



AMERICAN  
KENNEL CLUB<sup>SM</sup>

**COMPANION ANIMAL RECOVERY**

## CANINE SUPPORT AND RELIEF FUND GRANT GUIDELINES AND APPLICATION

### HOW TO APPLY

The American Kennel Club Companion Animal Recovery Canine Support and Relief Fund provides grants to not-for-profit organizations in the United States that are tax-exempt under sections 501(c)(3) and 509(a)(1)(2) or (3) of the U.S. Internal Revenue Service codes. Grants are made in the following categories:

1. Not-for-profit Canine Search and Rescue organizations
2. Not-for-profit veterinary units providing support to canine rescue teams
3. Not-for-profit animal shelters and similar not-for-profit organizations providing care for domestic animals orphaned or displaced as a result of natural or civil disasters

Funds may be requested or granted to support Search and Rescue Dog organizations in relation to past or current crises, disasters, and/or actual Canine Search and Rescue missions.

### APPLICATION PROCESS:

- **Applications will be accepted from January 1 through February 29 for grants of a non-emergency nature.**
- **The typical maximum amount awarded for a Search and Rescue support grant is \$5,000.**
- Applications will **not** be reviewed until after the application window has closed.
- It is expected that approved grants will be awarded in May.
- Approved applicants will be notified by email or phone with details regarding the check distribution process.
- Requests of an emergency nature are accepted throughout the year.

Applications for funding are considered without regard to race, gender, disability, religion, ethnicity, age or sexual orientation.

### APPLICATION INSTRUCTIONS:

- To apply for a grant, submit the following application in a hard-copy format (Sections A, B, C and D).
- Retain one copy for your records. Multiple copies, electronic copies, videotapes or other attachments cannot be accepted.
- Please do not bind the application with staples or folders or put into binders, as we must be able to separate and copy the application. Paper clips and binder clips are permitted.
- You will be contacted by telephone or email if there are any discrepancies or concerns.
- Recipients will receive an annual Grant Follow Up Form which must be completed and returned. Failure to do so may result in future grants being denied until the completed form is received.

**Applications can be mailed to:**

**Lisa Davis – Grant Administrator  
AKC Companion Animal Recovery  
8051 Arco Corporate Drive, Suite 200  
Raleigh, NC 27617**

**919-816-3524; CSARF@akccar.org**

**BEFORE YOU APPLY**

Requests for grants of a non-emergency nature shall be in writing on the designated forms or in the approximate format provided.

The request must meet the following:

- Applicant must be an eligible 501(c)(3) organization whose mission is to support search and rescue activities or to support Disaster Relief/Preparedness activities, directly related to domestic animals.
- Requests must be for matters directly related to search and rescue work, continuing education of search and rescue work or the training of handlers and k9s directly related to search and rescue work.
- Purchasing equipment such as boats, cars, trucks, motors, pumps, etc., is not within the scope of the Fund's purposes.
- No monies from the Fund may be used to repair, replace, fix or purchase materials used in connection with the construction, repair or fixing of damaged buildings or structures
- The Fund may be used to match a grant from another eligible not-for-profit organization to replace or train a search or rescue dog lost in the line of duty. Funds are not available to add additional dogs to the work force but may be used to train said dogs.

Please do not submit funding requests for the following:

- Individuals and individual needs such as scholarships or student financial assistance
- Fund-raising activities such as benefits, charitable dinners, galas or sporting events
- Goodwill advertising, souvenir journals or dinner programs
- Sectarian or religious activities
- Political, legislative, lobbying or fraternal organizations
- Endowments or capital campaigns
- Sponsorships
- Programs unrelated to dogs or disaster preparedness
- For-profit organizations
- Medical expenses or wellness plans for k9s

If you represent a Search and Rescue organization, please be aware that your grant request must relate specifically to your organization's Canine Search and Rescue activities, and that any awards pursuant to your application must be applied to Canine Search and Rescue program(s).



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## CANINE SUPPORT AND RELIEF FUND GRANT APPLICATION

### COMPANION ANIMAL RECOVERY

*Please type or print clearly using blue or black ink.*

#### **Section A: GENERAL INFORMATION**

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1. Date of Application: \_\_\_\_\_
  
2. Official Name of Organization: \_\_\_\_\_
  
3. Organization Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
  
- Web Site: \_\_\_\_\_ Email: \_\_\_\_\_
  
- Phone Number: \_\_\_\_\_
  
4. Name of Executive Director: \_\_\_\_\_
  
- Address: \_\_\_\_\_
  
- Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
  
5. Primary Grant Application Contact Person (if other than Executive Director):  
Name: \_\_\_\_\_ Title: \_\_\_\_\_
  
- Address: \_\_\_\_\_
  
- Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
  
6. Your organization's Federal Tax ID# (EIN): \_\_\_\_\_
  
7. Total Amount Requested: \$\_\_\_\_\_ (must not be left blank)
  
8. Request is for: \_\_\_\_\_ General Support (supplies, equipment etc.)  
\_\_\_\_\_ Project Support (training, seminars etc.)

9. Does your organization have an affiliation with an American Kennel Club employee, Board member or Club? If so, please explain.

10. Has your organization received any previous support from The American Kennel Club or The American Kennel Club Companion Animal Recovery Corporation? List the specific year/s and please explain.

11. Date of organization's inception: \_\_\_\_\_

12. Territory or area and/or population served: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Number of dogs used for canine search and rescue work: \_\_\_\_\_

14. Breed(s) or type(s) of dog(s) used for canine search and rescue work \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section B: ORGANIZATION AND PROGRAM DESCRIPTION**

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Please provide the following information regarding your organization and the program or project for which you are seeking a grant. You may use an additional sheet of paper if necessary, but please note that concise answers are appreciated.

1. Please provide a description of your organization, including a statement of programs and recent activities:
  
  
  
  
  
  
  
  
  
  
2. What will your organization accomplish with a grant from the AKC CAR Canine Support and Relief Fund? How specifically will the grant monies for which you are applying be utilized? (please summarize)

*Please include a detailed itemized breakdown of your request as shown in the example below. Total for funds requested must be tallied and provided. If multiple scenarios are given for use of funds, please provide totals for each and note same in Section A:7 of grant application.*

*Example:*

<b>Item(s) Requested</b>	<b>Purpose / Goal</b>	<b>Cost each</b>	<b>Quantity</b>	<b>Total \$</b>
<i>Dog Repelling Harness</i>	<i>To allow dogs to repel down ravines, away from jagged rock</i>	<i>\$110</i>	<i>5</i>	<i>\$550.00</i>
<i>K9 Personal Flotation Devices</i>	<i>For water searches, K9 safety</i>	<i>\$118.29</i>	<i>5</i>	<i>\$591.45</i>
<i>Human Remains Detection Seminar – HRD</i>	<i>Seminar will bring in board-certified trainer for four day class on HRD. Will certify 5 k9s and 5 handlers</i>	<i>\$1800 for 4 days</i>		<i>\$1800.00</i>
<b>Total=</b>				<b>\$2941.45</b>

***Complete the Table on the next page as shown in the example above.***

Item(s) Requested	Purpose / Goal	Cost each	Quantity	Total \$
<b>Total=</b>				

*If more space is needed, please make a copy of this table.*

3. What are your organization's goals, purpose and mission statement?
  
  
  
  
  
  
  
  
  
  
4. Please describe your organization's most recent mission involving search and rescue dogs. What role did SAR dogs play in the execution and/or outcome of the mission?
  
  
  
  
  
  
  
  
  
  
5. How do your organization's goals relate to those of the AKC CAR Canine Support and Relief Fund?
  
  
  
  
  
  
  
  
  
  
6. Describe your organization's fund-raising strategy in general.

Examples:

7. How will you evaluate the results of the items and program(s) you seek to acquire and implement with this funding?
  
  
  
  
  
  
  
  
  
  
8. Who are the staff/team members who will carry out the distribution of your funds? What are their backgrounds and qualifications?

9. Why do you feel AKC and AKC CAR should fund your organization?

10. How will your organization show that the requested funds were funded by AKC CAR (i.e. newsprint, signage, information in newsletters, website, agenda, etc.)

11. Are your dogs microchipped and/or enrolled in the AKC CAR recovery service? If yes, number of dogs microchipped: \_\_\_\_\_

If yes, number of dogs enrolled with AKC CAR: \_\_\_\_\_

***(AKC CAR lifetime enrollments are free for all working k9s. Please contact the grant administrator with further inquiries.)***

For a closer connection with The American Kennel Club, please consider registering your purebred dogs. Go to [www.akc.org](http://www.akc.org) for more information.

If your dogs are not purebred, or are not eligible for AKC registration, they can join the Canine Partners program! Go to [www.moredogfun.com](http://www.moredogfun.com) for more information!

**Section C: PROGRAM BUDGET SUMMARY**

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Please use the following outline to prepare a summary budget showing how you intend to use the funds requested as well as any other revenue in this calendar year. Please refer to the “Before You Apply” section before completing this form to ensure that each expense listed is allowable and has already been included in *Section B:2*.

**Total Expenses:** \$ \_\_\_\_\_.\_\_\_\_      **Total Revenue:** \$ \_\_\_\_\_.\_\_\_\_

(MUST NOT BE LEFT BLANK)

EXPENSES		REVENUE	
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

All of the statements I have made in this application are true and accurate. (must not be left blank)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

## Section D: ATTACHMENTS

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Please include the following documentation with your application:

- A valid, current copy of the Internal Revenue Service determination letter(s) of tax exempt status under 501(c)(3) or 509(a)(1), (2) or (3). Applications from outside the United States should provide official documentation of not-for-profit status. Emails are not valid documentation. Please provide hard copy of IRS status.
- A brief statement, signed and dated on the organization's letterhead showing there has been no change in purpose, character, or organizational structure subsequent to the issuance of the IRS letter(s). Must be signed by an officer or grant writer of organization.
- Completed W-9. (This form **must** be submitted and signed regardless of IRS filing status and can be found at [www.irs.gov](http://www.irs.gov) )
- A list of the Members of the Board of Directors or similar governing body, contact phone numbers and their business affiliations.
- The organization's most recent audited financial statement. If audited financial statements are not available, please provide some form of financial report for the previous calendar year on the organization's letterhead.
- The most recent annual report. If an annual report is not available, please provide published information on the organization, its mission, track record, searches and accomplishments.
- Current funding sources, including a list of contributors.