

## HOW TO APPLY

We do not have a standard application form. Your submission should consist of an introductory letter accompanied by no more than 4 pages of A4 explaining your project, the need for funds and the amount being sought. Annual audited reports and accounts of the organisation behind the application should be included where possible. Other documentation can be provided if it adds weight to your application.

Applications should answer the following questions:

1. Contact person and position within the group.
2. Brief background to the organisation, local context, governance structure and legal status of the organisation in country where the project will be carried out.
3. The current financial position of the group (annual income, annual expenditure, group savings or reserves, does the organisations have a bank account and who are the signatories?)
4. Project Need and Objectives
5. Project Timeline (Outline when activities need to happen in order to achieve the project objectives)
6. Expected Outcomes (that can be used as evaluation indicators – i.e. the no. of dogs you expect to reach, how life will be different for dogs after the project?)
7. Project Budget (Dogs Trust are more likely to support closed projects that can be completed within a maximum budget of GBP £100,000 or less. However, if you wish to submit a proposal for larger projects, please submit the full project budget and indicate where any additional sources of income will come from. A very small number of projects over £100,000 will be considered each year.
8. Sustainability (How will sustainability be achieved for the project once Dogs Trust funding has come to an end?)
9. Any additional information that you feel is relevant to your application:

Why your organisation is best placed to carry out this project? What experience do you have? Have you ever received funding from other grant-giving organisations? Do you have a good relationship with local government? Do you have good relations with similar organisations in your country? Is there anyone we could contact for a reference about the work you have conducted in the past?