

2012 BERNICE BARBOUR FOUNDATION GRANT APPLICATION
For Animal Welfare Organizations

Please read and follow the instructions to properly complete this application. Applications must be typed and filled out correctly to be considered for funding. An original and one copy of all materials are welcome earlier, but must be postmarked or received by carrier on or before July 31, 2012 for consideration.

1. Name of Organization: _____
Website: _____

2. Address of Headquarters Office: _____

3. Mailing Address: _____

4. Telephone Number: _____ Fax Number: _____

5. Date Organized: _____

6. Date and Place of Incorporation: _____

7. Federal Tax Exempt Status and Employer Identification Number (EIN): _____

Include a Copy of the IRS determination letter as Exhibit 1.

8. Have you previously applied to the Bernice Barbour Foundation for a grant? _____
Were you funded? _____

9. Contact Person for the Foundation
Name: _____
Title: _____
Phone Number: _____
E-Mail Address: _____
Address if other than headquarters: _____
Volunteer or Compensated: _____
Amount of Compensation/Benefits (if any): _____

10. Management of the Organization
Name: _____
Title: _____
Phone Number: _____
E-Mail Address: _____
Volunteer or Compensated: _____
Amount of Compensation/Benefits (if any): _____

List Officers, and Members of the Board of Directors with Compensation/Benefits (if any) as Exhibit 2.

11. Number of Employees
Paid: Full-time: _____ Part-time: _____
Total # of Volunteers: _____ Average # of Volunteer Hours/Week: _____

18. Give the Number of Animals (All Species of Animals) (January 1- December 31, 2011)

Total # Animals	Adopted Out	Residents (>1 year)	Educational / Non-Adoptable	Return to Owner	Released (feral cats)	Released (wildlife)			
Breakdown of spay/neuter/castration numbers below:									
Organization's Animals	Community Animals	Feral S/N	Total S/N	In-House S/N	Reduced -Fee S/N	Low-Cost S/N	Free S/N	Vouchers	Castration Large Animal
Breakdown of euthanasia/died numbers below:									
Total	Cats	Dogs	Other	Space					

Attach Adoption Contract (if applicable) as Exhibit 4.

18a. How many animals can your organization care for at one time? _____
 The land and building where the animals are housed is: _____
 Titled in the organization's name: _____
 Titled in a member of the organization's name: _____
 Owned by a government agency: _____
 Long-term lease: _____ Rent: _____
 Foster Care: _____ Boarded: _____
 Do you turn away or postpone accepting any animals? _____
 If yes, how many? _____

18b. For organizations that Adopt out Animals
 Do you have written contract or serve as the local animal control agency? _____
 How many animals are owner-surrender animals? _____
 Do you accept strays? If yes, how many? _____
 Do you take animals from other shelters/rescues? If yes, how many? _____
 Do you send animals to other shelters/rescues? If yes, how many? _____

18c. Additional spay/neuter information:
 Organization's cost for a dog spay/neuter? _____
 Organization's cost for a cat spay/neuter? _____
 Organization's cost for a feral cat spay/neuter? _____
 Cost of low-cost spay/neuter for owner of a dog? _____
 Cost of low-cost spay/neuter for owner of a cat? _____
 Cost of low-cost spay/neuter for caretaker of feral cat? _____
 Cost of voucher to recipient? _____ Cost of payment to vet for redeemed voucher? _____

19. Give the Following Organizational Numbers for 2011. Please state the date of the calendar or fiscal year for the organizational numbers provided below: _____
 Gross Income: _____
 Program Services Expenses: _____
 Management and General Expenses: _____
 Fund Raising Expenses: _____

20. Are Funds Donated to or Raised by the Organization Passed on to Other Charities?
If yes, please list the charities, and the amounts given to each in 2011

21. Copy of the 2011 Income/Expense Statement. **Please attach as Exhibit 5.**
22. Date Fiscal Year Begins (month/day): _____
23. Copy of the 2011 IRS 990 (or 990-EZ) and all Schedules (*complete return and statements*) or proof of filing the IRS 990-N (e-Postcard). If you have filed for an extension, please enclose a copy of the extension with the previous year's complete return (2010) and statements.
Please attach as Exhibit 6.
24. If the IRS 990 and organizational numbers (question #19) differ, please explain.

25. Copy of the Current Budget (2012) for the Organization. **Please attach as Exhibit 7.**
26. Copy of the 2011 Annual Report if available. **Please attach as Exhibit 8.**

I have completed and reviewed all information contained within this grant application and to the best of my knowledge all information provided is accurate and true. Completing all requirements does **not** guarantee that the organization I represent will receive any funding. I understand that final determination of grant funding is at the sole discretion of the Foundation Trustees and **all funding decisions are final.**

Name and title of person: _____

Signature: _____ **Date:** _____

Two complete application packets must be postmarked or received by carrier on or before July 31, 2012 for consideration. Each application packet MUST CONTAIN ALL of the following:

- _____ Complete grant application with signature
- _____ 501(c)(3) Federal tax-exempt letter (Exhibit #1)
- _____ List of Board of Directors (include compensation if any) (Exhibit #2)
- _____ Descriptive material, publications that support organization's programs (Exhibit #3)
- _____ Adoption Contract (Exhibit #4)
- _____ Previous year's financial statement (income/expense statement) (Exhibit #5)
- _____ IRS 990 and all associated Schedules and Statements (Exhibit #6)
- _____ Current year's operating budget (Exhibit #7)

Send application packets to:

Nancy Youtsey
Bernice Barbour Foundation
12230 Forest Hill Boulevard, Suite 110-RR
Wellington, FL 33414

BERNICE BARBOUR FOUNDATION, INC.
Animal Welfare Application Instructions for 2012

Please review the [funding guidelines](#) prior to filling out the application to verify the organization and your funding requests qualify for consideration.

Applications incorrectly prepared will not be considered for funding. Please review the instructions below before completing the application.

You must use our application format, and questions must be answered in the space provided. **All applications must be typed.** Blank lines can be deleted. Your application must be only 5 pages plus the exhibits attached behind the completed application. The 5-page application form which is submitted as more than a 5-page form will not be considered. "See attached" is not an acceptable answer to any question. Questions on the application that are not applicable to your organization should be noted as NA, and tell us why it does not apply. **An original plus one copy of all materials must be submitted. Only hard copies of the grant proposals can be accepted. Applications sent by fax or e-mail will not be considered.** Your application will not be considered if it is not complete. Please do not send applications and materials in plastic sleeves. **All documentation must be postmarked or received by carrier on or before July 31, 2012 to be considered.**

This set of instructions is used for all animal welfare organizations. There is a separate set of instructions and application for universities and veterinary schools applying for research grants. This application should not exceed five (5) pages. Questions must be answered in approximately the same amount of space as provided on the application.

Question #9 identifies the contact person for communication with the Foundation. The preferred method of communication is e-mail. Please make sure the e-mail address is correct and your mailbox will accept correspondence from the Foundation.

Question #14 asks for a brief description of the organization's programs in the most recent year. Additional material can be attached as Exhibit 3. Complete manuals and printed copies of your website should not be included.

Question #16 asks for the names of six major contributors; this should include individual donations, bequests, grants, and/or corporate sponsors.

Question #17 gives you the opportunity for two funding requests. Each request should not exceed a ½ page. You can submit only one request if you wish and use the entire page for the request.

Question #18 asks for animal numbers. This is where you can tell the Foundation **the number of animals** your organization has benefited and how they have benefited. These questions apply also to organizations that do not operate a shelter. For example: If you provide emergency medical funds, vaccination clinics, rabies clinics, feline AIDs and leukemia testing, heartworm testing, maintain feral colonies, dogs in training, etc., let us know. Feel free to add your own categories. You can change the table to fit your organization but do not let it be more than 1/4 page. If you do not have animal numbers please re-read the Funding Guidelines to make sure that you meet the Foundation's requirements for consideration. **All organizations must provide the breakdown of the spay/neuter numbers and euthanasia numbers by category.**

Quick definitions (you decide how they fit your organization)

- **Total # Animals:** Total number of animals (all species) your organization had in your care, custody and control for at least one day during the year. This should not include owned animals and animals from other organizations that have been brought to your facility strictly for sterilization.
- **Residents (>1 year):** Animals (all species) for which you have provided care for more than one year. May include adoptable animals that have not yet found a forever home.
- **Educational/Non-Adoptable:** Animals that are in your care for more than one year but not available for adoption. This would include educational animals (all species), non-adoptable animals (all species), or animals you are required to hold due to litigation.
- **Return to Owner:** These are the lost animals that are reunited with their owners. This should not include any animals that have been brought to your facility for sterilization.

- **Spay/Neuter/Castrated:** Please provide the number of animals in each category. Please note that “**All**” is not a number. This will allow the Foundation to know the number and type of animals that were sterilized and where they were sterilized. Many private-practice veterinary clinics offer discounts to non-profit animal organizations; however, the categories below for where the animals are sterilized are non-profit organizations which offer sterilizations. Organizations that operate solely as a spay/neuter clinic should modify the table to include the number of animals for the various S/N programs/services that you offer.
 - Organization’s animals are the number of animals in the organization’s care, custody and control that were spayed/neutered/castrated whether in-house, low-cost spay/neuter clinic, or local veterinary. This would include animals in foster care.
 - Community animals that were S/N due to your assistance. These animals are owned animals or animals that are in the care, custody and control of other rescue groups, or humane societies. These surgeries can be partially, fully funded or simply performed by your program or at your facility.
 - Feral S/N is the number of feral cats that were S/N regardless of where the sterilization is performed.
 - Total S/N is the number of organization’s animals, community animals, and feral cats that were S/N.
 - In-house S/N is the number of animals that were S/N by your organization using the organization’s equipment (anesthesia machine, spay packs, drugs, etc.). This would include mobile or off-site clinics that use the organization’s equipment.
 - Reduced-Fee S/N is the number of community animals (not organizational animals) that were S/N utilizing the organization’s s/n program/facility at a reduced fee from your normal rates. This could include contracts or negotiates rate for other rescue groups to have your organization perform the surgeries.
 - Low-cost S/N is the number of animals that were S/N utilizing a low-cost spay/neuter program/facility (non-profit organization) that is **not** part of your organization. This would not include discounted rates from private practice veterinary clinics.
 - Free S/N is the number of free S/N provided to the community regardless of where the sterilization is performed. This does not include your organization’s animals.
 - Vouchers are the number of vouchers or certificates for S/N that **are distributed** regardless of where the sterilizations are performed.
 - Castration is the number of male equines and livestock sterilized.

Exhibit #4 asks for a copy of your adoption contract. **Adoption contracts should have the description of the animal, guidelines for care of animal, a liability release, and signatures of both parties.** Organizations that transfer companion animals to other organizations and the animals are not spayed/neutered prior to leaving your care, custody, and control must provide the other organization’s adoption contract as well as your organization’s adoption contract.

Question #18a asks for the number of animals your organization can care for, where they are housed, and numbers turned away if any.

Question #18b please advise how your organization acquired the animals.

Question #18c asks for costs related to spay/neuter expenses. Please provide an average cost for each category. Feral cat spay/neuter costs may include the cost of vaccination, antibiotic, pain medication, minor medical procedures and/or ear tipping. Organizations that distribute vouchers should give the amount charged to the individual for the voucher and the amount paid to the organization for the redeemed voucher.

Question #19 provides a quick look at your organization’s finances for the previous year. These numbers should relate to your IRS 990 and/or your income/expense statement.

- Gross Income: Total income for that fiscal or calendar year.
- Program expense: Total amount spent for the animal welfare mission.
- Management and General Costs: Amount that was spent to do business.
- Fund Raising Costs: Amount that was spent to raise money for the organization.

Question #21 asks for 2011 Income/Expense Statement. The financial audit can be used in place of the income/expense statement. Profit/Loss statement and bank registers cannot be used in place of the income/expense statement. Only organizations that have a calendar year which starts after June 30th can submit the 2010-2011 income/expense statement.

Question #23 asks for the most recent tax return (IRS 990 or 990-EZ). The IRS 990 submitted must include the complete return (including all Schedules and all Statements referred to in the 990). If you have filed for an extension, please enclose a copy of that document with the previous year's complete return (2010) and statements. Organizations under \$50,000 need to have filed the e-Postcard (990-N). Proof of filing must be attached as Exhibit #6.

Question #24 requests you explain any discrepancies between the organizations numbers provided in Question #19 and your IRS 990.

Question #25 asks for the budget for your current year. It must provide detail as to where the projected income will come from and how the funds will be used.

Please sign the application. Acknowledgement cards will be mailed when application is received in this office.

If you believe that this application does not provide you with the necessary questions to describe your organization and its request, please contact the Foundation prior to completing the application.

An original plus one copy of all materials must be submitted. Only hard copies of the grant proposals can be accepted. Applications sent by fax or e-mail will not be considered. Grant proposals will be considered incomplete if the requested information is not provided on the application form and will not be considered for funding. The Board of Trustees reviews all eligible applications. Submission of a grant application does not guarantee an organization will receive funds. **Notification of the Trustees' decision will be mailed in December. All decisions are final and will not be reconsidered.**

All documentation must be postmarked or received by carrier on or before July 31, 2012. Late applications will not be considered. If you have questions e-mail Nancy at nancy@bernicebarbour.org or Eve at eve@bernicebarbour.org or call 561-791-0861.

Kindly send to:

**Bernice Barbour Foundation, Inc.
c/o Nancy Youtsey
12230 Forest Hill Boulevard, Suite 110-RR
Wellington, FL 33414**

BERNICE BARBOUR FOUNDATION, INC.

ANIMAL WELFARE FUNDING GUIDELINES FOR 2012

The Bernice Barbour Foundation is a private charity established by the late Bernice Wall Barbour. It is a trust to be used for preservation, care, and prevention of cruelty to animals in the United States. Final determination of grant applicant funding is at the sole discretion of the Foundation Trustees.

Organization Requirements

- Minimum of one year of financial data, and IRS 501(c)(3) tax return for a 12-month period prior to application
- No government agencies (local, county, state or federal)
- Organization must primarily benefit animals (not people) in the United States and operate only in the United States.
- Must have 12 months of service to animals excluding fundraising.
- All animals must be spayed/neutered/castrated prior to adoption.
- Many types of organizations (humane societies, rescue groups, low-cost spay/neuter clinics, wildlife, sanctuaries, etc.) receive funding; however, sanctuaries which do not own their land and facility will not be considered. The Foundation defines a sanctuary as an organization that does not adopt or release more animals than remain in the custody of the organization for more than one year.
- Provide the animal with the opportunity to lead a natural life and then observe when it properly should come to an end.
- Application submissions made by outside paid grant writers will not be accepted.
- All the above criteria must have been in place for at least one year.

Program Areas and Priorities

- Hands-on animal care projects are of particular interest.
- Companion and large animals
- All animals must be spayed/neutered/castrated prior to adoption.
- Certificates, contracts, or deposits for sterilizing animals after they have left the Shelter are not acceptable.
- Animals which are unadoptable due to chronic pain, permanent crippling injuries or untreatable disease must be humanely euthanized.
- Wildlife – *only indigenous to the United States, no non-native species*
- Animal welfare research – only at Universities and Veterinary Schools

Grant Process Timetable

- 2012 BBF grant application form must be used.
- Grant application packets must be postmarked or received by carrier on or before **July 31, 2012** to be considered.
- Grant applications are reviewed by the Trustees in the Fall.
- All applicants will be notified of the decision by the end of the calendar year.
- Grant recipients may reapply in the next grant cycle.

Grant Types/Amounts

- All grants must benefit animals in the United States.
- Most grants awarded range from \$500 to \$5,000.
- Grant recipients must provide an interim report in six months after receiving the grant and at the end of the grant period describing how the grant was used, its results, and provide financial accountability for the funds.
- Grant Types Funded
 - Spay/Neuter grants – These include existing programs, pets of low-income owners, free spay/neuter, vouchers, feral cats, etc.
 - Individual Project grants – These are generally one-time purchases or to fulfill a short-term need. Examples include purchases (anesthesia machine, surgical supplies, etc.).
 - Organization Program grants – Expenses of ongoing programs. Examples include adoption programs, TNR, medical expenses and veterinary support.
 - Facility upgrades – May include replacement of kennels/cages, dog runs, kennel/cattery enhancements.
- Grant Types Not Funded
 - Land acquisition and Construction (bricks & mortar)
 - Endowments
 - Capital Campaigns for organizations without a funding history
 - Fundraising expenses and sponsorship
 - General operating expenses, computers and software
 - Infrastructure improvements when the land/building is not owned by the organization
 - Lobbying, activism, or litigation
 - Indirect costs or overhead expenses