



# Request for Funding

Hugs & Kisses Animal Fund  
 24654 N. Lake Pleasant Pkwy  
 Ste. 103  
 Peoria, AZ 85383  
 Tel (623) 500-4120  
[www.HugsAndKissesAnimalFund.org](http://www.HugsAndKissesAnimalFund.org)

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.

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.**

<b>Organization Details</b>			
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

<b>Grant Overview</b>
<p>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.</p>

<b>Financial / funding information</b>		
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
<b>Publicity</b>		
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.		

<b>Required Documents - email to: <a href="mailto:denise@hugsandkissesanimalfund.org">denise@hugsandkissesanimalfund.org</a></b>	
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

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

<b>Additional Supporting Details</b>
<b>Please photocopy this application for your personal record.</b>

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: