

[NONPROFIT ORGANIZATION LETTERHEAD WITH LOGO]

[DATE]

[NAME OF POTENTIAL CLIENT FINANCIER]

[CLIENT DESIGNATION]

[CLIENT ORGANIZATION NAME]

[CLIENT ORGANIZATION ADDRESS]

RE: [NAME OF THE PROJECT] Project Funding Proposal

Dear Mr./Ms. [NAME OF CLIENT FINANCIER],

[NONPROFIT ORGANIZATION NAME] is pleased to present you this funding proposal. Our organization looks forward to partnering with you to provide shelter for stray dogs and cats rescued by the organization pursuant to [NAME OF PROJECT], which was spearheaded by [NAME OF ORGANIZER]. The objective of the project is to rescue, build a sustainable home, and provide necessities for the stray dogs and cats.

Since it’s founding in [YEAR FOUNDED], the organization has rescued over \_\_\_\_ dogs and \_\_\_\_ cats in [CITY or STATE] and with the increasing number of rescued animals, the organization needs to expand its shelter. To do so, we need at least [INSERT ESTIMATE AMOUNT IN US DOLLARS] to support this program and provide the much-needed shelter and necessities for the rescued animals. Hence, we earnestly knock on your hearts to take part in creating a meaningful difference in the lives of these stray animals. A contribution from you, no matter how big or small, will already make a big difference and will help the organization jump-start its plans.

We appreciate your interest in helping. For additional information, please feel free to contact me at [INSERT CONTACT DETAILS].

Most sincerely,

[NAME OF ORGANIZER]

[CONTACT DETAILS]

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**STATEMENT OF PURPOSE**

To provide the necessary funding in order to build a sustainable home for the stray dogs and cats of [CITY OR STATE] and provide canine and feline necessities.

**ORGANIZATION OVERVIEW**

[NAME OF ORGANIZATION] is a small-time nonprofit animal welfare organization doing outreach statewide by building shelters and enforcing rescue missions to promote pet adoption and all other activities promoting animal welfare. The organization was founded on [INSERT FOUNDING YEAR] by [ORGANIZATION FOUNDER 1], [ORGANIZATION FOUNDER 2], and [ORGANIZATION FOUNDER 3], whom all have track records in doing rescue missions, animal protection, and welfare activities all over the state of [STATE].

The organization was established in order to rescue and provide sustainable homes for abandoned and mistreated dogs and cats. Since its establishment, it has already rescued a total number of \_\_\_\_ stray dogs and \_\_\_\_ stray cats and conducted rescue missions during calamities and various outreach programs. In its present year of operation, it continues to protect animal strays from intentional and unintentional neglect and abuse.

To meet and fulfill its purpose, the organization conducts fundraisers to continue providing canine and feline necessities for the rescued strays. The organization also partners with other animal welfare organizations to provide outreach and rescue training.

**ACCOMPLISHMENTS**

The organization brings hope and a brighter future for stray dogs and cats all over the state through its outreach programs and rescue missions. The table presents the accomplishments that the organization has achieved in its \_\_\_ years of operation:

|  |  |
| --- | --- |
| **CANINE** | **FELINE** |
| \_\_\_\_\_\_ number of rescued dogs | \_\_\_\_\_\_ number of rescued cats |
| \_\_\_\_\_\_ shelters built | \_\_\_\_\_\_ number of shelters built |
| **IN GENERAL** | |
| * \_\_\_\_\_ rescue ambulances * Improved facilities in the animal clinics * \_\_\_\_\_ additional volunteers for outreach and rescue missions | |
|

**CURRENT PROGRAMS AND ACTIVITIES**

With its increasing organization partners and number of strays rescued, the following programs and activities are mainly spearheaded by the organization:

|  |  |  |
| --- | --- | --- |
| **BUILD A HOME, MAKE A HOME**  **[URGENT]** | **BE MY BABY: ADOPT A PET PROJECT** | **COMMUNITY HUMANE EDUCATION** |
| This program is created in order to expand the shelters with the increasing number of rescued dogs and cats.  This envisioned home features larger animal cells divided for canines and felines with the necessary feeder and blankets in each cell. It shall also feature a mini-clinic within the said shelter provided with the necessary tools and equipment for animal surgery and supplements for maintenance as well as a small lawn for the exercise of the animals. | This program is created in order to give stray dogs and cats a second chance to belong to a family.  This unique program helps the strays find the families who will take care of them and give them love their previous owners were not able to provide.  Pictures of the available stray dogs and cats shall be posted on the website and any interested person willing to adopt shall sign the form and contact the organization for the proper documentation and necessary legal fees. | This program aims to increase awareness among youths to adopt a compassionate behavior toward stray dogs and cats.  This program shall be presented to elementary and high school students.  The program includes activities such as:  -Shelter training 101 and give-a-love donations (Donation raising for towels and food). |
|
|

**PROJECT FUNDING TIMELINE**

This proposed funding project for its urgent program “Build a Home, Make a Home” features a \_\_\_\_ day timetable which includes the following activities in accordance with animal welfare federal and statutory laws:

|  |  |
| --- | --- |
| **SCHEDULE** | **PROPOSED ACTIVITIES** |
| 1st Week | * Brainstorming and formulation of shelter policies which shall be strictly implemented, which include feeding, maintenance, neutering, and last-resort euthanasia * Drafting of a shelter budget which shall include capital expenditures (e.g. purchase of land, consultant fees, building materials and equipment, and other technical connection services) and running costs * Establishing shelter routines on hygiene and cleaning and other maintenance procedures * Creating necessary records for the essential monitoring of canine and feline health, management of the shelter, and necessary staffing |
| 2nd Week | * Meeting with the necessary consultants as to the finalization of the shelter layout and federal and statutory approvals * Obtaining clearances for the safety of the site and feasibility of other technical facilities * Allocating the necessary space and expenses for each stray dogs and cats (Population of dogs: \_\_\_\_; Population of cats:\_\_\_\_) * Recruiting of staff and developers for the construction and development of the shelters |
| 3rd Week to 100th Week | * Allocating temporary shelter for the displaced stray dogs and cats * Starting the construction and development of the shelters * Installing the necessary fixtures and equipment such as feeders and water troughs. |
| Final Week | * Checking the constructed and developed shelters * Purchasing of canine and feline food and medical equipment * The hiring of \_\_\_ veterinarians and other staff necessary for the upkeep and maintenance of the shelter * Transfer of the stray dogs and cats in the newly built shelter |

**PROJECT FUNDING BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Costs** | **Total Allocated Budget** | **Projected Percentage to Total Budget** | **Projected Amount to be Spent** | **Actual Amount Spent** | **Actual Percentage to Total Budget** |
| 1. Construction of boundary wall and firewall | 0.00 USD | 0% | 0.00 USD | 0.00 USD | 0% |
| 1. Temporary shelter fees |  |  |  |  |  |
| 1. Federal and statutory approval fees |  |  |  |  |  |
| 1. Consultation fees |  |  |  |  |  |
| 1. Construction of individual shelters |  |  |  |  |  |
| 1. Canine and feline immunizations |  |  |  |  |  |
| 1. Human resources |  |  |  |  |  |
| 1. Medical equipment and apparatus |  |  |  |  |  |
| 1. Canine and feline food necessities |  |  |  |  |  |
| 1. Construction of water tanks and waste drains |  |  |  |  |  |
| 1. Recruitment and hiring fees |  |  |  |  |  |
| 1. Salaries and wages for maintenance |  |  |  |  |  |
| 1. Cleaning materials and equipment |  |  |  |  |  |
| 1. Animal license renewals |  |  |  |  |  |
| 1. Insurance fees |  |  |  |  |  |
| 1. Other contingencies |  |  |  |  |  |
| **TOTAL** | **0.00 USD** | **100%** | **0.00 USD** | **0.00 USD** | **100%** |