



CANINE SUPPORT AND RELIEF FUND GRANT GUIDELINES AND APPLICATION

HOW TO APPLY

The AKC Reunite Canine Support and Relief Fund provides grants to not-for-profit organizations in the United States that are tax-exempt under sections 501(c)(3) and 509(a)(1)(2) or (3) of the U.S. Internal Revenue Service codes. Grants are made in the following categories:

1. Not-for-profit Canine Search and Rescue organizations
2. Not-for-profit veterinary units providing support to canine rescue teams
3. Not-for-profit animal shelters and similar not-for-profit organizations providing care for domestic animals orphaned or displaced as a result of natural or civil disasters

APPLICATION PROCESS:

- Approved applicants will be notified by email or phone with details regarding the check distribution process.
- The typical maximum amount awarded for a Search and Rescue support grant is \$2,500.
- Requests of an emergency nature are accepted throughout the year.
- Applications for funding are considered without regard to race, gender, disability, religion, ethnicity, age or sexual orientation.

APPLICATION INSTRUCTIONS:

- To apply for a grant, submit the following application (Sections A, B, C and D). Emailed versions are acceptable in pdf form only. Do not fax the grant application.
- Retain one copy for your records. Multiple copies, videotapes or other attachments cannot be accepted.
- Do not bind the application with staples or folders or put into binders, as we must be able to separate and copy the application. Paper clips and binder clips are permitted.
- You will be contacted by telephone or email if there are any discrepancies or concerns.

Applications can be mailed to:

Megan Trierweiler – Grant Administrator
AKC Reunite
8051 Arco Corporate Drive, Suite 200
Raleigh, NC 27617

919-816-3640; relief@akcreunite.org

BEFORE YOU APPLY

Do not remove or omit any of the following questions. If a question is not applicable to your organization, please answer with N/A.

The request must meet the following:

- Applicant must be an eligible not-for-profit organization whose mission is to support search and rescue activities or to support Disaster Relief/Preparedness activities, directly related to domestic animals.
- Purchasing equipment such as boats, cars, trucks, motors, pumps, etc., is not within the scope of the Fund's purposes.
- No monies from the Fund may be used to repair, replace, fix or purchase materials used in connection with the construction, repair or fixing of damaged buildings or structures.
- Requests must be for matters directly related to search and rescue work, continuing education of search and rescue work or the training of handlers and k9s directly related to search and rescue work.

Please do not submit funding requests for the following:

- Individuals and individual needs such as scholarships or student financial assistance
- Fund-raising activities such as benefits, charitable dinners, galas or sporting events
- Goodwill advertising, souvenir journals or dinner programs
- Sectarian or religious activities
- Political, legislative, lobbying or fraternal organizations
- Endowments or capital campaigns
- Sponsorships
- Programs unrelated to search and rescue, pets or disaster preparedness / relief
- For-profit organizations
- Transportation that is not directly related to search and rescue training or call-outs.
- Medical expenses or wellness plans for k9s



CANINE SUPPORT AND RELIEF FUND GRANT APPLICATION

Please type or print clearly using blue or black ink. Please complete all sections. If a section is not applicable to your organization, answer with N/A.

Section A: GENERAL INFORMATION

1. Date of Application: _____

2. Official Name of Organization: _____

3. Organization Mailing Address: _____

Web Site: _____ Email: _____
Phone Number: _____

4. Name of Executive Director: _____
Address: _____
Phone Number: _____ Email: _____

5. Primary Grant Application Contact Person (if other than Executive Director):
Name: _____ Title: _____
Address: _____
Phone Number: _____ Email: _____

6. Your organization's Federal Tax ID# (EIN): _____

7. Total Amount Requested: \$ _____ (must not be left blank)

8. Request is for: _____ General Support (supplies, equipment etc.)
_____ Project Support (training, seminars etc.)

9. Does your organization have an affiliation with an American Kennel Club employee, Board member or Club? If so, please explain.

10. Has your organization received any previous support from The American Kennel Club or The AKC Reunite? List the specific year/s and please explain.

11. Date of organization's inception: _____

12. Territory or area and/or population served: _____

Section B: ORGANIZATION AND PROGRAM DESCRIPTION

Please provide the following information regarding your organization and the program or project for which you are seeking a grant. You may use an additional sheet of paper if necessary, but please note that concise answers are appreciated.

1. Please provide a description of your organization, including a statement of programs and recent activities:
2. What will your organization accomplish with a grant from the AKC Reunite Canine Support and Relief Fund? How specifically will the grant monies for which you are applying be utilized? (please summarize)

3. Itemized grant request – list the items for which you are requesting support, their purpose, cost, quantity and total grant request. Sum the listed totals for a grand total.

Item(s) Requested	Purpose / Goal	Cost each	Quantity	Total \$
Total=				

If more space is needed, please make a copy of this table.

4. What are your organization's goals, purpose and mission statement?

5. How do your organization's goals relate to those of the AKC Reunite Canine Support and Relief Fund?

6. Describe your organization's fund-raising strategy in general.

Examples:

7. How will you evaluate the results of the items and program(s) you seek to acquire and implement with this funding?

8. Who are the staff/team members who will carry out the distribution of your funds? What are their backgrounds and qualifications?

9. Why do you feel AKC and AKC Reunite should fund your organization?

10. How will your organization show that the requested funds were funded by AKC Reunite (i.e. newsprint, signage, information in newsletters, website, agenda, etc.)

Section C: CERTIFICATION

All of the statements I have made in this application are true and accurate. (must not be left blank)

Signature: _____

Name: _____

Title: _____

Organization: _____

Date: _____

Section D: ATTACHMENTS

Please include the following documentation with your application:

- Completed W-9. (This form **must** be submitted and signed regardless of IRS filing status and can be found at www.irs.gov)
- If your organization has received prior grants, previous year's **Grant Application Follow Up Form** if not sent in previously. This form must be received for application to be considered.
- A valid, current copy of the Internal Revenue Service determination letter(s) of tax exempt status under 501(c)(3) or 509(a)(1), (2) or (3). Applications from outside the United States should provide official documentation of not-for-profit status. Emails are not valid documentation. Please provide hard copy of IRS status. If status is pending, please wait until you have been approved by the IRS as either 501(c)(3) or 501(9)(a) to apply. We cannot hold applications.
- A brief statement, signed and dated on the organization's letterhead showing there has been no change in purpose, character, or organizational structure subsequent to the issuance of the IRS letter(s). Must be signed by an officer or grant writer of organization.
- A list of the Members of the Board of Directors or similar governing body, contact phone numbers and their business affiliations.
- The organization's most recent audited financial statement. If audited financial statements are not available, please provide some form of financial report for the previous calendar year on the organization's letterhead.
- The most recent annual report. If an annual report is not available, please provide published information on the organization, its mission, track record, searches and accomplishments.
- Current funding sources, including a list of contributors. Private contributors do not have to be listed by name.