



## **GRANT GUIDELINES**

The Hub City Animal Project invites proposals from humane organizations based in Spartanburg County and classified as public charities under section 501(c)(3) of the IRS code. Projects should be designed to address issues that are at the root of animal homelessness in our community. Preference will be given to well-defined project with clear goals and objectives. Capital projects will not be considered.

Areas of priority include programs that prevent animals from entering the shelter and rescue system by proactively addressing:

- Lack of financial resources of owner
- Lack of access to pet information
- Lack of access to veterinary care including spay or neuter
- Any circumstance which may compromise animal welfare and threaten the pet-owner relationship

One-year grants are generally made in the \$1,000 - \$10,000 range, although requests outside either end of this range will be considered.

### **Ineligible Activities and Other Restrictions**

Hub City Animal Project does not award grants to individuals or government agencies, or for general operating support, for activities related to litigation, legislation, political candidates or ballot issues, for deficit reduction or for endowments. Recipients must be nonprofit organizations with Federal IRS 501(c)(3) tax-exempt status. Project expenses should be clearly justifiable as benefitting animals in need. Amounts requested should be reasonable in proportion to an organization's overall budget. Previous recipients may apply, although we will not fund any project in perpetuity.

Hub City Animal Project will give priority consideration to projects that collaborate with other organizations and utilize volunteer participation.

Hub City Animal Project requires each grantee to provide a six month and year-end report of measurable outcomes and how the grant funds were used. Hub City Animal Project may actively monitor progress throughout the term of the project.

**APPLICATION PROCESS**

Please provide answers to the following questions and mail to:

Hub City Animal Project  
168 West Main Street  
Spartanburg, SC 29306

Cover letters are not required, but answers should be typed to aid readability.

**CONTACT DETAILS (for individuals completing application)**

First Name:

Last Name:

Position:

Work phone:

Cell phone:

Email:

**ORGANIZATION DETAILS**

Name of organization:

Mailing address:

Street:

City:

Zip:

EIN number:

Mission:

Description of core programs:

**PROPOSAL DETAILS**

Amount of request:

Description of project and how funds will be used, including a proposed budget:

Explain how this project reflects the mission of the Hub City Animal Project and addresses the root of animal homelessness in Spartanburg County.

We appreciate all proposals!

## **GRANT REPORTING REQUIREMENTS**

### **6 MONTHS**

How much of this grant has been spent to date?

How many animals has this grant helped to date?

How many people have been impacted from this grant to date?

Explain how budget has been used: Admin (\$\$\$)

Marketing (\$\$\$)

Direct Animal Service (\$\$\$)

Other (\$\$\$) please explain

Additional Comments explaining any significant successes or challenges encountered during the grant term to date.

Submit any photos, stories or documentation demonstrating the impact of this grant.

### **12 MONTHS**

How much of this grant did you spend?

How many animals did this grant help?

How was this grant impactful? (brief overview of how the program has expanded or developed new services and the population reached)

How many people were impacted using this grant?

Explain how budget was used.

Additional Comments.

Submit photos, stories or documentation demonstrating the impact of this grant.

Six month and year end reports should be mailed to:

Hub City Animal Project  
168 West Main Street  
Spartanburg, SC 29306