



**Borzoi Club of America
Beverly C. Taylor Trust for Borzoi Rescue
501(c)(3) RESCUE ORGANIZATION APPLICATION**

Organizations dedicated to the rescue of Borzoi only and meeting the tax-exempt status described in Section 501(c)(3) of the Internal Revenue Code are eligible to apply to the Beverly C. Taylor Trust for Borzoi Rescue (BTRC). In order to be considered for financial assistance from BTRC, such organizations must submit an application and be approved by the BTRC. Approval will make the organization eligible for some relief assistance toward their ordinary operation expenses.

Applications are accepted from charitable 501(c)(3) non-profit Borzoi-only rescue organizations which have demonstrated a history in rescue, and have proven to be of significant benefit to the Borzoi breed through their organizations' dedication to the rescue, care and placement of Borzoi which have been abandoned, abused, displaced or otherwise left homeless. Applications are screened for completeness, clarity, and compliance with eligibility requirements. Proof of IRS 501(c)(3) status is required before applications for funding are reviewed. Using a "second party" to establish a 501(c)(3) approval is not permitted.

Borzoi Club of America (BCOA) funds are only allocated for the benefit of previously approved BCOA-BTRC Borzoi-only rescue groups. All-breed, or combined other breed rescue groups are not eligible to apply for, or to receive approval as recipients of benefits or funds from the Beverly C. Taylor Trust for Borzoi Rescue (BTRC).

Requests for personal and/or individual funds will not be accepted. Requests for rescue assistance by any individual, other party or organizational group may apply directly to one of the BCOA-BTRC approved Borzoi-only non-profit rescue groups for assistance. Those groups will determine eligibility for their assistance. The Borzoi Club of America does not hold a partnership relationship with any of the BCOA-BTRC approved non-profit Borzoi-only rescue groups. Every approved rescue group operates completely independent from the BCOA-BTRC.

Application Information: If your organization meets all BCOA-BTRC requirements and conditions for application, all items listed in this application are essential. Failure to include the past year's complete financial data as well as all information for the current year, or failure to sign the application will render your application ineligible. Incomplete, ineligible application will not be reviewed by the BTRC.

The applying Organization is required to provide full details when submitting an application. The below listed required information can be typed on attachment pages.

SECTION 1 – Organization Information

Organization's Legal Name: _____

Primary Director: _____ Title: _____

Contact Name (if other than Director): _____

Primary Phone # _____ Fax# _____ Primary Cell# _____

Corporation Address: _____

- a) Date of Incorporation: _____ State of Incorporation: _____
- b) Federal Tax ID Number: _____ (Attach copy of IRS approved FEIN Number)
- c) Date of IRS 501(c)(3) status approval letter? _____ (Attach copy of IRS letter)
- d) Provide a copy of the organization's last filed IRS 990 & 990T.
- e) Is the Legal Business Name the same on the State Incorporation papers as on the IRS approval for 501 (c)(3) Non-profit status? _____ (Attach Incorporation approval, if legal name is different on either document, provide explanation).
- f) Provide proof that your Corporation Incorporation annual renewal is current with your State.
- g) Provide the names, addresses, phone numbers & email of each officer & board member with length of time they have served on your Board, as well as their term expiration dates. (Attach on a separate sheet)
- h) Are any of your officers & board currently members of one of the AKC recognized Borzoi breed clubs, if so list which club and identify those members?
- i) Has any members of your Board during the last five (5) years been arrested, charged or convicted for any form of criminal or misdemeanor offense? _____ Have any members of your Board been disciplined by the AKC, any breed club or all-breed club? If so, provide date and details.

SECTION 2 – INSURANCE

- a) Does your organization currently hold insurance liability policies up to one million dollars in liability? (Attach a copy of your insurance rider showing the current liability coverage)

SECTION 3 - Program Request Summary

- a) Provide a copy of the organizations Constitution and By-Laws.
- b) Provide a copy of your organization's Mission Statement.
- c) Provide details of what you desire to receive from the BCOA-BTRC rescue program, how benefits will be used?

SECTION 4 - Financial Information & Summary

- a) Organization's Financial Summary for Most Recently Complete Full Fiscal Year.
- b) Organization's Most Recent Full Fiscal Year Financial Bank Statements.
- c) Financial Summary for the Current Year to Date.
- d) Organization's Current Year to Date Revenue and Expenses.
- e) Organization's Current Year Detailed Line-Item Budget.
- f) Details of Current & Past three years' Fundraising Activities conducted to raise funds for Borzoi rescue.
- g) Provide last two (2) years List of Contributors' and amounts donated to your organization.

SECTION 5 - Scope of Your Organization's Rescue Activities

- a) Define the area of the United States your rescue organization currently covers in territory?
- b) Do you currently provide Borzoi rescue for a specific City, a State or a Region?
- c) Tell us how you handle the re-homing process for a Borzoi?
- d) Tell us about your spay/neuter policy?
- e) Explain, the type of housing facilities you currently provide for a rescued Borzoi?
- f) Provide a detailed report on the number of Borzoi helped in the previous two (2) years?
- g) Provide at least, two (2) Letters of Recommendation.
(Individuals who have obtained Borzoi from your organization, veterinarians who have dealt with your organization, or BCOA Members who have in-depth knowledge, but are not intimately associated with your organization, are examples of acceptable references.)
- h) How and where do you advertise that you are available to provide assistance for a Borzoi in need?

APPLICATION GUIDELINES AND GENERAL INFORMATION The Borzoi Club of America (BCOA) is a non-profit 501(c)(4) organization originally founded in 1904, and re-incorporated in 1964. The Borzoi Club of America Beverly C. Taylor Trust for Borzoi Rescue (BTRC) is a sub-committee of the Borzoi Club of America established in 2007, and funded in whole through a generous bequest from BCOA member Beverly C. Taylor.

PURPOSE OF THE BORZOI CLUB OF AMERICA BEVERLY C. TAYLOR TRUST FOR BORZOI RESCUE To oversee the investments and management (in perpetuity) of the Beverly C Taylor funds for the Borzoi Club of America, to determine issuance of operational funds (based on need) to the United States based 501(c)(3) Borzoi-only rescue organizations which have received approval and meet the objectives of the Borzoi Club of America's rescue support programs where receipt of funds will make a significant difference to the health and welfare of the Borzoi breed. Funds are granted annually (when available) toward the operational expenditures of the approved non-profit Borzoi-only rescue recipients.

The BCOA rescue program mission is carried out through the volunteer work of dedicated BCOA members assigned these duties through appointment to the Beverly C. Taylor Rescue Committee (BTRC). Funds for distribution are earned from investments of the primary bequest with only the earned interest available (in part) toward distributions.

A Budget meeting is held annually in January or February by the BTRC to propose distribution budget for the coming year. Final budget approval is by majority decision of the BCOA Board of Directors after careful review and discussion. Distributions take place between March 1st and July 1st for funds that have been authorized for release.

APPLICATION DEADLINE New Applications are accepted between March 1st and June 1st of each year. After receipt of a submitted application, the BTRC shall meet to determine if the application contains all requested information before it is officially accepted. Notice shall be given to the applicant regarding areas that are deemed incomplete and the applicant shall be given additional time in which to submit the incomplete information.

Applicant may request additional reasonable time if they need to secure additional or requested missing information. If information is not provided in the time period granted, the BTRC shall reject the application. Application answers must be typed clearly in answer to all the questions being asked within the application. "See Attached" marked on the application must be matched and clearly defined on any attachment pages. **The BTRC will reject applications that do not have the required authorized signature on Page 4 of this Application. All pages within the application must be returned at the time of submission as they are part of the completed application.**

Six (6) hard copies of the application with the requested supporting materials must be submitted to the **BCOA Corresponding Secretary**. Please check on the www.borzoiclubofamerica.org website for the current mailing address for the BCOA Corresponding Secretary. Applications will not be accepted by e-mail.

CONFLICT OF INTEREST POLICY The BCOA prohibits fund distributions that would directly or indirectly benefit any member of the BTRC board. *Officers and Board Members of any BCOA-BTRC approved recipient rescue organization may not be appointed by the BCOA to serve as a member of the Borzoi Club of America Beverly C. Taylor Trust for Borzoi Rescue (BTRC).*

BCOA BoD Members, who may at the time, also serve as Board Members on any applicant board or board of trustees must disclose their involvement and request to be recused from voting on the final approval or disapproval of applications for that particular applicant.

BCOA BoD Members must also disclose and recuses themselves from voting on any motions that would authorize funds to the benefit of a rescue organization **with which** they or immediate family members are serving. BCOA & BTRC Board Members are prohibited from discussing applications with applicants and prospective applicants outside of the application meetings and communication processes discussed in these Guidelines.

APPROVAL FOR FUNDING If your organization is chosen as a recipient, BCOA-BTRC is not required to grant any exact amounts you may have requested. In all cases, BCOA-BTRC will give weight to whether the applicant has adequate financial resources independent of the Beverly C. Taylor Trust for Borzoi Rescue funds to sustain their programs. It is also noted that there may be some years where there are NO distributions granted to Borzoi rescue from the BCOA program.

ORGANIZATION ACCOUNTABILITY TO BCOA-BTRC BCOA-BTRC requires that any newly approved rescue organization make a minimum of two detailed reports to the BCOA-BTRC Board during the first year funds have been allocated to that organization regarding their status prior to the issuance of any second year fund allocations. This includes, but is not exclusive to, a written updated and detailed program action plan with an explanation of the use of the funds as they relate to the original application.

All questions contained within this application must be answered, and may be answered in detail on additional attachment pages. The applying Organization agrees to abide by the decisions of the BCOA Beverly C. Taylor Trust for Borzoi Rescue Committee; the conditions outlined in this Application; and further agree to adhere to all federal & state tax and income requirements.

Signed: _____
Date _____

Printed Name

Office/Title Held in Applicant Organization

Completed and signed applications are mailed with all attachments to:

**Borzoi Club of America
Karen Mays, Corresponding Secretary
3336 Bagley Passage
Duluth, GA 30097-3789**