



## 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](http://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](mailto: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](mailto:grants@ohioanimalfoundation.org) or write to us at the address above.

**2019 Application Submission Deadline: September 1, 2019**

- 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

**Name (printed):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **E-mail\*:** \_\_\_\_\_

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



## QUICK TIPS FOR SUCCESS

We want to see you succeed! So, we've put together this list of quick-tips to help you navigate the application process. Once the application window has closed, our grants committee will convene to review the submissions, deliberate, and ultimately recommend award recipients to the board for a vote. Please work through your application with the following tips in mind in order for our reviewers to best understand your organization and program goals.

**Quick Tip #1 – Ask Questions:** For many organizations, the grant application process is new, and well, slightly 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)).

**Quick Tip #2 – Board Diversity:** Bolster your 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.

**Quick Tip #3 – Fiscal/Budget:** Grant reviewers love to see evidence of strong internal fiscal/budgetary controls (i.e., segregation of duties with respect to the planning and handling of funds in an organization). While it isn't necessary to go into deep depth with this, a brief mention of these policies can go a long way toward helping your application shine.

**Quick Tip #4 – Education:** The sharing of information to promote the health and well-being of animals is a core element of the OAF mission. So, be sure to mention it! For some projects, this is obvious (e.g., wildlife educational classes for kids at a nature center). However, the educational component certainly is not limited to projects involving classes or training courses. Educational opportunities present themselves in a variety of environments and interactions. Be sure to consider the possible ways in which your project will contribute to learning, whether in the near or long-term.

**Quick Tip #5 – Collaboration & Outreach:** As Helen Keller so wisely put it, "Alone we can do so little; together we can do so much." Are you working with other nonprofits, community groups, public/private agencies to facilitate your goals? Or do you have future plans to do so during the implementation of this project? Be sure to mention this!

**Quick Tip #6 – 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 is a great way to underscore the foundation of your stated need.



## 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)		
<b>Total Expenses</b>		
PROJECT REVENUE		
	Amount	Comments
OAF Grant Request		
Other Grants (Identify Grantors)		
Other Contributions/Fund Raising		
Other Sources (please specify)		
<b>Total Revenues</b>		