

**Companion Animal Alliance
Grant Application**

Agency Name _____

Agency Address _____

City _____ State _____ Zip _____

Agency Phone Number _____

Agency Contact Name _____

Agency E-mail address _____

Agency Website _____

Alternate Phone Number _____

Alternate E-mail address _____

Summarize in 20 words or less the specific purpose for which you are requesting funds:

Amount of funds requested (up to \$10,000) \$ _____

Total estimated cost of Project, Construction or
Capital Campaign \$ _____

Estimated Timeframe/Date for completion of Project,
Construction, or Capital Campaign _____

Organization's Last Completed Fiscal year
1) Operating Budget \$ _____

2) Number of Paid Full-Time Equivalents* _____

3) Number of Volunteer Full-Time Equivalents* _____

*A combined, total average of 40 hours worked each week by any number of people equals 1 full-time equivalent.
Example: 4 volunteers each working 5 hours per week for 40+ weeks = ½ FTE

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Dogs Cats Horses Other
(indicate number for each category)

SPAY/NEUTER (S/N)

15) Number of RTO animals S/N by organization _____ _____ n/a _____

16) Number of adopted/transferred animals S/N _____ _____ n/a _____

17) Number of adopted animals that left without S/N _____ _____ n/a _____

17A- specify reason 1 for no S/N: _____

17B- specify reason 2 for no S/N: _____

17C- specify reason 3 for no S/N: _____

17D- Total number of S/N eventually performed on animals from line 17 _____ _____ n/a _____

18) Youngest age of animals routinely S/N _____ _____ n/a _____

19) Location Spay/Neuter Performed: Complete 19A- 19D

19A- Performed On-Site at Agency _____ _____ n/a _____

19B- Performed Off-Site by Shelter's Veterinarian _____ _____ n/a _____

19C- Performed Off-Site by Adopter's Veterinarian _____ _____ n/a _____

19D- Specify/Explain if other _____

In the year immediately preceding the year detailed above, your agency of received the following number of animals: Dogs _____ Cats _____ Horses _____ Other _____

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Nonprofit Agencies: Signatures should be provided by the President of the Board of Directors and the Executive Director. If one person acts as both, supply a signature from an alternate Board Member.

Public Agencies: Signatures should be provided by the Director of the Animal Control Agency or Animal Shelter and his/her supervisor.

The information contained in this grant request is, to the best of my knowledge, accurate and complete.

Signature

Signature

Type or print name

Type or print name

Type or print title

Type or print title

Date

Date

Disqualification

Any application received without appropriate signatures and without all documentation listed in the Companion Animal Alliance Grant Application Instructions will be considered incomplete and will immediately be disqualified from further consideration. Signatures from two separate parties are required on all applications. Please be sure to provide all pages of the grant application with your submission.

Submitting the Companion Animal Alliance Grant Application

It is not necessary to send your application by priority or overnight shipment. However, use of a traceable shipment method is recommended.

All materials, including photographs, become the property of the Companion Animal Alliance and will not be returned to the submitting party.

**Submit completed and signed application, along with all required supporting documentation to:
8816 Manchester Rd #163
Brentwood, Mo 63144**

Companion Animal Alliance Grant Application Instructions:

Eligibility for Awards

To be considered for the Companion Animal Alliance Grant, an organization must:

- Be a non-profit agency approved by the IRS as a 501(c)(3) entity, or be a public (local government) entity. Non-profit agencies must be incorporated as a non-profit entity in the state or territory in which they are located;
- Operate and be located in the United States of America or its territories;
- Submit a completed application and provide receipts where necessary.

Types of Projects

The Companion Animal Alliance recognizes that animal shelters, rescue groups and animal control agencies are in need of funds for a variety of things, from operational monies, to supplies for the animals and the office. An organization may apply for grant money for whatever it is that they are in need of at the time. The request will be assessed and if approved the grant will be awarded, either in full or in what amount is deemed necessary.

Accountability

Organizations receiving funds for any purpose are accountable to the Companion Animal Alliance for use of the grant monies. Receipts may be requested at any time.

Decisions are Final

All decisions of the Companion Animal Alliance concerning the award of grants are final. The review process may take up to six months. All applicants will receive written notification of the decision of the review committee.

Required Attachments

To apply, complete the [Companion Animal Alliance Grant Application](#).

Then, attach the following material in support of your application. If any items are not applicable, please explain in writing. **Your request may be denied if all supporting documentation is not included without explanation.**

- The completed and signed Companion Animal Alliance Grant Application Form.
- A one – to two-page cover letter describing the project and how it will impact the care of animals in your shelter and/or community.
- A copy of the organization’s latest financial statement.
- A report of activities (eg; programs, statistics) and supporting documents (eg: newsletters, annual reports, other publications) indicating the scope of your organizations activities.
- A list of building(s) and or property owned or leased by your organization and their use.
- Current photographs (see details below)
- A detailed budget for the project, including any price quotes or cost estimates.
- Documentation detailing how the grant monies will be used.

** For new construction or improvements, include plans or drawings of proposed new construction or improvements.

**For equipment or other projects, include catalog pictures and pricing, contractor quotes, or other pertinent documents.

- Information on additional funding, specific as to the source, amount, and how it will be raised.
- For private nonprofit agencies:
 - **A copy of your organization’s Articles of Incorporation, certified under seal by the Secretary of State. If such a copy is unavailable, the secretary of your Board of Directors should sign and date the Articles and affix the corporation seal
 - **A copy of the organizations nonprofit 501 (c) (3) letter of confirmation from the Internal Revenue Service (no substitutions allowed)
 - **A list of the names, home addresses, and phone numbers of your current officers and board members
- For public (local government) agencies:
 - **A letter of confirmation, on official government letterhead, verifying your agency’s status as a public animal care or control agency.
 - **A list of the reporting hierarchy for the department and city, county, or other applicable local governmental agency.

Photographs:

Photographs are an integral part of the application. Photographs taken with a film camera (not Polaroid) and developed directly into prints are highly preferred. Photos taken with a digital camera must be printed on photo-quality paper and be a minimum of 300 dpi.

- 1) If your organization is currently sheltering animals, photographs of **both** the exterior and interior of the facility must be included, even if the request is for equipment only or for a new shelter. Although special attention should be given to the area where improvements will be occur, **photographs should provide a visual tour of all Animal-housing areas.**
- 2) If your organization does not have a building, include pictures of the lot on which you are building, adjacent lots, and the curb or approach area to the building as well as any locations where you are currently fostering animals.

Mount of print pictures on letter – size paper (8.5x11). Include captions or notations explaining the photographs, as well as the dates the pictures were taken.

Failure to submit photographs meeting these requirements will cause your request to be denied.