**Animal Welfare Grant Cycle**

Available: 9:00am, June 19, 2023  
Close Date: 4:00pm, July 14, 2023

**Introduction**

The mission of the Arizona Community Foundation (ACF) is to lead, serve and collaborate to mobilize enduring philanthropy for a better Arizona. With charitable funds established either for the common good or for special purposes, ACF works to achieve this goal. Nonprofit organizations providing services for animals anywhere in Arizona are invited to compete for a grant from the Arizona Community Foundation’s animal-related funds. Grants will be awarded to projects that aim to support the welfare of wild animals and domestic pets that are ill or injured, need placement in a home, or need to be returned to their natural habitat.

ACF encourages proposals that:

- Leverage matching funds
- Engage strategic, mission-driven collaborations/partnerships
- Build the capacity of the organization
- Support direct service projects
- Support one-year proposals
- Support direct administrative costs associated with carrying out the program, such as staff salary/wages, project management, marketing, consultants, supplies, postage, travel, training or equipment, newly-acquired information technology, etc. will be allowed. Direct costs can also include directly attributable administrative support, legal or accounting functions, with distinct and measured effort on the project.

ACF will accept proposals that benefit and support:

- The welfare of wild animals and domestic pets that are ill or injured
- The welfare of domestic pets that need placement in a home
- The welfare of wild animals that need to be returned to their natural habitat

**Funding Request Range**

ACF will accept only one proposal from a qualified organization. Proposals may be submitted for a minimum of $5,000 up to a maximum of $20,000. The total granting pool depends on fund availability at the time.

**Eligibility Requirements**

- Any Arizona 501(c)(3) organization, government agency, and tribal entity that operates with fiscal accountability and responsibility. Religious organizations may apply for funding of non-sectarian programs.
- Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and service based on race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin, and provide evidence of the policy.
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- The application for this grant cycle is online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.

- Organizations are required to have a completed and visible profile on ACF’s website: www.azfoundation.org. Incomplete organizational profiles will result in the declination of your application.

- Organizations without 501(c)(3) status must use a fiscal agent to apply on their behalf. Fiscal agents must have a visible profile on the ACF website, and also be a 501(c)(3) organization. **A copy of the agreement between the fiscal sponsor and the sponsored organization is required.**

- Organizations must be in good standing with the IRS at the time of review or else the submitted application(s) will be immediately declined.

- Organizations uncertain of their eligibility may inquire by sending an e-mail to grants@azfoundation.org.

- Applicant organization must be fully authorized by its board and other applicable partners/collaborators to submit this application.

- Organizations must serve animals within the Arizona geographic boundaries.

### Timeline for 2023 Grant Making

- Grant cycle opens **June 19, 2023**
- Applications are due by **4:00 pm on July 14, 2023**
- Grant Panel will make final recommendations in late **August 2023**
- Grant awards and decline letters out in **September 2023**
- If funded, Final Report Due in **September 2024**

### Grant Deadline

Proposals must be submitted online by **4:00 pm on July 14, 2023. No exceptions.**

### How to Apply Online

**If your organization has an ACF profile:**
Go to the Arizona Community Foundation’s grants page at www.azfoundation.org/grants. Click grantee login at the top right corner of the main page to sign in and begin an application. If you need to reset your password please use the “forgot password” link.

**If your organization does not have a registered ACF profile:**
If your organization needs to be registered, please go to www.azfoundation.org/grants. Click grantee login at the top right corner of the main page. Please click on "Create New Account" to complete the registration process and create your login credentials.

For assistance with technical questions regarding the online registration and application, please contact our Competitive Grants Management Team at grants@azfoundation.org or 602-381-1400.

### Tips for Submitting

All users will be required to update and complete their organizational profile **before** being able to submit any grant application.

- **Do not wait until the deadline date to set up your organization’s profile and apply.**
• During the last week of any grant cycle’s duration, due to the volume of inquiries, you will likely have limited access to ACF technical support so working in advance is strongly advised.
• It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.
• Narrative responses are limited to the maximum character count. You do not have to use all the words. Only provide information that is pertinent.
• Be sure to review applications for spelling and grammar errors.
• Be sure to check for an email notification indicating that your application has been submitted.

Review and Evaluation Process
All proposals will be reviewed through a competitive evaluation process. The reviewers will be reading the applicants’ online profiles on the ACF website to obtain information on the organization. Please be sure to update your organization’s profile before submitting your proposal.
• Proposals are reviewed and evaluated by grant committee panels, comprised of volunteer community leaders who assess proposal strengths and weaknesses according to evaluation criteria.
• Evaluation criteria consists of a point system awarded for impact on community need, measurable benefits, plan for sustainability, alignment with the funding criteria, partnerships, goals and objectives clearly stated, measurable outcomes, population served, reasonable budget, and whether the project/organization enhances collaboration with other community organizations and/or agencies.
Grant Reviewer Rubric

Proposals will be reviewed and evaluated by a panel comprised of local, volunteer community leaders using the following rubric. Please feel free to use this rubric as a reference when preparing your application.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Measure</th>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mission</strong></td>
<td><strong>Project is in line with organization’s mission.</strong></td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td></td>
<td><strong>Community Need</strong>: The project application clearly defines the population to be served and aims to address a significant community need. The need for duplication of services is defined, if applicable.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Impact</strong></td>
<td><strong>Project Impact</strong>: The organization has articulated the impact of the project for the populations served and community.</td>
<td>1</td>
<td>3</td>
<td>5</td>
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<td></td>
<td><strong>Project Plan and Evaluation</strong>: The organization has provided a realistic and comprehensive project plan. The organization has a plan for implementing the project and achieving outcomes stated in the application. The organization has set forth goals for the project which can be evaluated or measured for success.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Planning/Design</strong></td>
<td><strong>Project Resources</strong>: The organization has allocated sufficient resources (personnel, partners, time, existing materials, facilities) to ensure that the project is completed successfully.</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<td></td>
<td><strong>Project Budget</strong>: The organization has provided a comprehensive list of program expenses that articulates the need of the project. The organization has identified their greatest needs for funding and provided narrative detail on additional funding and support.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Points Possible: 50
Pre-Qualifying Questions

- The applicant organization is fully authorized by its board and other applicable partners/collaborators to submit this application.
- Does your organization (and fiscal sponsor, if applicable) have a complete and visible profile on ACF’s website: www.azfoundation.org? Incomplete organizational profiles will result in the declination of your application.
- ACF requires all applicants for grants to comply with its non-discrimination policy. Please confirm that the organization applying for this grant does not unlawfully discriminate against employees, volunteers, board members, or the members, clients, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, disability, ancestry, sexual orientation, or any other characteristic protected by law.
- Is your organization (or fiscal sponsor) a 501(c)(3) organization, school, municipality or tribal entity that operates with fiscal accountability and responsibility? Religious organizations may apply for funding of non-sectarian programs.
- I have downloaded the latest guidelines and questions document, available by clicking on the application description
- I understand my organizations must be in good standing with the IRS at the time of review or else my application(s) will be immediately declined.
- Will your organization serve animals within the Arizona geographic boundaries?
Grant Application Questions

Application Summary

Fiscal Sponsor, if applicable (Character limit 100)

Project Name (Character limit 100)

Project Summary: In two or three sentences, describe what your project is or aims to do, and how grant funds will be used. Your response to this prompt may be utilized in ACF marketing and promotional materials should a grant be awarded. (Character limit 350)

Organization’s Geographic Area of Service:

Total Project $ Amount (Character limit 20)
This amount must be reflected in the embedded budget table below.

$ Amount Requested from ACF (Character limit 20)

Which category best describes your request for funding?
• The welfare of wild animals and domestic pets that are ill or injured
• The welfare of domestic pets that need placement in a home
• The welfare of wild animals that need to be returned to their natural habitat

Organization Summary

Organization Description: In brief, describe your organization’s purpose or mission, history, and programs or services. (Character limit 1500)

Total $ amount of overall organizational expenses for the most recently completed fiscal year: (Character limit 20)

Project Information

Project Type [New Project, Project Expansion, Continuing Project] (Select one)

Project Description: What will you do and why? When and where will you do it? Who will benefit or receive service from your project? Include any relevant statistics and resources. (Character limit 3000)

Outcome Description: How will you measure and evaluate your progress in ways that are relevant and meaningful to your project? Be as specific as possible about intended outcomes, outputs, and measures, as relevant to your project. If your project is awarded an ACF grant, you will be asked to complete a final report, wherein you will reflect upon the outcomes you articulated at the time of application. (Character limit 3000)

Partnerships: Is the community/population who will benefit or receive service from your project involved in the project’s development and implementation, and/or is the project being developed or implemented with other organizations? Please identify community partners and their roles in the project. (Character limit 1500)
Project Need: Describe how your project does or does not duplicate existing programs or services provided to the community/population your project aims to benefit. Include any relevant statistics and resources. (Character limit 1500)

Project Budget
Total Project Budget: List all expenses relevant to your project including, but not limited to labor, supplies, equipment, fees, travel, or any other items required for successful completion of your project. Please use the imbedded table provided.

Project Budget Narrative: This is your opportunity to explain your total project budget to reviewers, including any relevant information about in-kind support, confirmed funding, and specifically how you would apply the requested ACF grant funds. (Character limit 1500)

Project Demographics
Unduplicated Numbers: How many unduplicated animals do you anticipate will directly benefit or receive service as a result of your project? By unduplicated, we mean counted only once, as some projects serve an animal multiple times. (Character limit 100)

What is the geographic location of animals directly benefitting or receiving service as a result of your project? [Arizona Statewide, Tribal Nation, Counties, Multiple States, United States Nationwide, International/Multinational, Location is not listed, Not applicable/My organization does not collect this information] (Select all that apply). Please note that some grant cycles have restrictions on geographic boundaries.

Organization Workforce and Board
ACF acknowledges the many ways organizations choose to organize themselves and that not all organizations are managed by paid permanent staff. “Workforce” is defined as a group of persons who hold decision-making authority over an organization’s programs and operations. This may include full-time or part-time paid employees, long-term committed volunteers, and/or paid contractors.

Provide a current workforce tally. Enter zeros or decimals to describe the reality of your organization’s workforce. For example, if your organization does not consider its core volunteers or paid contractors to have organizational decision-making authority or to be part of its ongoing workforce, enter zero in those fields. If your organization is staffed by one part-time employee, you would enter 0.5 FTE (Full-Time Equivalent).

- FTE (Full-Time Equivalent) paid employees: __
- Long-term committed volunteers: __
- Paid contractors/Other: __

ACF acknowledges that while most applicants are nonprofit organizations with boards of directors, trustees, or advisors, other eligible applicants many be governed by different types of oversight bodies. “Board” is defined as a group of persons who are responsible for an organization’s high-level strategy, oversight, and accountability.

Provide a current board tally, as in number of active members.

Workforce and Board: Describe how your workforce and board are representative of the community/population who will benefit or receive service from your project. (Character limit 1500)
**Documentation**

If you are applying under a fiscal sponsor, please upload a copy of a written agreement between your organization and the fiscal sponsor.

**Grantee Final Report**

**Due by September 30, 2024**

Mark your calendar to complete a final report which will be due roughly one year after funds were awarded. Report is filed online in the portal utilizing a form with pre-populated questions that directly correspond to the application questions. Failure to submit a final report will result in ineligibility in future funding cycles.

**Terms and Conditions**

1. I acknowledge that funding by the Arizona Community Foundation, its affiliates, or any of its philanthropic partners is not guaranteed simply by virtue of completing this application.

2. Should my organization be awarded a grant through this funding opportunity, I agree to submit a final report for this project by the final report due date.

3. Should my organization be awarded a grant through this funding opportunity, I agree to the following terms and conditions:

   **Use of Grant Money.** The Grantee shall use the Grant Money only for the Project and in accordance with the proposal and budget previously submitted to and approved by The Arizona Community Foundation. The Grantee shall not make any significant change in the Project without the prior approval of The Arizona Community Foundation. At the end of the grant period, the Grantee shall promptly return to The Arizona Community Foundation any unused portion of the Grant Money.

   **Reports.** The Grantee shall submit written reports on the accomplishments of this Project as well as an accounting of expenditure of grant funds. Reporting and documentation required by The Arizona Community Foundation shall be provided as outlined in the Grantee Final Report, which will be available as the final report due date nears. The Grantee shall provide The Arizona Community Foundation with copies (if available) of any press releases, photographs and published material about the Grant Money and the work it made possible.

   **Meeting Requirement.** The Grantee may be asked to attend a meeting at the Arizona Community Foundation, to be set at a later date, to discuss your project. Discussions on capacity building in the future and other topics will also take place.

   **Publicity.** You will allow the Arizona Community Foundation (ACF) to review and approve the text, including quotes, of any proposed publicity concerning this grant prior to its release. ACF may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in ACF's periodic public reports, newsletters, news releases or any other printed materials distributed by the Community Foundation. Please
ensure that all publicity (including printed material, press releases and Web sites) states “partial funding provided by the Arizona Community Foundation” If you require an electronic copy of ACF’s official logo please contact the Marketing/Communications department at the Community Foundation.

Retention of Records. The Grantee shall keep all financial records pertaining to the Project for at least four years and shall make such records available to The Arizona Community Foundation at reasonable times upon The Arizona Community Foundation’s request.

Revocation of Grant Money. The Grantee must return all unexpended grant funds immediately upon request by The Arizona Community Foundation if (1) the Foundation, at its sole discretion, determines that the Grantee has not performed in accordance with this Agreement, or (2) the Grantee loses its exemption from federal income tax under Section 501C 3 of the Internal Revenue Code of 1986, as amended (the) "Code" and is classified as other than a private foundation under Section 509(a) of the Code.

Grant Does Not Create a Partnership. The Grantee shall not in any manner indicate, nor shall the grant or any documents related thereto be in any manner deemed to create or construed as creating, any kind of partnership, joint venture or other similar relationship between The Arizona Community Foundation and the Grantee or other party. The Arizona Community Foundation shall not be deemed in any manner responsible for the debts, liabilities or other obligations of the Grantee, including any such debts relating to this Project. Amendment. This Grant Agreement shall not be amended or revised except by a written document signed by the parties hereto.

Changes or Problems Occurring During Grant Year. Any changes or problems in the Grantee Agency that affects the Project must be reported to The Arizona Community Foundation immediately.