



Request for Funding

Hugs & Kisses Animal Fund
 24654 N. Lake Pleasant Pkwy
 Ste. 103
 Peoria, AZ 85383
 Tel (800) 430-HUGS
 Fax (844) 553-3344

Please fill out the entire form and provide requested documentation.

Your group must be a certified non-profit as the IRS regulations for the Hugs & Kisses Animal Fund stipulate that we can only grant funds to certified non-profit groups, not individuals.

www.HugsAndKissesAnimalFund.org

Please allow up to 60 days for response.
 If the need is urgent, please state reason and time frame for response.

We only accept groups with no paid administrative costs/salaries, and a 5-year track record from the date of the IRS determination letter.

Organization Details			
Name of person making application:			
Name of Rescue Group affiliation (if applicable) :			
Address:	City:	State:	Zip:
Telephone:	E-mail:		
What is the best way to reach you?	<input type="checkbox"/> e-mail	<input type="checkbox"/> phone	
Is this your first application for a grant from Hugs & Kisses?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Grant Overview
Please describe the nature of the grant (food, litter, training, prosthetics / aides, veterinary care, spay/neuter event, etc.). Include animal name and circumstances of rescue if for a specific animal. If for multiple animals provide information as to specific need(s). If we can provide an "in kind" or "sponsored" donation let us know as well.

Financial / funding information		
How much are you requesting? Current grant limitation is up to \$1000	\$	
Is your rescue group a certified non-profit? (See proof of certification below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Publicity		
It is a condition of Hugs & Kisses Animal Fund that it may publicize grants that are made via our website, newsletters, etc. Please confirm that this is acceptable to you.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
We encourage grant recipients to spread the word about our organization by linking websites to our site and including our information at benefits and in newsletters etc.		

Required Documents - email to: denise@hugsandkissesanimalfund.org	
Copy of IRS determination letter indicating 501 (c) 3 tax exempt status for 5 yrs.	<input type="checkbox"/> Yes
List of Board of Directors including affiliations, tenure, and terms.	<input type="checkbox"/> Yes
What percentage of the Board of Directors financially supports the organization?	<input type="checkbox"/> Yes
Annual Report	<input type="checkbox"/> Yes
Organization Financial Statements - past two fiscal years (audited if possible)	<input type="checkbox"/> Yes
Current operating budget for the organization (expenses and income)	<input type="checkbox"/> Yes
Statement of how organization currently solicits and receives funds	<input type="checkbox"/> Yes

Declaration to be completed by <u>all applicants</u>	
<ul style="list-style-type: none"> • I declare that the information given on this form is true and that any funds received would be solely for use as detailed above. • I understand that Hugs & Kisses Animal Fund has the right to deny my fund application for any reason. • I have fully completed this application form, and enclosed cost estimates. • I understand that any enclosure will not be returned. • I agree to make invoices/receipts available on request. • I agree to abide by any conditions set out by Hugs & Kisses Animal Fund in making the grant. 	
Print name:	Date:
Signature:	

Additional Supporting Details
Please photocopy this application for your personal record.

For official use only

Application accepted: _____
(Signed by Director)

Application denied: _____
(Signed by Director)

Comments: _____
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Check made out to:

Check Number: _____ Date: _____

Credit Card Payment to: