



June 11, 2014

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 15, 2014** and should be mailed to the address below. Please retain a copy of the application 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

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Chair
Jennifer Hagan
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Vice-Chair
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STAFF

Lucinda Mandella
Executive Director

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



2014 Grant Application

The deadline for this application is September 15, 2014.

Late applications will **not** be accepted.

Instructions for completing this application:

- I. All questions in the application must be answered.
- II. Incomplete applications, and/or applications that do not include the necessary supporting documents, will not be considered for granting.
- III. Upon receipt and review of the application, a site visit may be scheduled to confirm that the facilities and protocols are consistent with the information included in the application.

Your application must include the following:

1. Narrative – include purpose of grant/grant request and a needs assessment.
2. Organization's goals and objectives and your mission and vision statements.
3. Property Descriptions: Please include a detailed description of the property(ies) dedicated to your mission/purpose (including photos), average annual and monthly occupancy, adoption rate, any health and veterinary issues, etc.



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4. A copy of any lease and/or boarding agreements pertaining to the properties where your organization has horses.
5. 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, and California Racing Fairs).
6. Description of any re-training or adoption programs currently in place. Please provide a copy of your current adoption agreement.
7. Details on all adoptions/placements occurring during the year, a list of the horses you've adopted and adoption agreements for each horse.
8. Details on all herd changes at your facility, including the passing/euthanasia of any horses.
9. Provide a copy of your written euthanasia policy.
10. Copy of your organization's IRS Exemption Letter attesting to your 501c3 status.
11. 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.
12. General Operating Budget – please include budget/financials for both the current operating year and the application year (*if different*).



2014 Grant Application

13. 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.
14. Completed Statement of Functional Expense (see page 3).
15. Listing of officers, Board of Directors and Executive Staff.
16. Resume of Executive Director/President.
17. Copy of your volunteer agreements/guidelines.
18. Copy of liability insurance coverage, directors and officers liability coverage and any other applicable insurance.



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Please provide answers to the following questions:

1) What is your organization's mission statement:

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

3) Did you receive a CARMA Grant in 2013? If yes, how were those funds used?

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.

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

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



2014 Grant Application

- This grant application and all supporting documents must be postmarked by **September 15, 2014**.
- 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. Applicant will be promptly notified of its status following the review process.
- 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: _____

CARMA – PO Box 1086 – SIERRA MADRE – CA – 91025
WWW.CARMA4HORSES.ORG 626-574-6622



2014 Grant Application

Organization's Corporate Name:	
Mailing Address:	
Physical Address:	
City:	
County:	
State:	
Zip:	
Telephone:	
Fax:	
Website:	
Email:	

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
1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21				
2 Grants and other assistance to individuals in the United States. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16 . . .				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance				
24 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.)				
a -----				
b -----				
c -----				
d -----				
e All other expenses -----				
25 Total functional expenses. Add lines 1 through 24e				
26 Joint costs. 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)				