



DOMESTIC ANIMALS GRANT APPLICATION

Organization: _____

Organization name that should appear on grant check: _____

Requester/Contact Person: _____ Title: _____

Street Address: (not a P.O. Box) _____

Phone: (____) _____ E-mail address: _____

Fax #: (____) _____ Cell #: (____) _____

Are you a 501 (c) (3)? Yes ____ No ____

Where did you learn about the Build-A-Bear Workshop Bear Hugs[®] domestic animal grant program?

Have you applied before to domestic animal grant before? Yes _____ No _____

Did you receive a grant? _____ If yes, what year? _____ How much? _____

Are you working with a contact person in our company? _____

The grant for which you are applying is for (check one): ____ project ____ seed/start up ____ operating

Mission of organization:

Geographic areas served: _____ Number of animals served last year: _____

Amount requested: _____

Describe the program for which funding is being requested.

What is the goal for this program?

What is the need that this program addresses?

How does this program impact the community you are in? How does it involve your community and promote volunteerism? _____

What percentage of your resources are/will be devoted to this program?

How would this grant specifically be used?

How will you measure/quantify the success of this grant and how it is used within this program? Grantees will be asked to provide a follow up report.

How many animals would be directly served by this grant? _____

FINANCIAL INFORMATION FOR YOUR ENTIRE ORGANIZATION:
(not a specific program or capital campaign)

Budget Breakdown

1. Amount & percent of budget spent on animals/programs (do not include salaries):	\$ _____	_____ %
2. Amount & percent of budget spent on animals/programs salaries: (example – program director, professional/veterinary services)	\$ _____	_____ %
TOTAL PROGRAM EXPENSES (lines 1 & 2):	\$ _____	_____ %
3. Amount & percent of budget spent on fundraising (do not include salaries):	\$ _____	_____ %
4. Amount & percent of budget spent on fundraising salaries: (example – development director)	\$ _____	_____ %
5. Amount & percent spent on administration (example-computers, supplies, overhead):	\$ _____	_____ %
6. Amount & percent spent on administrative salaries: (example – executive director, office staff)	\$ _____	_____ %
TOTAL ADMINISTRATIVE EXPENSES (lines 3-6):	\$ _____	_____ %
7. Any remaining budget spent on: _____	\$ _____	_____ %
TOTAL OPERATING BUDGET: (total of above)	\$ _____	100%

Finances

Net Income Last Year (from IRS 990 line 18)	\$ _____
Total Net Assets (from IRS 990 line 21)	\$ _____

Staffing

Number of paid staff: _____	Number of volunteers: _____
Number of paid full-time _____	Full-time \$ _____
Number of paid part-time _____	Part-time \$ _____
	Total salaries \$ _____

Sources of funding for the last 12 months:

	Total \$	% of Total Budget
United Way	\$ _____	_____ %
State/Federal Government	\$ _____	_____ %
Income from services/programs	\$ _____	_____ %
Largest grants in last 12 months (list)		Confirmed? Yes or No
1. _____	\$ _____	_____
2. _____	\$ _____	_____
3. _____	\$ _____	_____
4. _____	\$ _____	_____
5. _____	\$ _____	_____

I have completed and reviewed all information contained within this grant application and certify that all the information provided is accurate and true.

Signature and Title

Date

Your application will NOT be considered unless ALL of the following are attached:

- _____ Complete grant application with signature
- _____ 501 (c) (3) Federal tax exempt letter or Canadian tax exempt notification of registration
- _____ Current and previous year operating budgets for your organization
- _____ Operating budget for any program that this grant specifically funds
- _____ Previous year's financial statements (preferably audited)
- _____ List of Board of Directors
- _____ 990 Federal Tax return
- _____ Letters of Reference from clients, community, colleagues
- _____ W-9 (signed copy for our files)

Send applications to:

Build-A-Bear Workshop Bear Hugs Foundation
Attn: Pet Program Grants
1954 Innerbelt Business Center Drive
St. Louis, MO 63114-5760