

UNITED ANIMAL NATIONS

A non-profit, charitable organization.

P.O. Box 188890 | Sacramento, CA 95818 | (916) 429-2457 tel | (916) 429-2456 fax | www.uan.org web

LIFELINE CRISIS RELIEF (ORGANIZATIONS) GRANT APPLICATION INSTRUCTIONS

APPLICATION INSTRUCTIONS

1. Read the grant qualifications section (below) carefully
2. Complete the grant application cover sheet (provided)
3. Answer the application questions that describe the situation
4. Provide a copy of your organization's IRS tax determination letter (first page only)
5. Provide an itemized estimate for the total costs of the project
6. Provide one reference contact from the animal control authority involved in the incident.
7. **Send completed application via e-mail to info@uan.org or fax to (916) 429-2456**

Please call us at (916) 429-2457 or e-mail us at info@uan.org with any questions about the LifeLine Crisis Relief grant program.

GRANT QUALIFICATIONS

Purpose. UAN's Crisis Relief (Organizations) grants are intended to enable grassroots or rescue groups to access money they need to act quickly and ensure safe lifetime care for a specific group of animals who are being rescued via large-scale criminal seizure or surrender.

Scope. Situations must involve rescuing a minimum of 10 equines or farmed animals, or a minimum of 30 dogs, cats or other small animals. UAN's Crisis Relief (Organizations) grants are offered throughout the United States. Grants are normally \$750. Approximately eight grants are available per year.

Organization Eligibility.

1. Applicants must be recognized by the IRS as 501(c)(3) organizations. The IRS determination letter must be sent with an application for funding.
2. If your organization operates an animal sanctuary, you must provide proof of accreditation from the American Sanctuary Association (ASA) or GFAS (The Global Federation of Animal Sanctuaries).
3. Organizations must have an annual budget of \$150,000 or less.

Funding Type. Grants are given to projects that are one-time in nature.

Approval Process. UAN may request an invoice for payment if the grant is to pay for medical care or a vendor other than the applicant organization. UAN will mail a check for the approved amount within a week of approval, assuming invoices have been received and reviewed. Successful applicants are *required* to (1) sign a grant agreement indicating how the funds will be spent, and (2) submit photographs of impacted animals. Awardees may be asked to provide updates about the situation. Situations may be profiled in UAN publication(s).

Ineligible Expenditures. Crisis Relief grants will *not* be awarded for (a) ongoing programs/efforts, (b) purchasing animals, (c) spay/neuter projects, (b) general operating costs, (c) capital costs, (d) salaries, (e) lobbying efforts, (f) scholarships or (g) facility repairs or improvements.

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LIFELINE CRISIS RELIEF (ORGANIZATIONS) GRANT APPLICATION COVER SHEET

*You can type your responses directly onto this PDF. Make sure the "hand tool" is selected before you type.
Press the "Tab" key to move to the next field.*

Organization Name _____

Mailing Address _____

City/State/Zip _____

Grant Contact Name _____

Title/Position _____

Daytime Phone _____

Alternate Phone _____

Facsimile _____

E-mail _____

Organization Web site _____

Is your organization incorporated as a 501(c)(3)? Yes No

**Note: The organization applying for funding must be a 501(c)(3) organization.*

Tax ID Number _____ Total Annual Budget \$ _____

Has the organization previously received grant funding from UAN? Yes No

If yes, provide date of previous funding _____

Amount of funding requested _____

I certify that the information submitted in this application on this and subsequent pages is accurate to the best of my knowledge. I have read the grant guidelines. I agree to submit photos for publication and share updated information about the affected animals, should the grant application be successful.

Signature _____

Date _____

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LIFELINE CRISIS RELIEF (ORGANIZATIONS) GRANT APPLICATION APPLICATION QUESTIONS

Please answer the following questions. Please use no more than two typed pages (total).

1. Briefly provide the organization's overall mission and ongoing programs.
2. Describe the emergency/urgent situation the specific group of animals is facing.
3. Describe the animals this grant would assist, including number, age and breed/species.
4. How did the organization become involved with these animals?
5. What other agencies / organizations are involved with this situation?
6. Provide a timeline for your organization's involvement with this situation, including the date you became involved, when significant project-related items have occurred, and when you expect the project to be complete.
7. Describe how UAN grant funding would be used.
8. Describe other sources of funding for this situation, being as specific as possible.
9. Describe the ultimate plan for these animals (e.g. adopt out to new homes; stay in sanctuary).
10. Describe any media attention received/planned about this particular situation. Include links to specific media if available.
11. Provide one reference (name, title, agency name, phone number) from an animal control authority involved in the criminal seizure or surrender.
12. If your organization organizes events, what is your food policy associated with your events? Please describe any policy your organization has related to providing food (for example, do you have a policy of only serving vegetarian or certified humane raised animal products).

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LIFELINE CRISIS RELIEF (ORGANIZATIONS) GRANT APPLICATION CHECKLIST AND TIPS

This section is intended for your own personal use to provide guidance and additional information to help your application be successful. It is not part of the application and should not be submitted with the application.

The tips are provided as a courtesy because complete, clear and concise applications can be processed more quickly.

APPLICATION CHECKLIST

Before you submit your application, use this checklist to ensure that your application is complete.

DONE	ITEM
	Cover sheet is complete
	Cover sheet is signed and dated
	Application questions answered on no more than two pages
	The first page of the organization's IRS Letter of Determination is included
	An itemized total budget for the one-time project is included
	If the organization is a sanctuary, proof of accreditation from ASA or GFAS is provided

GENERAL TIPS

- Incomplete or unsigned applications cannot be processed.
- Ask a second person to review the application before submitting it to make sure it is complete and clear.
- The contact person on the application should be knowledgeable about the situation.

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BUDGET TIPS

- Include *all* expenses for the project, including expenses for which you are not applying for UAN funding
- Describe each expense
- Please note any expenses for which you do not need funding
- Please note any project expenses which you feel would especially benefit from UAN funding

SAMPLE ITEMIZED BUDGET

Project: Transport 50 dogs from "puppy mill" to rescue organization for eventual adoption

Cost	Description
\$1,000	Crates for transport – 20 crates at \$50/each
\$800	Van rental for transport – four days
\$400	Gasoline for transport – 1,000 miles
\$1,875	Spays – 25 at \$75/each (funded by voucher program)
\$1,250	Neuters – 25 at \$50/each (funded by voucher program)
\$1,100	Heartworm testing and vaccinations– 50 at \$22/each
\$3,000	Urgent veterinary care for wounds and disease as described in application, 10 animals. (Need UAN funding.)
\$9,325	TOTAL PROJECT BUDGET