



June 20, 2021

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285 W. Huntington Dr.
Arcadia, CA 91007
(626) 574-6622
A 501c3 Corporation

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 Thoroughbred horses after their racing careers have ended.

Through voluntary purse contributions, generous individual donations and fundraising, we are able to assist farms and facilities with basic needs and help fund programs that place horses in second careers and homes. 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 list of questions, supporting materials, financial reporting documents, and a signature page that must be included with your completed paperwork. Please review the requirement list carefully to ensure all mandatory materials are included in your application. Incomplete applications are ineligible for consideration.

The grant application will help us determine the best way to financially address your needs - please be as thorough as possible. CARMA will also be scheduling site visits following the application period. This will give us a chance to meet you, your volunteers and staff, and visit your facilities first hand.

The original application and all supporting materials should be submitted to CARMA no later than **September 10, 2021** 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 Lovitt
Executive Director



2021 Grant Application

The deadline for this application is September 10, 2021.

Late applications will **not** be accepted.

Instructions for completing this application:

- I. All questions in the application must be answered.
 - II. All requested supporting documentation/samples must be included.
 - III. All information/answers regarding horses should be limited to **California-raced** Thoroughbreds only. Please make sure the horses included in your application qualify for grant consideration.
 - IV. Incomplete applications, and/or applications that do not include the necessary supporting documents, will not be considered.
 - V. 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.
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2021 Grant Application

Your application must include the following:

- List Organization's:
 - Mission Statement
 - Vision Statement (if applicable)
 - Organization's Objectives
 - Strategic Plan (if applicable)
- Narrative – include a needs assessment and specific grant request (if you have one).
- Copy of your organization's IRS Exemption Letter attesting to your 501c3 status.
- Description of marketing and promotional programs your organization uses.
- Provide links to your website and your organization's social media sites.
- Provide samples of any printed promotional materials or links to sample e-communications.
- 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.
- Property Descriptions: Please include a detailed description of the location(s) used for your program (include any boarding and/or foster locations). You must include photos of each facility including structures, paddocks, fencing and any other relevant features.
- A copy of current lease and/or boarding agreements pertaining to the properties where your organization has horses.



2021 Grant Application

- Provide a list of horses in your program during the application year. ***(Please use CARMA Inventory Form, which can be found on our website on the Grants page)***
- What is the organization's **Monthly** occupancy at each facility? ***(Please fill out Monthly Inventory Form, which can be found on our website on the Grants page)***
- General description of herd health and list of any major veterinary issues, etc.
- **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, California Racing Fairs (CARF), and Los Alamitos Thoroughbred Meets beginning in 2014). **You MUST include race records for each horse for your application to be considered.** Race records can be found on www.equibase.com for free.
- Description of any re-training or adoption programs currently in place.
- Sample of your adoption application **and/or** adoption agreement.
- Fully executed adoption agreements for each horse (please include the entire agreement for each adoption if they are multiple pages).
- Copy of your euthanasia policy.



2021 Grant Application

- Description of all fundraising activities performed throughout the year, including any major grants and/or contributors, fundraising events, and other current funding sources and uses.
- General Operating Budget – please include budget/financials for both the current operating year and the application year (*if different*).
- Copy of most recent IRS Form 990 tax return. If your organization does not submit a 990 please provide **two (2) years** (prior and current) profit/loss and balance sheet statements.
- Copy of liability insurance coverage, directors and officer's liability coverage and any other applicable insurance.
- List of the organization's Board of Directors, Officers and Executive Staff
- Description of your organization's Succession Plan.
- Copy of your volunteer agreements/guidelines.
- Is your organization accredited by any organizations, such as TAA? If yes, please provide details.
- Did your organization receive a CARMA Grant in 2020? If so, how were those funds used?

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



2021 Grant Application

- I. This grant application and all supporting documents must be postmarked by **September 10, 2021**.
- II. All applications should be typed and mailed to the address listed below. Illegible applications will be disqualified. Faxed or emailed applications **will not** be accepted.
- III. Please submit concise and complete applications. **Please do not use three-ring binders or other large packaging or include videos/DVD's.**
- IV. Applications will be reviewed and considered by the CARMA Grant Committee and Board of Directors. Applicant will be notified of its status following the review process.
- V. Please ensure you have all the necessary supporting documents and materials needed for this application.
- VI. Please sign your name below indicating you have read the above stated information. **This signature page must accompany your completed grant application.**

Printed Name of Grant Writer: _____

Signature of Grant Writer: _____ Date: _____

Contact Email for Grant Writer: _____



2021 Grant Application

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