

ALTERNATE Grant Application form if you cannot complete it online. Please enter all information requested below, then attach this file, along with your proposal files to an EMAIL explaining you were not able to fill in the online application. **EMAIL it to GRANTS@LATHAM.ORG**

1. **Organization Name:**
2. **Street Address 1:**
3. **Street Address 2:**
4. **City:**
5. **State:**
6. **Zip Code:**
7. **Country: USA**
8. **TAXID:**
9. **NonProfit: YES / NO**
10. **Contact Name:**
11. **Email:**
12. **Name of Program:**
13. **Grant Amount Requested up to \$10,000:**

**Please indicate which LATHAM STEPS your program promotes –**

- 1 – Kindness to Animals:
- 2 – Kindness to Each Other:
- 3- Kindness to Other People:
- 4- Kindness to Our Country:

**Your proposal should:** GRANTS ACCEPTED July 1 - July 8, 2023 ONLY.

Begin with a cover letter with a summary of your program/project and the amount of money you are requesting. Explain how you would use the funds to promote humane education. If you received a grant last year, you must include an interim report with your new proposal.

Then, in more detail and a MAXIMUM of 15 pages total:

1. Describe the need.
2. Explain how the animals and military, veteran, first responder or families will benefit.
3. Tell how and when you plan to carry out your program. (Methods/Activities)
4. Explain how you will evaluate results.
5. Provide your organization's annual budget summary and the proposed program budget including support from other sources.
6. Explain how you plan to support employment after the grant period ends if your request includes salaries.
7. Include a description of your organization and a brief history of its work. Include an explanation of how it is addressing needs beyond its own. (See Latham Steps.)
8. Attach a list of your Board of Directors and their affiliations.
9. Quote recommendations or testimonials (limit 3) about your organization or programs.
10. - No pictures please.