



# PAWS FOR LOVE FOUNDATION

## Funding Request Guidelines

PO Box 9004

Santa Rosa, CA 95405

[www.pawsforlove.info](http://www.pawsforlove.info)

Please read carefully:

### I. Eligibility

#### A. Eligible Organizations

- a) Non-profit groups - special needs and support of existing programs
- b) County/City animal control or municipal shelters – special needs, and restricted to specific purposes that are within the Paws for Love 501(c)(3) mission
- c) Eligible groups must reside in the following Western States: CA, OR, WA, ID, NV, AZ, NM, UT, CO, MT, & WY

#### B. Eligible Programs and Expenses

- a) Qualifying organization's medical fund
- b) Reimbursement for specific expenses directly related to the animal's needs within Paws for Love 501(c)(3) purposes. Veterinarian assessment and prognosis required for medical treatment. Must provide invoices not to exceed 60 days from statement date  
**\*\*\* no funding is available for personal pets**
- c) Surgery
- d) Adoption services
- e) Specific education program(s)
- f) Medical or adoption-related equipment/supplies
- g) Foster care programs

#### C. Ineligible Organizations

- a) Breeders for profit
- b) Individuals, for personal pet care and/or related expenses
- c) Funded groups other than participation in existing programs such as spay/neuter events for adoptable pets. No portion of Paws for Love funds to be used for funded groups' operational expenses.
- d) Application must be received from the organization or individual receiving the grant, if approved; indirect or third party applications on behalf another organization or individual will not be considered
- e) Groups or programs operating outside of the United States

## **D. Ineligible Programs**

- a) Deficit reduction
- b) Entertainment costs
- c) Building improvements, expansion, and/or operational expenses.
- d) Transportation expenses such as airfare
- e) Duplication of funding for an eligible program when funding has been awarded through another recipient, or independently from the Paws for Love Foundation for the same or similar program.
- f) Programs relating to the care of animals transported to the US from another country within the past six months.

## **E. Selection Criteria**

- a) Relevancy to Paws for Love mission statement and goals
- b) Availability of funds
- c) Feasibility that funds will achieve desired result

## **F. Funding Limitations**

- a) Limit to 'matching funds' for some applicants when other resources may be available
- b) Funding amounts will be at the discretion of the Board of Directors

## **G. Application for Funds Processing Procedures**

- a) Submit application per application instructions
- b) Application is reviewed by the Paws for Love Board of Directors. Review process includes obtaining pertinent documentation such as IRS letter from non-profits and veterinarian report for medical treatment
- c) Board completes final vote on application following receipt of completed application and documentation

## **II. Application Information**

- A.** Information must be submitted on Paws for Love Application Form
- B.** Name of organization
- C.** Address
- D.** Website, if applicable
- E.** IRS Tax ID Number, if applicable (copy of Non-Profit's IRS letter required)
- F.** Contact name and title of Applicant
- G.** Contact address
- H.** Contact phone number
- I.** Contact email

- J. Specific Need, Program, or Event:
  - 1. Amount requested
  - 2. Statement of intent and need
  - 3. If approved, how will the funds be used?
  - 4. Written veterinarian assessment, if applicable, attached to application
  - 5. Number of animals to be served
  - 6. Goals/objectives
  - 7. Proposed timeline
  - 8. Expected outcome
  - 9. How will results be measured?
  
- K. Has applicant received funds from Paws for Love in the past? If yes, when and for what purpose? (\*funding grants are limited to a maximum of two per calendar year per applicant)
  
- L. If non-profit:
  - 1. History of organization
  - 2. Mission or Vision Statement
  - 3. List of Board of Directors
  - 4. IRS letter of 501c3 proof
  - 5. Website if applicable

### III. **Disbursement of Funds**

- A. Requests for medical care **will be paid directly to vet** upon receipt of invoice
- B. If paying directly to applicant:
  - 1. If approved, reimbursement will be made upon verification of expenses (invoices not to exceed 60 days prior)
  - 2. Summary report submitted with proof of costs and payment
  - 3. If requested, summary or update to be provided to the Paws for Love Foundation within four months of applicant's receipt of funding
- C. **Funding amounts are typically within the \$100.00 – 1000.00 range**, subject to need and availability of funds.

**\* Please note \***

**Due to our by-laws and IRS restrictions, the Paws for Love Foundation is not permitted to provide any funding to individuals, or to an organization on behalf of any individual for a personal pet**

**Your need for funding must fall within the purpose of our mission:**

**Our mission is to provide resources and funding to shelters, rescue groups, and individuals dedicated to improving the health, welfare, and adoptability of unwanted and abused animals.**