



13751 Jamul Drive
Jamul, CA 91935
(619) 387-3849

Funding Level:

Tier 1 Grant (\$500 to \$1,500.00)
(State specific amount within range)

Tier 2 Grant (\$500.01 to \$5,000)
(State specific amount within range)

Grants have limited availability at both levels.

Capital Expenditures Grant Application 2018

The Avian Rehabilitation Center thanks you for your interest in our organization. We are pleased to present you with our **Capital Expenditures Grant Application for 2018**. To be considered for a grant, all candidates are required to read the guidelines below and meet our criteria prior to submitting their application. The Avian Rehabilitation Center Board of Directors will review the applications. Grants will be funded in March 2018.

Applications are due with a postmark no later than February 28, 2018, via digital email. To confirm your email delivery, please send the First Page ONLY of your completed Application in hard copy format via U.S. Postal Service. Applications must be mailed to ARC, 13751 Jamul Dr., Jamul, CA 91935, and postmarked by 11:59p on **February 28, 2018**. Indicate **Tier 1 or Tier 2** on the mailing label or envelope, please.

Digital applications must be received in **PDF format ONLY** (we accept both supplemental information and Applications in **PDF format, only**). Please apply to ONE TIER ONLY and send your completed application to the email address relevant to the Tier level:

- 1) ARCCoDirector@AvianRehabilitationCenterUSA.org (for Tier 1 requests only).
- 2) ARCPresident@AvianRehabilitationCenterUSA.org (for Tier 2 requests only).

The Avian Rehabilitation Center holds no responsibility for mail delivery. If there is a concern about meeting the deadline, please send your hard copy **First Page ONLY** application by certified mail to ARC, 13751 Jamul Drive, Jamul, CA 91935.

If a grant is awarded to your organization, funds will be distributed in April, 2018.

Guidelines

1. The Avian Rehabilitation Center:
 - Does not fund individuals' salaries, warranties/service contracts, subscriptions, user licenses, bank/investment accounts, endowments, or general/reserve funds.
 - Does not fund existing obligations, deficits, debts, leases, or reimbursements.

- Will not make any grant checks payable to any individual under any circumstances; all checks will be payable only to the granted non-profit 501(c)3 entity/organization.
2. All applicants approved for funding will be encouraged to support Avian Rehabilitation Center's fundraising efforts.
 3. All beneficiaries of the Avian Rehabilitation Center grant funding must provide a confirmation of spent funds within 120 days of receipt of funds. Any monies not spent or confirmed by the 120th day will revert to the property of ARC and must be returned to ARC via Cashier's Check within 30 days.
 4. Applicants who are funded in 2018 must wait **two** calendar years to reapply.
 5. Applicants must have a Federal 501(c)(3) status, for a minimum of **two** years, prior to the date of application. Documentation is required to be submitted with your grant application.

Application

Please create a new document and complete the following in MS Word, and then submit as a PDF document. Attachments such as Form 990*, and 501(c)3, should be converted to Adobe PDF format. Please remember to mail your first page as a confirmation, via U.S. Postal Service.

1. Demographics.

Full legal name of organization:

Name of contact person responsible for this application:

Telephone number(s) (business/cell/other):

Email address:

Mailing address:

2. Location for site visit (*if different from mailing address*):
3. Number of years in operation:
4. Federal Tax ID Number:
5. Website and other social media site addresses:
6. Please state the primary mission of your organization. Be concise, as we may use this information in Avian Rehabilitation Center communications or press releases if your organization is approved for funding.
7. Who benefits most from the work your organization does within the community?
8. What are the current sources of funding for your organization?

Please include all grants, foundation gifts, benefits in the organization's honor, fundraising events, endowments, and other sources.

9. Do you have a matching funds donor? If yes, please state the maximum amount. Will Avian Rehabilitation Center funding meet the criteria for your match?
10. What is the size of your organization's staff? Full-time: _____ Part-time: _____
Volunteer: _____
Note: The Avian Rehabilitation Center policy of grant giving prohibits funding of salaried positions.
11. Is there a representative from your organization available to speak to our Board of Directors, if requested? If so, please provide contact information.

Please answer the following question options based on the grant level(s) you are seeking for your organization.

1. What specifically would the funds be used for, if you were to receive funding from Avian Rehabilitation Center? Please select the level(s) of your request and provide a detailed cost breakdown (750 word limit).
 - **TC Tier 1 Funding: \$500 to \$1,500** (State a specific dollar amount)
 - **TC Tier 2 Funding: \$1,501 to \$5,000** (State a specific dollar amount)
(Please note that grants funded at the Tier 2 Level are limited.)
 - We highly recommend attaching two professional bids where possible.
2. How did you learn about Avian Rehabilitation Center?
3. Is there any additional information you would like to share with our Board?

Submitting the Application: Checklist

Please note that any incomplete or late submittal applications will be disqualified.

1. Avian Rehabilitation Center requires **one (1) full digital application** with supplemental information (emailed), and **one (1) hard copy of the Application's First Page Only** via U.S. Postal Service, to serve as a time stamp in the unlikely event that your email Application is not received. The completed emailed application should contain all supporting documentation. If missing the requested information (the required digital application and hard copy confirmation page via U.S. Postal Service) the application will be disqualified.
2. Please copy of your Federal Tax Determination Letter – 501(c)(3). **Email Application only. *Adobe provide a PDF format is required.*
3. Please provide a copy of your California Franchise Tax Board Tax Determination Letter (23701d). **Email Application only. *Adobe PDF format is required.*

- 4. If your non-profit organization is not listed on **Guidestar (www.guidestar.org)**, please provide the first 8 pages of your most recent copy of Form 990. **Adobe PDF format is required.*
- 5. Please provide at least two photos of the facility in which your parrots are housed.

Application must be postmarked (emailed and sent via U.S. Postal Service) no later than January 1, 2018. If you have any questions please email the appropriate Tier or contact the Avian Rehabilitation Capital Expenditures Chairs Eric Kern (619 813-1776) or Melanie Ariessohn (619 987-7773).

Avian Rehabilitation Center thanks you for all you do for your community and the parrots who live there!