

Required documents for Equine Application

This is a list of all the documents requested as attachments as you go through the application. We've listed them here in one spot to make it easier to make sure you submit all of them. **If you have any questions or need help, don't hesitate to contact Patty Finch** at 928-472-1173. We prefer to receive these as email attachments (patty@sanctuaryfederation.org) or as faxes (866-822-4278) whenever possible. Otherwise, please mail to our AZ office at PO Box 501, Payson, AZ 85547. All documents are kept confidential, of course.

Governing Authority

1. Proof on non-profit status
2. Proof of ownership or leasing agreement
3. Contingency plan
4. List of Board of Directors members with occupation and number of years on board
5. Bylaws and amendments
6. Sample of board meeting dates for a typical year
7. One set of minutes
8. Conflict of interest policy
9. Copy of current licenses and permits (not applicable if none required for equine)
10. A statement from a veterinarian or government official, who has been to the facility, stating that these are all the necessary licenses and permits required for the animals housed at the facility (Not applicable if none required)
11. Copy of strategic plan

Financial

1. Most recent 990 (or equivalent), or, if available online, note where
2. Near term and long term financial projections
3. Most recent annual operating budget
4. Most recent Statement of Financial Position, Statement of Activities, and Statement of Cash Flows (See <http://www.accountingcoach.com/online-accounting-course/06Xpg05.html#statement-of-cash-flows-apr> for examples)
5. Description of financial stability and reserves or challenges

6. Proof of checking account (such as a voided check)
7. Repayment schedules for any personal loans to the Sanctuary
8. Descriptive list of the insurance your sanctuary carries, including company, amount of coverage provided and deductible, and renewal date.

Safety and Security

1. A copy of complete firearm policies, unless not applicable
2. A copy of First-aid Plan, including pre-prepared forms for local hospital
3. Copy of evacuation plan