

# 2017 THELMA DOELGER TRUST FOR ANIMALS GRANT APPLICATION

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The Thelma Doelger Trust for Animals will only consider complete applications, using the form for the current year, in the format below. Please retain our numbering and questions in your application, and check that each item has been addressed. The most frequently overlooked item is the IRS letter.

1. Name of organization; address, telephone and fax numbers of headquarters; organization website; name, title, email address, and phone number of contact person.
2. Date organized.
3. Date and place of incorporation.
4. Federal tax exempt status:  
*Please include a copy of the IRS determination letter each time you apply.*
5. Staff head and key management of the organization:  
*Please include the following information for each:*  
Name, title, address (if different from headquarters address), phone and email.  
Volunteer or paid? If paid, compensation and benefits for each.
6. Number of employees:  
Number (each) of paid full-time and part-time employees.  
Total number of volunteers; average number of volunteer hours per week.
7. Chief purpose of the organization.
8. Brief history of the organization.
9. Brief description of the organization's programs in most recent year.  
*Please include descriptive materials, publications, etc.*
10. Please describe any educational programs you provide. How many children (K-12) have you reached through educational programs in the past 12 months?
11. Describe your spay/neuter policy in detail (if applicable). Are animals spayed/neutered before being adopted out? If not, why not?
12. Number of animals assisted (all species): *Please provide the number of animals assisted in each category, each year, for the past two years.*

Adopted out	Spayed or neutered
Residents (>1 year)	Spay/neuter vouchers or assistance
Non-adoptable	Euthanized
Returned to owner	Died
Released (feral cats)	Total number assisted
Released (wildlife)	

13. What percentage of adoptable animals did you place each year in the past two years? Do you turn away or postpone accepting any animals? If yes, how many? Why?
14. For humane societies and rescue groups that adopt companion animals:  
Do you have contracts with municipalities? Do you accept strays?  
How many animals are owner-surrendered animals?
15. Names of major contributors:  
*Type and amount of support of top six contributors for each of the last two years.*
16. Three most important needs of the organization, and amount sought for each (please list in order of priority).
17. Are funds donated to or raised by the organization passed on to other charities?  
*If yes, please list the charities, and the amount given to each in the past two years.*
18. Please provide the following figures for the past two fiscal years:  

Gross Income	Program Expense
Fund Raising Costs	Management and General Cost

*Please comment if the above organizational numbers differ from your tax return.*
19. Copy of latest annual income/expense statement or fiscal year-end financial report.
20. Copy of most recent IRS 990 including all schedules (**complete return and statements**).
21. Copy of current budget.
22. Copy of current annual report, if available.

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### **TO APPLY BY EMAIL:**

Email all requested materials as attachments to: [office@thelmaoelgertrustforanimals.org](mailto:office@thelmaoelgertrustforanimals.org)  
 PDF files – please unlock files and remove all security restrictions before sending.

### **TO APPLY BY MAIL:**

Send **three complete copies** of all requested materials to:

Thelma Doelger Trust for Animals  
 405 14<sup>th</sup> Street, Suite 206  
 Oakland, CA 94612-2705

If you mail your application using a private carrier such as FedEx or UPS, please send us the tracking code to let us know it is on the way. We acknowledge all applications received.

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### **TRUSTEES**

Susan Doelger  
 Paul M. Gordon  
 Margaret K. Burks