



## GRANT GUIDELINES

**Grant Requests and Funding Opportunities are by invitation only**

### **Our Mission:**

**The John T and Jane A. Wiederhold Foundation was created for the purpose of protecting and improving the welfare of animals of all kinds with a focus on cats and dogs, the promotion of veterinary programs and, the protection of wildlife, including endangered species, flora and fauna.**

**For more information, visit [yournccf.org/wiederhold](http://yournccf.org/wiederhold)**

# General Information

The John T. and Jane A. Wiederhold Foundation (hereinafter referred to as the Foundation) is a federally designated 501(c)(3) public charity located in northwestern Connecticut. Governed by a volunteer Board of Trustees, the Foundation operates as a Supporting Organization of the Northwest CT Community Foundation (NCCF). Annually, the Foundation distributes approximately \$1,000,000 in charitable support with a focus on animal welfare, habitat preservation, veterinary sciences and environmental protection.

After reading the general guide, if you have questions, please contact: Sandra Monterose, Program Officer at [smonterose@yournccf.org](mailto:smonterose@yournccf.org). Or you may submit a request for consideration at [yournccf.org/wiederhold](http://yournccf.org/wiederhold)

**Grant requests and funding opportunities are by invitation only. Guidelines are subject to future changes by the foundation.**

## Eligibility

In order to be eligible for a grant, invited organizations must be a 501(c)(3) federally designated public charity, a qualified government agency or accredited educational institution. Please call the Foundation at 860-626-1245 if you have questions regarding eligibility.

Geographic preference will be given to organizations located in Connecticut, Western Massachusetts and Eastern New York, although funding opportunities may be made available to select organizations in other geographic areas, primarily in New England.

Financial support provided by the Foundation focuses on funding priorities related to its mission.

## Invitation for Application

If you would like your organization to be added to the list of eligible grantees, submit a brief request outlining why your organization should be considered at [yournccf.org/wiederhold](http://yournccf.org/wiederhold)

If you have questions, please contact: Sandra Monterose, Program Officer at [smonterose@yournccf.org](mailto:smonterose@yournccf.org)

**Please note the following:**

- The grant offering process begins with the Foundation inviting selected eligible organizations to submit a formal pre-grant **Letter of Interest**. If we do not select your organization to participate in this preliminary step, we will not notify you.
- Your request to be added to the list of eligible grantees is not considered to be a formal pre-grant **Letter of Interest**.
- Requesting to be considered eligible for a grant does not guarantee that the Foundation will select your organization to participate in its formal grant application process.

Organizations chosen by the Foundation to participate in the grant application process are first asked to submit a formal pre-grant Letter of Interest providing the organization's profile, mission, location, and funding need. Please note that your request to be added to the list of eligible grantees is **NOT** considered to be a formal pre-grant **Letter of Interest**.

Based on the Letters of Interest received, a select group of organizations are invited to complete a **Full Grant Application**.

Once funding decisions are made, applicants are promptly notified of the status of their grant application. Successful applicants receive a grant agreement/contract and instructions for requesting grant payment.

All grant recipients are required to complete a **post-grant report** which is intended to make clear the outcomes and overall impact of the grant and the relative measures used to evaluate the success of the project, program or purchase.

# Types of Grants

**Grants are awarded in three categories:**

1. Animal Welfare
2. Habitat, Land and Environmental Protection
3. Research, Veterinary Science and Scholarships

## Animal Welfare

The Foundation considers qualified animal welfare and protection organizations for grants, placing funding emphasis on the safety and wellbeing of dogs and cats, and including organizations devoted to the protection and welfare of endangered wildlife.

**Animal welfare grant applications may include:**

- Capital/renovation projects
- Furniture, fixtures and/or equipment
- Programs

**Capital/renovation projects:** Preference is given for new construction, renovation or relocation projects that clearly demonstrate a connection between the project and the organization's ability to positively transform its business model by expanding capacity, by creating new services or by improving on how it delivers existing services.

Capital/Renovation grants are generally awarded as capstone grants, meaning that a substantial amount of the fundraising has already been completed for the project and any awarded Foundation grant dollars will substantively facilitate completion.

Project budgets can also include costs related to (non-staff) consultants that provide strategy and fundraising assistance for capital campaigns. No other direct staff expenses will be considered.

**Furniture, fixtures and equipment:** Grants are generally awarded for those capital expenses that are integral to the safety, wellbeing and/or humane treatment of animals and that improve the overall operational efficiency and effectiveness of the organization. This includes medical devices and supplies, mobile treatment and/or transportation equipment as well as technology or administrative equipment. Applications generally require evidence of a competitive bidding process.

**Program:** This includes, but is not limited to: animal population control (spay/neuter), public education (including children's programming), community outreach that promotes knowledge and understanding of animal welfare, programs to prevent and respond to animal cruelty, programs to prepare for and respond to emergencies and disasters involving animals, programs to protect or reintroduce endangered wildlife, industry education and best practice sharing, conference related costs, conference related scholarships (financial need-based only), and operational/ governance practices (e.g. strategic planning, consulting services). We will consider funding for new programs and for expansion of existing programs.

## **Habitat, Land and Environmental Protection**

Grants in this category are awarded for creating and improving the utilization, protection and conservation of open spaces, especially those that focus on flora/fauna habitat protection, for habitat restoration, and for environmental education or community outreach intended to promote sound positive environmental policies and efforts.

### **Grants are considered in two categories:**

- Conservation Purchases
- Program

**Purchases:** Preference is given to land purchases that have high ecological and biodiversity value, and those that have demonstrated high conservation value in habitat preservation for endangered species. Parcels that create contiguous tracts of open space or that enable uninterrupted wildlife migratory corridors are also favored.

Applicants should have demonstrated experience in community land conservation and land stewardship and will be expected to provide applicable yellow book appraisals, land management plans and conservation easement details in conjunction with a proposed purchase.

Land purchase grants are generally awarded as capstone grants, meaning that a substantial amount of the fundraising has already been completed for the project and any awarded Foundation grant dollars will substantively facilitate purchase completion.

**Program:** *Habitat Restoration and Protection:* Programmatic grants may be considered for certain land and water stewardship activities, watershed and forest protection and restoration, the reintroduction of specific flora and fauna, the mitigation or removal of harmful species of flora and fauna including non-

indigenous invasives, and certain expenses associated with research that establishes the conservation value of a specific place or parcel of concern.

*Community Education and Outreach:* Grants are awarded for quality educational programming designed to help preserve and protect the environment (both children's and adult instruction), provide opportunities and incentives to curb pollution, or produce advocacy and policy work related to ecology and/or matters of local and national conservation concern.

We will consider funding for new programs and for expansion of existing programs.

## **Research, Veterinary Science and Scholarships**

**Research Grants** are awarded to nonprofit organizations conducting projects or research that have implications in efficiencies, best practices, innovation, or generation of new knowledge impacting shelter medicine or endangered species of flora or fauna. Grants may be awarded to nonprofit organizations conducting research as part of a broader educational or advocacy effort.

Organizations involved in research projects must have clearly defined outcomes and/or serve a high need population through the intended outcome of the research.

**Veterinary Science:** Grants are awarded to accredited educational institutions for programs that support veterinary education in shelter medicine, as well as the development of a veterinary workforce.

In limited circumstances, **Scholarships** may be offered to an educational institution for individuals studying veterinary sciences that intend to use their education in service of high need populations (both animal and human) or individuals who reside in, or intend to serve, the Foundation service area.

\*Staff expenses may be considered in Research and Veterinary Science grants.

*Educational institutions are allowed to submit up to 3 projects for consideration that have been evaluated and ranked.*

# Grant Cycles:

## Timing of Application Submission, Review and Awards

### Animal Welfare:

Letters of Interest Reviewed:	September through November
Selection of Applicants:	December
Applications Due:	January
Grant Review and Awards:	March

### Habitat, Land and Environmental Protection:

Letters of Interest Reviewed:	March through May
Selection of Applicants:	June
Applications Due:	July
Grant Review and Awards:	September

### Research, Veterinary Science:

Letters of Interest Review:	December through February
Selection of Applicants:	September
Applications Due:	June
Grant Review & Awards:	Sept/Dec

### Scholarships:

Awards:	June
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# Grant Size and Terms

## **Animal Welfare:**

**Capital Projects:** Up to \$250,000

**Furniture Fixtures and Equipment:** Up to \$100,000 Program: Up to \$25,000

## **Habitat, Land and Environmental Protection:**

**Land Purchases:** Up to \$250,000

**Habitat Restoration and Protection:** Up to \$100,000 Program: Up to \$25,000

## **Research, Veterinary Science and Scholarships:**

**Veterinary Science and Research:** Up to \$100,000 Scholarships: Up to \$50,000

Partial awards are possible. Applications are evaluated in conjunction with the allocated grant budget, and in relation to other applications for that funding category.

If your organization is awarded a grant, all conditions for grant payment **MUST** be met within 12 months of the approval date, unless a special extension or an exception to policy is approved. On occasion, the Foundation will approve a multi-year grant.



# Grant Specifics (for invited applicants)

## If you are invited to submit a Letter of Interest (LOI):

Because so many nonprofit organizations meet the basic requirements to apply for a grant from the Foundation, the application process is highly competitive. Not all the letters of interest received by the Foundation result in a formal invitation to apply for a grant.

Each requested LOI requires information that is unique to a specific focus area. Please make sure that you have the correct LOI guidelines for your grant category.

LOIs are reviewed according to the established annual application timeline. Those organizations who are invited to submit a **Full Grant Application** are notified in writing.

## If you are invited to submit a Full Grant Application:

Each grant application requires information that is unique to a specific focus area. Please make sure that you have the correct grant application and requirements for your grant category.

Some applications may require supplemental documentation, as applicable:

- IRS Determination Letter
- Most recently filed form 990
- Current and prior year's operational budgets, both revenue and expenses
- Audited financial statements – when produced for compliance purposes
- Program or project budget - both revenue and expenses
- Vendor quotes and estimates (preferably 3)

All proposals must be received **complete** in order to be considered.

All proposals must be received by the day of the deadline. We will not consider incomplete proposals or proposals received at any time after the deadline. There are no exceptions to this policy.

Missed deadlines do not automatically make an organization eligible to apply in a subsequent grant round. Failed applications for any reason will not necessitate the Foundation to invite the organization to reapply at a future time.

We regret that due to the high volume of grant proposals received by the Foundation, we cannot review a proposal for completeness before it is submitted or before the deadline.

The Foundation annually receives many more grant requests than it can fund. Applicants are therefore encouraged to seek out as many other funding sources as possible.

## Capital Purchases/Capital Projects

The Foundation periodically funds capital purchases such as land, buildings or equipment, (e.g. mobile spay & neuter vehicles, generators, and medical devices), or capital projects, which are time-sensitive projects that have as their goal the construction (including remodeling or additions) of buildings or parts of buildings or other infrastructure (such as the replacement of an entire internal wiring system, kennels, fencing, etc.).

For capital campaigns and purchases, where a Foundation grant represents only a portion of the entire funding required, the Foundation grant is conditional on all other funding being secured before the grant awarded will be released for payment. This may require the grantee to submit evidence of supplemental funding in the form of a bank statement, funders list, and/ or income statement along with a request for payment.

For smaller commodity purchases, the Foundation may require evidence of a competitive bidding process in the form of multiple quotes or estimates. For larger custom purchases or projects, the Foundation may require formal estimates, architectural renderings, or contractor bids.

The Foundation will not provide grants on items included as part of a capital campaign application after the building or project has been completed. In other words, no retro-active funding will be provided.

Please contact the Foundation if you have any questions about applying for a capital project.

## Matching Grants

On occasion, the Foundation may award a matching or challenge grant, which requires a grantee to raise a specified amount (or as stated in the grant award, **up to** a specified amount) that will then be matched by a Foundation grant. Some matching grants have multipliers, such as a two to one or three to one grant (e.g. \$1 grant dollar for every \$3 dollars raised by the grantee).

Grantees will be responsible to provide evidence of matching funds in the form of a bank statement, funders list, and/ or income statement before the matching grant will be awarded. For matching grants that are **up to** a specified amount, the Foundation prefers to make one grant payment either at the completion of the fundraising period or just before the grant deadline.

## Funding Acknowledgements

To honor the legacy of the John and Jane Wiederhold, and the wonderful opportunities that they have made available for so many worthy organizations through their altruistic spirit, the Foundation Trustees encourage appropriate acknowledgement of Foundation grants.

To the extent that a naming opportunity is possible, the Foundation Trustees ask that a rendering of the proposed structure or floor plan be made available to them as soon as is possible after the grant award, with an outline of the associated uses of each space, room, area or building that may be considered by the grantee organization as available for dedication.

The Foundation Trustees require that that grantees use the correct logo and Foundation name and appropriate wording, and receive approval by the Foundation trustees PRIOR to installation. The Foundation's strong preference is that all plaques, wraps or signage (including vehicle signage) include some version of the following wording: ***"Made possible by The John T. and Jane A. Wiederhold Foundation"*** or ***"Made possible through the generous support of The John T. and Jane A. Wiederhold Foundation"***.

## Change of Use

The Foundation highly discourages any petition by a grantee for a grant award "change of use" but understands that situations sometimes necessitate this consideration. Any request for a change of use must carry a full justification of the conditions which merit such action, and a resubmittal of all application documents (including copies) that are specifically relevant to the request including, but not limited to, re-addressing relevant application questions including outcomes and efficacy questions, project budgets, and funding data, quotes and /or estimates.

Decisions on such requests may take up to 60 days.

## Extensions

If your organization is awarded a grant, all conditions for grant payment **MUST** be met within 12 (TWELVE) months of the approval date, unless a special extension or an exception to policy is approved. The Foundation expects the leadership of an applying organization to consider the timelines required at the time of application in order to meet the established grant payment deadline.

A grantee organization may request up to a 12-month grant extension, if such extension is justifiable. The request for extension **MUST** come to the Foundation **BEFORE** the grant payment deadline is reached. Requests for extension after the grant payment deadline may require a complete re- application for funding or withdrawal of the grant award. It is the grantee organization's responsibility to know the grant payment deadline as part of the formal grant agreement.

## Post-Grant Reports

In order to close out a grant award, all grantees are required to complete a Post-Grant Report. The Post-Grant Report **MUST** be submitted within six months of the grant payment. The Foundation post-grant form is available for download or is supplied at the time of grant payment. Failure to complete a post-grant report will prohibit an organization from applying for future grants and may, in certain circumstances, result in legal action to return the grant payment.

The Foundation highly encourages photographic documentation of the purchase, capital project and/ or program for its archives and grant publications. Pictures showing any formal attribution in the form of a sign, plaque, or permanent acknowledgement are also encouraged.

## Grant Payments

Grantees receive a Grant Payment Request Form after the Foundation has received the fully executed Grant Agreement.

The **Grant Payment Request Form** is submitted to the Foundation for payment together with documentation evidencing that the planned activities have been formalized, the capital goods have been ordered (or can be with grant funds as a down payment) or, preferably, that grant expenses have been incurred (such as receipts, invoices, contracts, etc.).

Grantees should allow up to two weeks for the receipt of payment from the Foundation. (Note: Payment requests received after December 15 will be processed in January.)

As a rule, the Foundation does not make partial or interim grant payments unless the grant terms specify this. If the grantee is unable to begin the project in advance of funding, please call the Foundation to discuss what arrangements can be made.

## Other Factors

**In addition to evaluating each proposal's alignment with the funding priorities and focus areas explained above, the Foundation also considers the following factors when evaluating grant requests:**

- Does the applicant's balance sheet reflect a fund balance deficit in its most recently completed fiscal year?
- Was the applicant able to complete the Wiederhold Board Self - Assessment Tool confirming that appropriate safeguards and governance practices are in place?
- Will the proposed activities strengthen the organization's ability to carry out its mission effectively and efficiently?
- Does the proposal assist or promote collaboration among nonprofits?
- Does the organization avoid duplication of programs or services? Does it collaborate with others providing similar services?
- Does the program request help to prevent or address a community-wide problem?
- Does the proposal request address community needs efficiently and cost-effectively?
- Does the organization operate with optimal staff and make maximum use of volunteers?
- Does the proposal serve low-income or otherwise disadvantaged populations?
- Do the organization's board and staff broadly reflect the diversity of the community served?
- Does the applicant demonstrate sound fiscal management practices?
- Does the organization have a plan for evaluating its work?
- Does the organization provide equal access to its services, in the recruitment and utilization of volunteers, in the hiring of employees, and in all other areas?
- Do all members of the Board of Directors contribute to the organization financially to the best of their ability?