



GRANT APPLICATION

There are three distinct areas of focus within our Grants Program. To begin the process, please make a selection below that best matches the need behind your funding proposal. Please visit our website at www.ohioanimalfoundation.org for more information on our Grants Program and the primary focus areas.

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

Low cost spay/neuter Feral cat programs Wildlife education, protection, and/or rehabilitation

Applicant: _____

Project Name/Description: _____

Address: _____

Contact Person & Title: _____

E-mail 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 either electronically to grants@ohioanimalfoundation.org or in hard copy to Ohio Animal Foundation, P.O. Box 30661, Columbus, OH 43230. ****Even if submitting by mail, it is important to provide a current e-mail address.***

If you have any questions about the application process please e-mail us at grants@ohioanimalfoundation.org or write to us at the address above.

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 attached; 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

Name (printed): _____ **Title:** _____

Phone number: _____ **E-mail*:** _____

Date: _____



BUDGET FORM

Applicant: _____ **Date:** _____

Project Name/Description: _____

PROJECT EXPENSES		
Total Requested: \$	Itemized	Comments
Salaries and Wages		
Payroll Taxes and Benefit Costs		
Consultants or Professional Fees		
Supplies and Merchandise		
Communications (phone, postage, etc.)		
Office Space		
Equipment and Maintenance		
Travel and Related Expenses		
Printing and Advertising		
Land/Space Acquisition		
Other (please specify)		
Total Expenses		
PROJECT REVENUE		
	Amount	Comments
OAF Grant Request		
Other Grants (Identify Grantors)		
Other Contributions/Fund Raising		
Other Sources (please specify)		
Total Revenues		