Relinquishers Welcome
RFP Requirements

All interested organizations are invited to submit an application for funding with the following information:

- Basic Organization Details:
  - Federal Tax ID/Employer Identification Number (EIN)
  - Organization Contact information
- For 501(c)(3) organizations, you will be asked:
  - If your 501(c)(3) exemption is current
  - If you're in good standing with the Secretary of State in the state where you are incorporated.
    - This means that you meet all state-imposed requirements, which may include: filing reports/forms, paying required fees, appointing a registered agent, etc.)
    - If you aren't sure, go to your state's Secretary of State's website (or do an online search for: your State, "secretary of state," "business search") and look up your organization.
  - If your board includes at least 4 Board members
  - If the majority of your board is independent
    - This means that fewer than half of your Board members can be paid employees and/or family members or close relatives
  - If your board chair and treasurer are not compensated by the organization
- An overview of your proposal
- The problem you've identified in your community (i.e., where horses are falling at risk)
- The program you are proposing and how you will go upstream to help the identified population of horses and their owners
- Barriers you see with your targeted population of horses and owners and how you will overcome them
- Details on how you will market the program and reach your target audience
- Any partners you will work with on the program
- Number of horses you aim to adopt through this program

- Number of horses in total you aim to adopt this year
- Number of horses in total you adopted last year
- Timeline for the project
- How much grant funding you are requesting
- Proposed project budget and how each major line item supports your proposal
- Assuming the project is successful, what learnings you expect to gather and how you foresee them being shared and implemented with other Right Horse Partners
- Assuming the project is successful, how you would sustain this program after grant funds have been expended
- Required supporting documents
    - Most recently filed Form 990
    - Budget vs. Actual report for most recently ended fiscal year (income and expenses)
    - Approved budget for current fiscal year (This is the original budget document as it existed prior to the start of the fiscal year.)
    - Most recently completed audited financial statement, unaudited financial statement, OR previous fiscal year's balance sheet
    - Current board list, including the year joined, and biographies or resumes for the board chair and treasurer (Biographies or resumes for other board members are optional.)