



Animal Welfare Grant Program 2024 Application Guide

The Elmina B. Sewall Foundation's support for animal well-being is rooted in the interests of its founder and our recognition that the health and well-being of animals, people and environment are inextricably linked. A just, healthy, and sustainable Maine requires that all life is recognized for its inherent value.

For the past decade, the Sewall Foundation has provided capacity building and capital support to animal welfare organizations with a focus on those primarily serving small animals. The Foundation has also supported efforts to reduce the number of unwanted and homeless cats.

In 2024, grants will continue to be made in those areas we have supported for the past decade. Additionally, we will provide support for organizations working at the nexus of social justice and animal welfare. We will continue to fund a limited number of cat-specific population control efforts, while working with partners to ensure progress is sustained.

Applications are due June 3, 2024, by 5pm.

General Grant Guidelines and Eligibility

- Applicants must be eligible to accept tax-deductible donations as outlined in Section 170(c) of the Internal Revenue Code. This includes 501(c)(3) federal tax-exempt organizations, public schools, public agencies working for the State of Maine, or Indian tribal governments (and their political subdivisions) recognized by the Department of the Interior.
 - *If you are working with a fiscal sponsor, please contact the Foundation prior to submitting an application.* There are legal and organizational implications of a fiscal sponsorship that all parties need to be aware of. Any awards made by the Foundation will be to the fiscal sponsor and the sponsor is responsible for seeing that the work is carried out, funds used appropriately, and reporting is completed. In effect, the sponsor becomes the grantee and is held to all requirements and responsibilities thereof. We will ask for a copy of the agreement between your group and the fiscal sponsor to help ensure that all parties understand this relationship. We encourage use of this, or a similar, [form](#).
 - Grants may span 12 months.
 - Grants may support operations, capital or projects.
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Application Evaluation

Grant requests will be made in the following areas:

1. **Animal Shelters.** Support for animal shelters throughout Maine. These will predominantly be one-year operating support grants. Periodic capital and capacity building project needs will also be considered. Typical operating grant size is \$15,000 - \$40,000 per year.

Organizations with an existing multi-year grant, but have a new capital need, should contact the foundation.

We prioritize organizations that:

- Provide humane sheltering and rehoming services and focused on small, domestic animals (cats and dogs)
- Are under-resourced and serve under-resourced communities
- Provide humane-education programming
- Provide (or seek to) community supports designed to keep animals in homes and out of shelters (e.g. access to affordable neutering services, pet food pantries, veterinary assistance programs, crisis management assistance such as temporary sheltering)

and/or

- Work collaboratively to meet animal and community needs
2. **Social Services.** Support for efforts working at the intersection of social services and animal well-being. This is a new area of giving for us. We anticipate supporting service and therapy animal programs, social service or other community-organization based programs that support animals to stay with their families and out of shelters (e.g. pet food pantries), programs that support families and animals together in times of crisis (e.g. temporary sheltering for animals and people facing domestic violence or other disasters), and those that otherwise address social justice issues as they pertain to animals. If you are unsure if your work is a good fit, please [contact us](#).

We anticipate most of these grants will be for projects originating from organizations other than animal shelters. Operating support for organizations whose primary body of work is at the intersection of human and animal well-being (such as therapy animal programs) are welcome. Grant size will be variable. We recommend [contacting us](#) to discuss requests over \$40,000 prior to applying.

3. **Cat Population Control.** Operating and project grants will be made to organizations to which the Sewall Foundation has provided support for cat population work in the past three years. Through these grants we will continue to support targeted efforts, employing best practices to address areas of greatest need. Grant size will vary based on scope of project and need.

Sewall Foundation General Considerations

- Alignment with Sewall Foundation Values (<https://www.sewallfoundation.org/values/>)
- Extent to which work builds social equity and engages community
- Potential reach, including benefit to population served, depth of community need, and degree of anticipated impact
- Organizational capacity, including effectiveness of leadership (board and staff), ability to achieve objectives, and organizational financial health
- Results of past Sewall funding and timely reporting, when applicable
- Focus of work is Maine

Application Instructions

We will only accept applications submitted through our online application system. Please contact Lisa Smith, at lsmith@sewallfoundation.org, if you run into technical difficulties.

Start an Application

- Click on the following link to start a new application:
 - <https://sewallfoundation-portal.givingdata.com/campaign/AnimalWelfare>
- You can also use this link to return to an in-progress application

General Information

- We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.
- Word and pdf versions of the application can be viewed and downloaded from the Animal Welfare page of our website to support offline work. Please note that all information must be submitted through the online application itself. Submissions of Word and pdf applications will not be accepted.
- Please feel free to write a short response to the grant application questions. We do not need long responses to each question. We have included suggested lengths to encourage brevity, but we have not set word limits because we recognize these can end up creating more work for applicants. If we need additional clarification regarding any of your responses we will reach out.
- Questions with a red asterisk (*) are required for submission.
- Click the “View/Print Application” button at the bottom of any page to view the application form in its entirety. Please note that the printed version will not show the drop-down options.
- We can view your in-progress application. If you have questions or need assistance, please contact the foundation and we can work together to resolve any problems.

Navigating the application

- Click the “Next” button at the bottom of each page to move through the application.
- You may also click on the page title tabs on the right-hand side of the application to toggle between pages.
- Page title tabs on the right-hand side will have checkmarks if the page is completed.
- Page title tabs will have checkmarks if the page does not include any required fields. However, please review each page before submitting your application.
- If you wish to flag a page to come back to at a later date, select the "Flag this step" at the bottom of any page. A flag icon will appear on the page title tab for easy reference.

Save your application

- The portal will automatically save your answers as you work through the application.
- For security purposes, the system times out after 90 minutes. Saving refreshes the system.
- Click the “Save & Come Back Later” button at the bottom of any page to save your information, exit out of the application, and into your online account.
- You will need the email address and password of your organization's account to access the saved application.

Review your application

- Click on the “View/Print Application” button at the bottom of any page, to view the application in its entirety. The fields will be populated with your completed answers.
- You will have a final chance to review and amend your work prior to submission on the Review and Submit page. This page alerts you to any required questions missing answers, or any pages previously flagged to return to at a later time. The application cannot be submitted until all required questions are answered and there are no flagged pages.

Submit your application

- Click the “Submit” button at the bottom of the “Review and Submit” page to complete the submission process. An email confirming your submission will automatically be sent to the email address associated with your account.

Application Narrative Questions

We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.

* = Required for submission

Organization Questions:

The following questions pertain to the *applicant* organization, not the fiscal sponsor (if applicable).

- **Mission:** Please provide your mission statement. *
- **Applicant Background and Update:** Please provide a basic overview of your work and share any significant changes in the leadership, mission, finances or programming. If you have an active grant from the Sewall Foundation, feel free to provide any updates about the work that was funded. 2-3 paragraphs suggested. *

Proposal Questions:

The following questions pertain to the work for which you seek funding. If applying for Operating Support, please consider your full body of work and mission when answering the questions. If applying for Project Support or Capital Support, please answer the questions about that specific work.

We welcome you to copy and paste content from other applications without modification. Feel free to provide additional context to address Sewall's priorities, if warranted.

We have suggested lengths to encourage brevity, but we have not set word limits because we recognize these can end up creating more work for applicants. If we need additional clarification regarding any of your responses, we will reach out.

We encourage you to cut and paste your narrative responses from a word processing application (Word, Google Docs, etc.) to ensure work is not lost should there be an internet connectivity or technology glitch.

- **Short Description:** Please provide 1-2 sentences that describe your request.
Why we ask this question: We use this description for internal sharing among our staff, and in communications with our board. If awarded a grant, we may also use this in our national philanthropic reporting and our communications. *
 - **Proposed Activities:** Please provide a summary of the work to be supported through this request and the desired impact, being sure to address how it aligns with the Sewall Foundation values, general considerations, and program priorities. 2-4 paragraphs suggested. *
 - **Challenges:** In considering your proposed work, what are the greatest barriers for success and how might they be addressed? We ask this question as it helps us to better understand barriers and ways in which we and other partners might work to address them. 1 paragraph suggested. *
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Financial Information

You will have the opportunity to upload the following documents on the “Financial Information” page of the application. Click the “Browse” button to select your document, then click “Upload” to attach it to your application.

- **Financial Statements:** Attach full audited or reviewed financial statements, if available, including an independent auditors/reviewers report and notes to the financial statements ***for the most recently completed fiscal year shown in comparison to the previous year.*** Please include letters/communications to governance or management if supplied by the auditor/reviewer.

If audited or reviewed financial statements are not available, please provide balance sheets and statements of activities/profit & loss ***for the most recently completed fiscal year shown in comparison to the previous year.***

Please do not submit IRS Form 990. *

Why we ask for this? Financial statements help us understand how your organization or collaborative allocated its financial resources and provides a picture of your financial health and needs. They can also help us assess if there are additional resources we can connect you with.

- **Budget:** For project requests, please attach a detailed project budget, listing major expense categories and sources of revenue (in hand, pledged, and sought).

For operating support requests, please provide your organization’s operating budget, including income and expense, for the year in which funds will be used.

If you seek multi-year support, please break down your budget by year. *

- **Use of Funds & Budget Narrative:** If you would like to include a narrative to clarify any aspects of your Financial Statements or Budget, please do so. This is an optional text field.
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Thank you for your time and effort in applying for an Animal Welfare grant. We look forward to learning about your organization and its work. Please feel free to contact the Foundation with any questions, www.sewallfoundation.org.