

Pet Advocacy Grant Application Checklist

Before submitting your application, please be sure that you have reviewed the Guidelines for Grant Applicants to make certain that your application is in compliance with all guidelines.

Please note: If required materials are not included, your application will not be considered for funding.

Required Materials:

- ☐ Fully completed application form.
- ☐ A copy of the project budget.
- ☐ Copy of your organizational budget.
- ☐ Copy of the most recent set of financial statements. Please provide audited statements, if available.
- ☐ Your narrative essay.
- ☐ Copy of your IRS determination letter.
- ☐ Copy of your final grant report. If you have received funding from the Banfield Foundation, please include your most recent final report. If you have received funding from the Banfield Charitable Trust, please include your most recent final report as well.

Optional:

- ☐ Recommendation from a Banfield associate.
- ☐ Copies of your project or organization's promotional materials.
- ☐ Copy of your organization's Whistleblower Policy & Conflict of Interest Policy.

Please **email** your completed grant packet including accompanying materials as one .pdf to:

Banfield Foundation
18101 SE 6th Way
Vancouver, WA 98683
Phone: 360-784-7866
Email: info@banfieldfoundation.org

Guidelines for Grant Applicants

Banfield Foundation funds programs that help pets and their families stay together.

The Banfield Foundation funding priorities are focused on programs that provide a direct solution to avoid surrender or separation of companion pets from families.

Some of the program types we fund are:

- + Basic veterinary care for financially-challenged companion pet owners and families.
- + Programs that help the vulnerable population (homeless, seriously ill, homebound, disabled, domestic abuse victims, etc.) care for or keep their pets.
- + Education programs that directly relate to keeping companion pets and their people together.
- + Behavior modification programs to correct inappropriate companion pet behaviors so that pets may remain in the home.
- + Disaster preparedness and response.
- + Special projects may be considered. Please contact us prior to submitting a request that does not meet the above guidelines.

The Banfield Foundation does not fund:

- + Spay and neuter or adoption programs.
- + General humane education programs.
- + Behavior modification programs for pets awaiting adoption.
- + Indirect operating expenses, deficit reduction, or general administrative overhead expenses. Unrelated salary expenses will not be considered.
- + Fundraising campaigns, including special events.
- + Grants to individuals, or to provide support for business enterprise.
- + International programs.
- + Programs that relate to or promote a specific political position.
- + Construction costs for new buildings or remodeling proposals.

Please do not include the above items in your funding request. If you have a question about specific items to be considered for funding, please contact us by phone or email.

Financial Guidelines

The Banfield Foundation prefers grant applications from small and medium sized nonprofits. However, if your operating budget is greater than \$5,000,000, the project budget for which you are seeking funding must be less than \$250,000.

I. GRANT APPLICATION FORM

II. NARRATIVE (maximum of six pages)

Guidelines for Grant Applicants *Continued*

A. Briefly describe the project or program for which you are requesting a grant from the Banfield Foundation.

B. Provide an introduction and background of your organization incorporating the following points:

1. Briefly describe your organization's history and major accomplishments.
2. Describe your current programs and activities.
3. Who is your constituency? How do they benefit from this program and/or your organization?

C. Describe your project in detail, incorporating the following points:

1. Problem statement: what problems, needs, or issues does your project address?
2. Describe how the program matches one or more of the Banfield Foundation's funding priorities. How does the program keep pets with their families?
3. Describe the program's goals and activities involved in this request.
4. If your program is designed to assist low-income families, describe how you will verify income.
5. How many pets and families will be helped by your project?
6. How does this program provide a long-term solution to solve the problem?
7. What is the geographic reach of your program? (Please list counties and states covered)
8. Indicate other funding sources for this program.

D. Describe your plan for evaluating the success of the project incorporating the following points:

1. How will you measure the success of the program?
2. How will you track the result?
3. What questions will be addressed?
4. Who will be involved in evaluating this work?
5. How will the evaluation results be used?

III. ATTACHMENTS

A. Finances

1. Project budget for the program for which you are requesting funding. If you are requesting funds for temporary shelter, please provide the average cost per day per pet for sheltering. Any program expenses for veterinary care (except spay/neuter), supplies, behavior training, etc. should be separate from the daily cost for sheltering.
2. Most recent, completed full year organizational financial statement - audited, if available.
3. Organization's current annual operating budget.
4. List individually other funding sources for this request. Include amounts whether received, committed or projected/pending.
5. Describe your plans for future fundraising.
6. A copy of your IRS 501(c)(3) determination letter.

B. Organizational Structure

1. Briefly summarize the qualifications of key individuals involved in the project.
2. Provide a list of your current board of directors.
3. Include an organizational chart showing decision-making structure.
4. Include your organization's Whistleblower policy and Conflict of Interest policy. If your organization doesn't have these policies, and you would like to incorporate them, please contact us and we can provide blank forms for your use.

Guidelines for Grant Applicants *Continued*

C. Banfield Associate Recommendation

If you have a Banfield Pet Hospital in your area, we ask that you meet with someone on the local hospital management team, explain your program to them, and ask them to complete the form. The recommendation form for the Banfield associate to complete is included in the grant application package. Since we cannot personally meet with each grant seeker, we count on Banfield associates to be our eyes and ears within their communities. A recommendation from a Banfield associate means that someone who understands the Banfield Foundation's funding priorities and mission has talked with the grant seeker and believes the program aligns with the Foundation's vision. If there is no Banfield Pet Hospital in your area, please don't hesitate to submit your application. Please note: If your program involves veterinary care, you are under no obligation to use Banfield Pet Hospital services.

If you have any questions about the grant application, required materials, funding priorities, etc., please don't hesitate to contact us. Grant applications and all materials must be sent to the address below.

Requests should be emailed as one .pdf to:

Banfield Foundation
Info@Banfieldfoundation.org

Grant Application

Date of Application: _____

Organization Name: _____

Contact Person and Title: _____

Physical Address: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Main Org. Phone Number: _____ Contact Person Phone Number: _____

Email Address: _____ Website Address: _____

(Please note: If you do not have a website, please explain in your narrative how donors and program applicants learn about your organization.)

Indicate which of the Foundation's funding priorities will be addressed by this request:

- ☐ Basic veterinary care for financially-challenged companion pet owners and families.
- ☐ Programs that help the vulnerable population (homeless, seriously ill, homebound, disabled, domestic abuse victims, etc.) care for or keep their pets.
- ☐ Another type of program that provides a direct solution to avoid surrender or separation of companion pets from families.
- ☐ Education programs that directly relate to keeping companion pets and their people together.
- ☐ Behavior modification programs to correct inappropriate companion pet behaviors so that pets may remain in the home.
- ☐ Disaster preparedness and response

Project/Program Title: _____

Average number of pets served by this program: _____

Grant Amount Requested: _____ Period Grant will cover: _____

Total Project/Program Budget: _____ Total Organizational Budget for current year: _____

Project/Program Summary or Grant Request: _____

List the states and counties reached by this program: _____

Summarize your Organization's Mission: _____

Does your organization have a Whistleblower policy? ☐ Yes ☐ No If yes, please include with application.

Does your organization have a Conflict of Interest policy? ☐ Yes ☐ No If yes, please include with application.

Location of your nearest Banfield Pet Hospital: _____

Have you obtained, or attempted to obtain, a recommendation from an associate on your local Banfield Pet Hospital's management team?

☐ Yes ☐ No If no, please explain why: _____

Banfield Pet Hospital Contact Name: _____ Title: _____ Phone Number: _____

Grant Application *Continued*

FUNDING HISTORY WITH BANFIELD FOUNDATION

(If your organization has received prior funding, you must fill out this section.)

List all date(s) and grant amount(s) your organization has received from Banfield Foundation. If your organization has received prior funding from the Banfield Charitable Trust, please list those awards as well and include your most recent final report.

Date: _____ Amount: _____ Program: _____

Date: _____ Amount: _____ Program: _____

Date: _____ Amount: _____ Program: _____

Date: _____ Amount: _____ Program: _____

Date: _____ Amount: _____ Program: _____

Date: _____ Amount: _____ Program: _____

FOR EACH GRANT above, please provide a narrative (no longer than one page) which includes a detailed report on how you used the funds. Compare it to the projection you originally submitted with your funding request. We are especially interested in the impact of the funding such as the number of pets and people helped, a problem you solved, etc. Be sure to include the program name, date, and amount you received. Please use a separate page for each grant you received.

Signature & Title

Date

Recommendation From Banfield Associate

Please describe your association with: _____ (name of organization)

☐ I just learned about them through this interaction

☐ I have been involved with the organization for _____

In what capacity have you been involved? _____

Do you plan to be involved with this grant project? ☐ Yes ☐ No

Please describe: _____

In your opinion or experience, describe how the project will fulfill the Foundation's mission of keeping pets and their people together. (Use back of sheet if necessary, or include a separate letter.)

Please mark your opinion in the appropriate box. 1 represents the **LOWEST** score; 5 represents the **HIGHEST** score.

	1	2	3	4	5	Unknown
Organization's mission is clear and well communicated to its constituency in this community.						
Organization makes good use of financial and volunteer resources.						
Organization has the experience and capacity to meet this project's goals.						
Project clearly matches at least one of the Banfield Foundation's funding priorities.						
Project has the ability to impact the lives of pets and families.						
Organization has a good reputation in our community.						

Associate Name: _____

I am a member of the hospital management team ☐ Yes ☐ No Title: _____

Hospital Number: _____ CITY/ST: _____