



2012 Grant Application

- 1) This grant application and all required supporting documents are required to be postmarked by March 15, 2012.
- 2) All applicants must fulfill a portion of TCA's mission of providing "a better life for Thoroughbreds, during and after their racing careers, by supporting retirement, rescue and research and by helping the people who work with them."
- 3) All applications should be **typed** and mailed to the address specified on page 2. Illegible applications will be disqualified. Faxed or emailed applications will not be accepted.
- 4) Grant applications should be concise and complete. Please **do not** use three-ring binders or other bulky packaging and do not submit videos, audiocassettes or DVD's.
- 5) Joint applications will not be accepted.
- 6) TCA does not provide "seed money", fund proof of concept requests or fund first year organizations.
- 7) All applications will be reviewed and considered at our Board of Directors meeting in May/June of each year. For all approved applications, grants will be processed shortly thereafter and distributed in June.
- 8) There are several supporting documents that must be enclosed with this grant application. Please consult the checklist below to ensure you have included all requested documentation.

Please sign your name on the line below indicating that you have read the above stated information. **This page must accompany your completed grant application:**

Signature of Grant Writer: _____

Date: _____

ALL GRANT APPLICATIONS MUST INCLUDE:

- ☐ Copy of your organization's IRS Exemption Letter attesting to your organization's 501 (c) (3) status
- ☐ Copy of your organization's 2010 IRS Form 990 tax return. If your organization does not submit a 990 please provide a 2011 balance sheet and profit and loss statement.
- ☐ Completed Statement of Functional Expenses (page 14)
- ☐ Resume for your Executive Director/President
- ☐ 2011 adoption record and 2011 adoption contracts
- ☐ Copy of your liability insurance coverage and directors and officers liability coverage
- ☐ Copy of your volunteer agreement/guidelines
- ☐ A fully completed 2012 TCA grant application

For Facilities with Equines:

- ☐ Confirm your vet has submitted an *original* completed and signed veterinarian report AND vet statement on their stationary, attesting to their care of your horses from January – December 2011. **(These should be submitted directly to TCA by your vet.)**
- ☐ A completed "facilities with equines" page, a complete adoption record and all adoption contracts for your 2011 adoptions

Grant application and all supporting documents must be postmarked by March 15, 2012.

**Please mail to:
Thoroughbred Charities of America
P.O. Box 910668
Lexington, KY 40591**

If you have any questions, please e-mail ecrady@tca.org or call (859) 276-4989. Thank you for your good work.

Enter your responses in the fields below. (Use the tab key to move between fields.) When complete, please print the application, sign and return with all requested documentation. Handwritten applications will not be accepted.

Name of 501 (c) (3) Organization:_____

Year Established:_____

Name of Executive Director:_____
(Please include a current resume.)

Mailing Address:_____

City, State and Zip Code:_____

Farm/Facility Name:_____

Street Address (if different from mailing address):_____

City, State and Zip Code:_____

Home Phone:_____ Work Phone:_____

Cell Phone:_____

E-mail Address:_____

Website Address:_____

Are you applying for a grant from Blue Horse Charities? Yes No
If yes, please include the Blue Horse Charities grant application with the TCA application.

Please provide a response to each question below. Use the tab key to move between fields.

1) Mission Statement

2) In brief, what is your proposed use of the grant you are applying for? (100 words or less)

3) If you received a grant from TCA in 2011 please describe how those funds were used.

4) Please list the major contributors that have provided funding to your organization within the last calendar year. Major contributions are considered greater than \$5,000.

5) Please list the organization's board of directors. Include name, address, work and home telephone numbers and email address.

6) Please list the names and briefly, the duties of all the volunteers in your organization.
(Please include your volunteer agreement/guidelines.)

7) Please list the names and briefly, the duties of all the paid employees in your organization.

8) Please describe your charity's public education efforts.

9) Please describe any publicity your charity has earned within the last calendar year.
(Please include links to online articles or copies of printed articles.)

10) Is your organization accredited by the Global Federation of Animal Sanctuaries or other accrediting body?

For Facilities with Equines

This form should be completed by the grant applicant.

How many horses is this 501 (c) (3) currently paying upkeep for?

What is the maximum amount of horses that could fit at this facility?

How many acres is your facility?

How many horses are tattooed or registered Thoroughbreds?

How many horses are non-tattooed or non-registered Thoroughbreds?

How many horses are other breeds?

How many horses did you adopted out in 2011? How many of them were tattooed or registered Thoroughbreds?

How many horses adopted out were non-tattooed or non-registered Thoroughbreds?

How many horses were euthanized in 2011?

What is the average cost to euthanize each horse?

How many Thoroughbreds were transferred from your charity to another charity in 2011?

What is your horse adoption follow-up procedure?

All facilities that adopt out horses must include the following:

1- Please provide a record of your 2011 horse adoptions in the format provided on page 12. The Thoroughbred's registered name should correspond with their tattoo number or registration number. For assistance in how to look up registered names or tattoo numbers please reference page 11 below. All adoption records must be typed, no handwritten records will be accepted. A fillable form for the adoption record is available on page 12.

2- Please include a copy of the adoption contracts for each horse adopted out in 2011. Adoption contracts should correspond with your adoption record. Note, if you are applying for a Blue Horse Charities grant you may submit one set of adoption contracts with your TCA application.

3-If you have not adopted out any horses in 2011 but do adopt out horses please include a blank adoption contract.

Vet Report for Facilities with Equines

If your facility utilizes foster homes or has multiple locations a vet report and vet statement must be submitted for **EACH** location.

This form (pages 8-10) must be completed by a licensed veterinarian and should be mailed directly to TCA by the veterinarian. Handwritten responses, by the veterinarian, are permitted on page 8-10 only.

Name of equine organization:

Address of the facility where horses are located:

Name of organization contact:

Phone:

Address, if different from above location of horses:

Total number of horses at this facility?

How many are Thoroughbreds?

Maximum capacity of horses?

Please use the rating system below and fill in the blank before after question:

“5” for Excellent

“4” for Good

“3” for Adequate

“2” for Fair

“1” for Inadequate

Overall appearance and health of horses at facility?

Rating: _____

Comments:

Vaccination Program?

Rating: _____

Comments:

Dental Care Program?

Rating: _____

Comments:

Feed Program?

Rating: _____

Comments:

Indoor Water Supply?

Rating: _____

Comments:

Outdoor Water Supply?

Rating: _____

Comments:

Condition of Pastures and Paddocks?

Rating: _____

Comments:

Condition of Fencing?

Rating: _____

Comments:

Deworming Program?

Rating: _____

Comments:

Farrier Program?

Rating: _____

Comments:

Signature of evaluating veterinarian: _____

Date: _____ Print Name: _____

Important:

Please submit a short statement indicating that you are the attending vet for this equine facility on your stationary, which should include your practice name, address and phone numbers. Please mail this statement along with the evaluation above directly to TCA. Grant applications will be considered incomplete until this statement is received. Mail to: Thoroughbred Charities of America, P.O. Box 910668, Lexington, KY 40591.

ADOPTION RECORD INSTRUCTIONS

Please review the following instructions regarding the submittal of your organization's 2011 adoption record.

1. The 2011 adoption record must be submitted with the completed grant application.
2. The adoption record must be in the format below and must be typed. Please contact us if you would like the file as a Word document.
3. The adoption record should reflect 2011 adoptions only.
4. The adoption record should reflect the adoptions of tattooed or registered Thoroughbreds only.
5. Thoroughbreds transferred from one charity to another will not be considered an adoption.
6. The registered name of the Thoroughbred must match the registration and tattoo number provided to receive credit from Blue Horse Charities for the adoption. i.e. a Thoroughbred's name must correspond to his/her tattoo number or registration number as recorded by the Jockey Club.

HELPFUL INFORMATION

How do I read a tattoo? (from the Jockey Club)

A Thoroughbred tattoo is a letter followed by four or five numbers. The letter represents the year of foaling. Note: In tattoos that contain five numbers after the letter, the first number will be from zero to five.

The only exception to the letter is a foreign-born horse that was imported into North America. It will have an asterisk (*) in front of its tattoo.

- Use a cloth to blot the lip to reduce shine and massage the area.
- Take the horse into a dim area and shine a flashlight, blacklight or colored LED light on the tattoo from below the lip, then try the light at different angles.
- Take a digital picture of the tattoo and enhance the contrast. **Note:** Do not use a flash and take the picture on an overcast day or out of direct sunlight.

How do I look up a tattoo?

Log on to www.registry.jockeyclub.com. Click "sign up now" and complete the free interactive registration. Under quick links on the left side of the interactive registration page click on "tattoo identification services". Enter in a Thoroughbred tattoo number. Tattoos consist of a letter followed by five numbers. If the entire tattoo is not legible please follow the steps for submitting tattoo research to the Jockey Club.

How do I obtain a registered name?

Once the tattoo information is correctly submitted on jockeyclub.com the Thoroughbred's registered name, date of birth, sire, dam and other information will be displayed.

A record of your 2011 adoptions should be included in the format below.

[illegible]

A record of your 2011 adoptions should be included in the format below.

[illegible]

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).

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 U.S. See Part IV, line 21				
2	Grants and other assistance to individuals in the U.S. See Part IV, line 22				
3	Grants and other assistance to governments, organizations, and individuals outside the U.S. 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 contributions (include section 401(k) and section 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 24f. If line 24f amount exceeds 10% of line 25, column (A) amount, list line 24f expenses on Schedule O.)				
a	-----				
b	-----				
c	-----				
d	-----				
e	-----				
f	All other expenses -----				
25	Total functional expenses. Add lines 1 through 24f				
26	Joint costs. Check here ☐ if following SOP 98-2 (ASC 958-720). Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				