjoy. All volunteers must go through a Sprout orientation and side-walker training prior to volunteering. Horse leaders attend a separate training, and Day Managers receive additional training for their specific roles as well. Our volunteers share in the joy of helping people in their community achieve success in the saddle....and in life.  They equally impact, and are impacted by interactions with our horses and riders - who demonstrate abounding perseverance, grace and determination every day. There are three main categories of volunteers at Sprout:

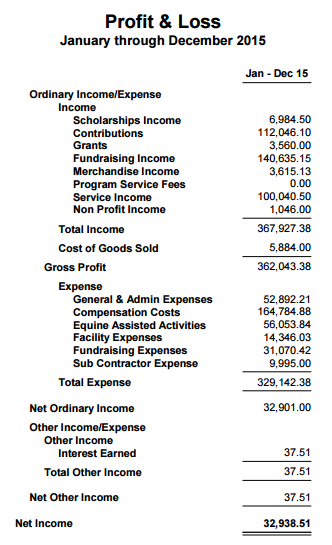
**Lesson Volunteers:** Volunteers are used in lessons to provide support to our participants as they grow as riders. Side-walkers work with the student, while horse leaders help to guide and direct our equines.

**Community Based Instruction Volunteers:** Adult volunteers help serve as Sprout Representatives by providing oversight, support and encouragement to students from Loudoun County Public Schools as they work in the barn for Community Based Instruction (CBI). Students/groups are paired with specific adult volunteers and work toward job/life skill goals.

**Fundraising and Special Project Volunteers:** Fundraising volunteers help to plan our exciting special events and fundraisers during the year. In addition, we have many one-time community activities where we have the chance to introduce the mission of Sprout to the greater region, and our volunteers play a huge part in spreading the word about what we do. These events direct the community's attention and support to our facility, and educate them on the benefits of therapeutic riding.

Sprout is incredibly grateful to have the committed support of a strong team of volunteer day managers!  Our day managers create volunteer support schedules, ensure that equines are properly groomed, tacked and prepared for lessons on time, and provide ongoing mentorship to new and returning volunteers.  Day Managers provide us with the organizational support and on-site oversight that allows us run efficiently.

STUDENT VOLUNTEERS (CARROTS GROUP): **CARROTS (Caring active respectful riders organizing together** *for* **success)**Sprout’s Teenage Rider/Volunteer program (CARROTS) is a dynamic off-horse program where Sprout riders currently enrolled in the spring session will volunteer during regular lesson hours. Guided by a certified riding instructor the rider/volunteers will work as a team learning to care for the Sprout horses and equipment. Through volunteering at Sprout each week the riders will develop horse care skills, learn about barn management, and build social relationships while working together on specific volunteer projects. Through volunteering riders:

* build confidence
* work on social pragmatic skills
* raise self-esteem
* handle responsibility
* express creativity
* create friendships
* compromise with one another

The CARROTS program meets weekly at no cost to the participants.

OUR BUDGET: The 2016 non-profit budget stands at $420,014.

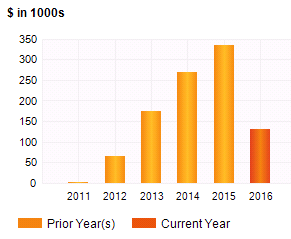
OUR INCOME: In 2015 the total income for Sprout was $367,927.36. Of this, $140,635.14 was through fundraising, $112,046.10 was through individual contributions, $100,040.50 was through service fees, $6,984.50 was through rider scholarship donations and $3560 was through grants.

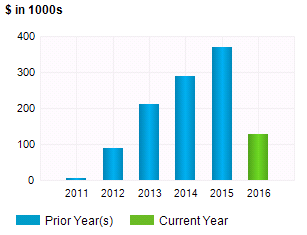
OUR EXPENSES: In 2015, Sprout expenses stood at $329,142.38. Of this, $164,784.88 was through compensation of all 9 staff members, $56,053.84 was through equine care, $52,892.21 was for general and administrative expenses, $31,070.42 was through fundraising expenses, $14,346.03 was for facility expenses and $9,995.00 was for subcontractors (to include accountants, manure removal, photographers, grounds maintenance).

OUR REVENUE: The revenue at Sprout comes from the following sources: 1. earned (via lesson payments), 2. donations, 3. fundraising and 4. grants. Sprout offers all services to clients at a subsidized rate and therefore operates at a deficit (each lesson costs Sprout $95 but the organization charges a market rate of $55/lesson to its clients). To offset this deficit, Sprout works to raise the funds needed for the program to operate. The organization does this by eliciting the support of a Board of Directors that donate to the program, calling on a donor list of over 425 individuals who give to the program at various levels, hosting three major (raising $10,000 or more) and two minor fundraising events throughout the year and applying for grants at a minimum rate $10, 000 per year.

OUR FINANCIAL GROWTH:

INCOME EXPENSES





**Sprout Therapeutic Riding & Education Center**

**2016 Forecast**

|  |  |
| --- | --- |
| **2016 Forecast:** | $420,014.00 |
| **Income** | **2016 Forecast** |
| **Individual Donor Income** |  |
| Unrestricted | $97,225.00 |
| Restricted | $11,225.00 |
|  |  |
| **Fundraising Income** |  |
| Sipping for Sprout | $28,000.00 |
| Sprout on the Green | $52,000.00 |
| Sprout 5k | $39,000.00 |
| Horse Show | $6,500.00 |
| Misc. Fundraisers | $43,000.00 |
| Total Fundraising | $168,500.00 |
|  |  |
| **Service Income** |  |
| Therapeutic Riding | $90,500.00 |
| EMT | $20,500.00 |
| Therapeutic Driving | $3,564.00 |
| Misc. Programs | $8,000.00 |
| Total Service | $122,564.00 |
|  |  |
| **Other Income** |  |
| Grant Income | $15,000.00 |
| Misc. Income | $5,500.00 |
| Total Other | $20,500.00 |
|  |  |
| **Total Income** |  |
|  | $420,014.00 |

|  |  |
| --- | --- |
|  |  |
| **Expenses** | **2016 Forecast** |
| Staff | $187,705.00 |
| Facility | $11,600.00 |
| Equine | $54,000.00 |
| Program | $9,000.00 |
| G&A | $30,000.00 |
| Program Insurance | $14,000.00 |
| Depreciation | $15,000 |
| Scholarships | $20,000.00 |
| Fundraising |  |
| Sipping for Sprout | $4,000.00 |
| Sprout on the Green | $13,000.00 |
| Sprout 5k | $13,000.00 |
| Horse Show | $1,000.00 |
| Misc. Fundraisers | $3,000.00 |
| Audit | $8,000.00 |
| PATH PREMIER | $5,000 |
|  |  |
| **Total Expenses** |  |
|  | $388,305.00 |
|  |  |
| **2016 Net** |  |
|  | $31,709.00 |

OUR FUNDRAISERS: Sprout hosts three signature fundraisers each year; Sipping for Sprout, Sprout on the Green and the Sprout 1k/5k Fun Run.

In 2016, Sipping for Sprout will be held on May 23, at Stone Tower Winery, Sprout on the Green will be held on August 22 at the River Creek Club and the Sprout 5k will be held on October 30 at Clyde’s Willow Creek Farm. In addition to our 3 signature fundraisers, in 2016 Sprout will hold a black-tie Gallop Gala and Anniversary Celebration in the barn. Sprout offers sponsorships for all events and includes financial and in-kind sponsors on promotional event material. Sprout works to ensure that all fundraisers not only raise monetary support for the organization, but that they also bring awareness of equine assisted activities and therapies (and individuals with special needs who benefit from these services) to the community.

**OUR SUCCESS:** From its beginning in 2011, Sprout has sought to provide high-quality, professional, caring and individualized activities for its clients. In doing so, Brooke Waldron, our Executive Director was recognized in the “*Loudoun Business 30 Under 30*” for young entrepreneurs. The efforts of our volunteers recently also earned the “*2012 Loudoun County Volunteer Team of the Year*” and our Volunteer Coordinator, Cathy Maddox won the “*2012 Loudoun County Adult Volunteer of the Year*” award. Sprout has been a “*Preferred Business Partner*” of Loudoun County Public Schools since 2013. Sprout was a winner of the “2014, 2015, 2016 Best of Loudoun” as the runner-up top equine establishment in Loudoun County. In 2016, Sprout received the honor of being the “Program Recipient of 2016 Recognition for Excellence in Supporting Special Education” award from the LCPS Special Education Advisory Committee