



## GRANT APPLICATION

We are dedicated to funding proposals focused on the two areas indicated below. To begin the process, please make a selection that best matches the need behind your funding proposal. Please visit our website at [www.ohioanimalfoundation.org](http://www.ohioanimalfoundation.org) for more information on our Grants Program and the primary focus areas. Typical grant awards range from \$250-500.

**Please consider this application for funding in the area of** *(make only one selection)*:

\_\_\_\_\_ Rescue and Shelter Services (inclusive of Community Assistance programs)

\_\_\_\_\_ Wildlife Education, Protection, and/or Rehabilitation

**Applicant:** \_\_\_\_\_

**Project Name/Description:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Contact Person & Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Web Address:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please provide the following information to the best of your ability. Submit the completed and signed grant application together with the attachments electronically in PDF format via email to [grants@ohioanimalfoundation.org](mailto:grants@ohioanimalfoundation.org). Applicants will be notified following the August OAF Board Meeting of their application status and funding decision via email. Awards will be issued by October 31.

If you have questions about the application process, please e-mail us at [grants@ohioanimalfoundation.org](mailto:grants@ohioanimalfoundation.org) or call us at (614) 226-3068.

### **Application Submission Deadline: June 1**

- 1. COVER LETTER:** Please include an introductory description of your organization, its mission and goals, and briefly describe the need for and purpose of your request. *(1-page max)*
- 2. PROPOSAL NARRATIVE:** Please provide a detailed narrative describing the purpose of your request including your goals, objectives, and intended outcomes. This narrative should include the following information to the extent applicable *(3-pages max)*:
  - Intended use for the requested funds
  - Background on the issue or need to be addressed
  - Target audience
  - Time frame for the project
  - Criteria to determine how the success of the project will be evaluated



**3. PROJECT BUDGET:** Please submit a budget for your project including other sources of funding (if any). *A sample budget template is provided on page 3; however, the use of this particular form is not required.*

**4. ADDITIONAL ATTACHMENTS:** (All attachments must be in PDF format)

- **Required:** Provide a copy of your IRS tax-exempt determination letter, organizational budget, and a complete list of board members.

**5. AGREEMENT:** By signing and submitting this application to the Ohio Animal Foundation, you agree that any funds that may be granted to you by the Foundation will be used exclusively for the purposes set forth in the application (including attachments) or as agreed in writing by the Foundation, and that the Foundation has no obligation to provide any further support beyond the amount approved. You also agree that you will report on the status of the project as required by the Foundation.

**6. SIGNATURE:**

**Authorization Signature:** \_\_\_\_\_

Must be signed by President, Executive Director, or Chief Executive Officer (electronic signatures accepted)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## TIPS FOR SUCCESSFUL GRANT APPLICATIONS

- 1. Repeat Submissions:** OAF prefers not to fund identical proposals for consecutive years. For previous grant recipients, please try to emphasize a new spin or addition to a previous project, or submit a new project proposal entirely.
- 2. Fiscal/Budget:** Including a project AND organizational budget is **required** for your organization to be considered for funding. We encourage highlighting any additional fiscal policies or budgetary controls that your organization may have (e.g. segregation of duties with respect to the planning and handling of funds in an organization). **Project budget should reflect the funding amount requested, and clearly specify how the funds will contribute to the project.** Grant funding requests should go beyond simple organizational donations, so please indicate how funding will contribute to specific project outcomes.
- 3. Education & Outreach:** The sharing of information to promote health and well-being of animals is a core element of the OAF mission, so emphasizing educational components of your project is encouraged. For some projects, this is obvious (e.g., wildlife educational classes for kids at a nature center). However, educational opportunities can present themselves in a variety of environments and interactions, whether in the near or long-term.
- 4. Collaboration:** Highlighting the ways in which you work (or plan to work) with other nonprofits, community groups, or public/private agencies to facilitate your project goals is encouraged.
- 5. Research & Data:** How are you using research and data to set and measure your goals? Is there a particular metric within your community that you aim to tackle? A brief discussion on data-driven programming may help to underscore the foundation of your stated need.
- 6. Highlight Board Diversity:** Include a list of board members (one of the attachments **required** in #4) with brief descriptions of the professional background or unique experience each individual brings to the table with regard to your work and overall mission.

For many organizations, the grant application process is new and can be overwhelming. Please don't hesitate to reach out to us if you have a question along the way, either by phone (614-226-3068) or email ([grants@ohioanimalfoundation.org](mailto:grants@ohioanimalfoundation.org)).



## BUDGET FORM

**Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project Name/Description:** \_\_\_\_\_

Please provide a general description of expected project expenses and funding sources:

<b>PROJECT EXPENSES</b>		
<b>Total Requested:</b>		
	Amount	Comments
Materials and Supplies		
Equipment and Maintenance		
Communications (eg phone, postage)		
Printing and Advertising		
Veterinary Expenses		
Fees		
Other (please specify)		
<b>PROJECT REVENUE</b>		
	Amount	Comments
OAF Grant Request		
Other Grants (identify grantors)		
Other Contributions/Fundraising		
Other Sources (please specify)		
<b>Total Revenues:</b>		