



## GRANT APPLICATION GUIDELINES

Every organization interested in a cash grant must submit a letter of intent. After review, Planet Dog Foundation staff will contact those organizations who are invited to submit additional materials to complete a full proposal. Additional materials will be due within 2 weeks of notification.

Please be sure to refer to the grantmaking priorities outlined on the Planet Dog Foundation website ([www.planetdogfoundation.org](http://www.planetdogfoundation.org)) to ensure that your organization is eligible for funding and fits within the narrow parameters of what we currently fund. Ineligible organizations will not be considered, so please be sure your program meets our criteria before putting the effort into a letter of intent.

Letters of Intent may be submitted via email in Microsoft Word format only to [pdf@planetdog.com](mailto:pdf@planetdog.com), or mailed to the address listed below. **DO NOT FAX** letters of intent to our offices.

### A Letter of Intent Requires the Following.

#### A. Cover Page listing:

- |  |   |
|--|---|
| ✓ Organization name  | ✓ Amount of Grant Request               |
| ✓ Program name   | ✓ Program Cost                          |
| ✓ Contact Person   | ✓ Total organizational operating budget |
| ✓ Program Director   | ✓ Number of Dogs Involved in Program    |
| ✓ Address, phone, fax, email   | ✓ Where Dogs are Obtained               |
| ✓ Year Organization Founded  | ✓ Program description (2 sentences)     |
| ✓ Program Type (therapy dog, service dog, police dog or search & rescue) |   |

#### B. Narrative (no more than two pages, 1" margins, 12 pt. font)

- ✓ Provide an overview of the program, including the population served, the need for the program, anything that makes your organization unique.
- ✓ Detail the role of canines in the program and the mutual benefit between canines and people.
- ✓ Explain how dogs are trained to work in your program and where your program obtains the dogs.
- ✓ Include the timeline to be covered by this grant.
- ✓ List from where you will obtain necessary additional funding.

- ✓ Include how you will sustain the program in the future.
- ✓ Describe staffing of the program.

### **C. Administration & Financials**

- ✓ Submit a one-page program or project budget.
- ✓ Submit proof of IRS 501 (c)(3) status.

### **Does your letter of intent answer the following questions?**

- ✓ Have you detailed the mutual benefit for canines and people and why dogs are essential to the success of your program?
- ✓ What organizational structures are in place to run the program effectively?
- ✓ Is your organization eligible based on the criteria detailed on the PDF website?
- ✓ Is the program sustainable? What are your plans and/or means to sustain the program into the future?
- ✓ Where else have you/will you receive funding?
- ✓ Finally, in reviewing your proposal, what do you think sets your program or approach apart from other programs? Are you doing something different that you think we should know about?

**For Fall, 2011 cycle, letters of intent must be received by August 12, 2011**

#### **Submit letters of intent to:**

Executive Director  
Planet Dog Foundation  
49 York Street  
Portland, ME 04101  
207.761.1515

Or via email in **Microsoft Word format ONLY** to:  
[pdf@planetdog.com](mailto:pdf@planetdog.com)

**Faxed letters of intent will not be accepted.**

**Planet Dog Foundation staff will review letters of intent. Those organizations that meet our current funding criteria will be notified and invited to submit further materials to complete a full proposal. Additional materials will be expected within 2 weeks of notification.**