



June 28, 2013

Dear Applicant:

Thank you for your interest in applying for a grant from the California Retirement Management Account (CARMA). We are dedicated to preserving and protecting the quality of life for our horses when their racing careers have ended.

Through a voluntary purse deduction, generous individual donations, and fundraising, we will be able to assist farms and facilities with their basic needs and help fund programs and projects that place horses in second careers and homes. CARMA provides support for items such as, but not limited to, hay and feed, health and veterinary costs, and general farm upkeep. We also fund capital improvement projects, and education and awareness initiatives on a case by case basis. While we wish every need could be addressed, we are realistic about what it takes to provide a quality retirement environment for our former stars, and therefore have earmarked these funds for horses that have raced at participating track facilities in California.

The application includes a brief questionnaire and additional financial reporting documents, as well as a signature page that must be included with your completed application. Please review the requirement list carefully to make sure all requested materials are included in your application. Incomplete applications will be disqualified.

The grant application will help us determine the best way to address your needs - please be as thorough as possible. CARMA will also be scheduling on-site visits during the application process. This will give us a chance to meet each of you and visit your facilities first hand. The original application and all supporting materials should be submitted to CARMA no later than **September 25, 2013** and should be mailed to the address below. Please retain a copy of the document for your records.

The CARMA board looks forward to working with you to preserve the quality of life of our retired Thoroughbreds. Please feel free to contact me if you have any questions.

Sincerely,

Lucinda Mandella  
Executive Director

**OFFICERS**

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Jennifer Hagan  
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Marsha Naify  
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**STAFF**

Lucinda Mandella  
*Executive Director*

CARMA  
PO Box 1086  
Sierra Madre, CA 91025  
(626) 574-6622  
A 501c3 Corporation



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# 2013 Grant Application

## All Grant Applications Must Include:

1. Narrative – include contact information, purpose of grant and grant request, needs assessment, goals and objectives, mission/vision statement etc. Please include a detailed description of the property dedicated to this purpose (including photos), average annual and monthly occupancy, adoption rate, any health and veterinary issues, etc.
2. A list of current horses in your care and race-records for each Thoroughbred. Please note that qualifying horses must show at least one start at a participating CARMA racetrack/association (Santa Anita Park, Del Mar Thoroughbred Club, Hollywood Park, Bay Meadows, Golden Gate Fields, or California Racing Fairs).
3. Description of any and all re-training or adoption programs currently in place. Include details on all adoptions/placements occurring during the year and please provide a copy of your current adoption agreement.
4. Details on all herd changes at your facility, including the passing/euthanasia of any horses. This helps us keep track of your horse population from year to year (*for those applying consecutive years*).
5. Copy of your organization's IRS Exemption Letter attesting to your 501c3 status.
6. List of all fundraising activities performed throughout the year, including any major grants and/or contributors, fundraising events, and other current funding sources and uses.

7. General Operating Budget – please include budget/financials for both the current operating year and the application year (*if different*).
8. Copy of most recent IRS Form 990 tax return. If your organization does not submit a 990 please provide detailed current year profit/loss and balance sheet statements.
9. Completed Statement of Functional Expense (see page 6).
10. Listing of officers, Board of Directors and Executive Staff.
11. Resume of Executive Director/President.
12. Copy of your volunteer agreements/guidelines.
13. Copy of liability insurance coverage, directors and officers liability coverage and any other applicable insurance.



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# 2013 Grant Application

Please provide answers to the following questions:

*If attaching a separate sheet, please number each answer accordingly.*

1) What is your organization's mission statement:

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2) What is your proposed use of the grant you are applying for? \_\_\_\_\_

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3) Did you receive a CARMA Grant in 2012? If so, how were those funds used?

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4) Describe your organization's public education efforts.

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5) Please list/describe any publicity your organization has earned within the last year. You may include links to online articles or provide copies of printed articles.

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6) Do any accrediting bodies accredit your organization? If yes, please provide details.

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*\*\* The CARMA Board reserves the right to request additional information during the review process.*

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- This grant application and all supporting documents must be postmarked by **September 25, 2013**.
  - All applications should be typed and mailed to the address listed below. Illegible applications will be disqualified and faxed or emailed applications **will not** be accepted.
  - Please submit concise and complete applications. Please **do not** use three-ring binders or other large packaging, or include videos/DVD's.
  - Applications will be reviewed and considered by the CARMA Grant Committee and Board of Directors in November of each year. Grants will be processed and distributed in December of each year.
  - Please ensure you have all the necessary supporting documents and materials needed for this application.
  - Please sign your name below indicating you have read the above stated information. This page must accompany your completed grant application.

Signature of Grant Writer: \_\_\_\_\_ Date: \_\_\_\_\_

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Check if Schedule O contains a response to any question in this Part IX

**Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.**

	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to governments and organizations in the United States. See Part IV, line 21				
<b>2</b> Grants and other assistance to individuals in the United States. See Part IV, line 22 . . .				
<b>3</b> Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16 . . .				
<b>4</b> Benefits paid to or for members . . . . .				
<b>5</b> Compensation of current officers, directors, trustees, and key employees . . . . .				
<b>6</b> Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . . . . .				
<b>7</b> Other salaries and wages . . . . .				
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
<b>9</b> Other employee benefits . . . . .				
<b>10</b> Payroll taxes . . . . .				
<b>11</b> Fees for services (non-employees):				
<b>a</b> Management . . . . .				
<b>b</b> Legal . . . . .				
<b>c</b> Accounting . . . . .				
<b>d</b> Lobbying . . . . .				
<b>e</b> Professional fundraising services. See Part IV, line 17				
<b>f</b> Investment management fees . . . . .				
<b>g</b> Other . . . . .				
<b>12</b> Advertising and promotion . . . . .				
<b>13</b> Office expenses . . . . .				
<b>14</b> Information technology . . . . .				
<b>15</b> Royalties . . . . .				
<b>16</b> Occupancy . . . . .				
<b>17</b> Travel . . . . .				
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials				
<b>19</b> Conferences, conventions, and meetings . . . . .				
<b>20</b> Interest . . . . .				
<b>21</b> Payments to affiliates . . . . .				
<b>22</b> Depreciation, depletion, and amortization . . . . .				
<b>23</b> Insurance . . . . .				
<b>24</b> Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> -----				
<b>b</b> -----				
<b>c</b> -----				
<b>d</b> -----				
<b>e</b> All other expenses -----				
<b>25</b> <b>Total functional expenses.</b> Add lines 1 through 24e				
<b>26</b> <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720) . . . . .				