



BUILD-A-BEAR WORKSHOP BEAR HUGS FOUNDATION 2014 Bearemy's Kennel Pals® Grant Guidelines

The Build-A-Bear Workshop Bear Hugs Foundation believes in helping domestic pets by providing financial support through our grant program for animal welfare organizations, pet rescue and rehabilitation organizations, and therapeutic pet programs. We desire that our gifts be used to prevent pet overpopulation, provide food and medical expenses for animals, and other needs required by pets.

Although we want to help every organization, we do not always have the resources to do so. As a result, our grant program is very competitive and we have developed the following guidelines to help allocate our resources.

Funding Priorities

We desire to provide direct support for animals in domestic pet programs. Examples of direct support include:

- spay/neuter expenses
- medical expenses
- micro-chipping
- food
- cages

We do not provide funds for the following:

- salaries for administrators or trainers
- professional development for staff
- advertising including website development or promotion
- fuel for mobile clinics or transfers between shelters
- non-animal related equipment such as washers/dryers
- construction efforts including new shelters, fencing, or re-model projects
- fundraising or special events
- political activities
- religious organizations for the purpose of evangelization

Although we prioritize efforts that help dogs and cats, our program also supports programs that work with horses, rabbits, birds, and reptiles. Farm animals and wildlife are not eligible for this program.

In addition, per IRS guidelines, the foundation is unable to provide funding for the purchase of bears and other stuffed animals from Build-A-Bear Workshop, Inc.

Eligible Organizations

United States requestors must be a tax-exempt organization under Section 501(c)(3) of the IRS Code, and "not a private foundation," within the meaning of Code Sections 509(a)(1) or 509(a)(2). In addition, grant recipients must certify that they are not a supporting organization within the meaning of Code Section 509(a)(3).

We support quasi-governmental organizations such as civic animal shelters through 501(c)(3) organizations that have been set up to provide financial support for such an entity. Examples include "friends" groups or similar entities whose role is to raise funds on behalf of the civic entity.

Canadian requestors must be a registered Canadian charity.

Organizations are able to apply only once a year.

Organizations who received funding in 2013 are ineligible to apply for a grant until 2015. Organizations who received funding prior to 2012 may re-apply for a grant in 2014, but priority is given to new organizations requesting funding.

Geographic focus

The Build-A-Bear Workshop Bear Hugs Foundation strives to be geographically diverse in its giving within the United States and Canada. Although we accept grant requests from anywhere in the United States and Canada, priority is given to organizations located near Build-A-Bear Workshop stores.

Range of Grants

Grants will be a one-time contribution and range from \$1,000 USD to \$5,000 USD. The average grant is \$1,500. Grant requests should be in line with an organization's overall budget.

Grant recipients will be asked to sign a grant agreement and provide a follow up report within six months of receiving the grant to show how the grant was used and its results/impact.

Timing

Grant requests will be accepted beginning in February 2014 until March 31, 2014. Applications will be reviewed on a rolling basis throughout the year.

All grant applicants will be notified of the board's decision via e-mail. It takes approximately 4-6 months for a grant to be reviewed and processed.

Grant Decisions

The final determination of grant recipient awards is at the sole discretion of the Bearemy's Kennel Pals Grant Contributions Committee and the Board of Directors of the Build-A-Bear Workshop Bear Hugs Foundation.

Helpful Hints

We prioritize requests in support of specific programs rather than general operational requests or requests for unrestricted funding.

Organizations are encouraged to be very specific in requesting funds. For example, a gift of \$X will spay and neuter X number of dogs. Or a gift of \$X will cover medical expenses for X number of cats.

We strive to support highly efficient organizations where a minimum of 75% of the organization's annual budget is spent in support of the organization's mission.

We recommend that an organization be operational with a record of success for at least one year before applying for a grant.