Please use these instructions to fill out your grant application form. Electronic forms and supporting documentation should be submitted via email to [theshelterincnj@proton.me](mailto:theshelterincnj@proton.me)

You can either fill out the form using a PDF editor or by printing the document, filling it out manually, scanning it and then emailing the scanned files to [theshelterincnj@proton.me](mailto:theshelterincnj@proton.me)

Some things to remember before you get started:

* Don’t skip any questions. If any question does not apply to your organization, put N/A.
* In the cases where the answers Yes, No, or N/A are provided, please select one. If you are using a document or PDF editor like Microsoft Word, clicking on the box or space next to Yes or No will generate an “X” or a checkmark. If you are filling out the form manually, simply circle the appropriate answer.
* Please review the list of attachments at the end of the application form. Some attachments are required, some may be required if your organization fits certain criteria and some are optional. Please make sure that you indicate at the end of the application form which attachments that you are providing.
* Feel free to attach additional information or documentation if you believe that it is needed.

Questions 1-6

Enter your organization’s name, director’s name, organization address, contact phone number, and email address.

1. Purpose of your Organization: Provide your organization’s purpose or mission statement.

1. Description of your services: Enter a brief description of your organization’s work. This information can include but not be limited to:
   * Accept strays or animals that are given up by their owners?
   * Trap and spay/neuter? Live release? Relocation?
   * Does your organization work only with fosters or does your organization also have a facility (shelter) where animals can stay in preparation for adoption?

1. Organization Start Date: Provide the date that your organization started.

1. County/Town(s) served: List the New Jersey towns and county/counties served by your organization.

1. Tax ID/Date Incorporated: Provide tax ID and date incorporated.

1. Number of Board Members: Provide the number of board members that you currently have. If you do not have a board for your organization, please put N/A.

1. Number of Times Board Meets Per Year: How many times does your board meet per year? If your board does not meet on a regular basis, estimate how many times that you met during the last calendar year.

1. Do you have a Humane Education program? Yes / No. If you indicated Yes, please describe your education program.

1. Number of Vehicles Owned:
2. Does your organization publish newsletters or use social media to advertise your activities? Choose either Yes or No. If you answered Yes, please attach newsletter copies to your application. If your organization has social media accounts, please tell us the social media platform (Facebook, Instagram, etc.) and your name on that platform. For example, Instagram - @myorgname

1. Please describe your fundraising activities. List your fundraising activities at least from the previous calendar year to the present.

Questions 18-20 pertain to the number of animals handled in the previous calendar year.

1. Number of animals handled last year. Indicate how may dogs, cats or other animals that your organization rescued.

1. Indicate the number of dogs that were reclaimed, adopted or euthanized.:

1. Indicate the number of cats that were reclaimed, adopted or euthanized.:

1. Does your organization operate an animal shelter? Choose one answer Yes or No.

1. List the NJ municipalities contracted and/or served by your organization. Also, report the number of animals handled from outside the Monmouth / Ocean County area.

1. Number of Paid Staff: Indicate the number of full and part time paid workers. If you don’t have any paid workers, choose N/A.

24.Number of active volunteer staff: Indicate your number of active volunteers. If you don’t have any active volunteers, choose N/A.

1. Are injured or sick animals cared for by veterinary professionals? Choose Yes or No. If you chose Yes, please list names the veterinary professionals (either the name of veterinarian or veterinary technician or the name of the veterinary practice).

If No, please provide further details on how your organization cares for injured or sick animals.

1. List Shelter Days/Hours: Indicate the days and hours that your shelter is open.

1. Emergency Arrangements - Describe how are animal emergencies are handled on weekends, after hours, etc.

1. Have any animals handled by your organization been placed in a foster home in the past year? Indicate whether you use foster homes for your animal rescues. If you use fosters, please list the full name of the foster person(s) and how many animals have been fostered there in the past year: (Example: Mary Jones - 4 dogs - 2 cats).

1. Does anyone from your organization regularly visit the foster homes. where your animals have been placed? If you answered Yes, please list the name(s) of the people who visit your foster homes.

1. **MANDATORY FIELD**: GRANT AMOUNT REQUESTED: You must enter a dollar amount or your grant application cannot be considered.

1. Purpose for which grant is requested. (Please be specific as to why you are asking for the grant and attach any supporting information)

1. Has your organization previously received a grant from The Shelter, Inc.? If you answered Yes, then indicate the year that your organization received the grant and the dollar amount.

Please attach documentation proving that this grant was used for the purpose for which it was requested.

GRANT ATTACHMENTS:

Grant Attachments: Please check the attachments that you are including for your organization. Feel free to add additional attachments as needed or if you would like to provide additional information to support your request. Identify what additional attachments that you are providing on the grant application. By listing additional documentation, this helps us make sure that we have everything that you intended to provide.

**These documents are required:**

* Your organization’s adoption policy
* Your annual Budget and Financial Statement

These documents may be required. The dependencies are listed below:

* If your organization has a board, then you must supply your most current Board Meeting minutes.
* If you previously received a grant from The Shelter, Inc., then you must provide documentation as to how that grant funding was used.

You may also need to attach additional documentation in cases where there is not enough space to list the requested information on the form. For example:

* The names of the foster people and the number of rescues that each has fostered.
* Copy of most recent newsletter