

Preliminary Screening - New Organizations

Ahimsa Foundation

INSTRUCTIONS

Letter of Intent Understanding

Please understand that completing this Letter of Intent (LOI) is for information-collection purposes only, for the use of the Ahimsa Foundation.

- **Completion does NOT guarantee an invitation to apply for funding.**
- **Completing this LOI alone will NOT result in any funding.**

Saving Your Work

As you work on this LOI, a draft will automatically save as you go, allowing you to return and complete your work at any time. The system will automatically save anytime you click away from a question. You can also manually save by clicking "Save" at the bottom right-hand side of the form.

When you return to your homepage, in the left-hand column titled "Assigned To You," you will click the "Continue" button next to your draft LOI.

Questions

If you have any questions, require additional guidance, or would like to discuss criteria eligibility before completing this LOI, please contact Executive Administrator Jen Bonnett at Jen@AhimsaFoundationBoston.org or (857) 248-5007.

Tutorials

The following links to helpful tutorials about using the Foundant grant management portal: <https://support.foundant.com/hc/en-us/articles/4479853059991-GLM-Applicant-Tutorial>

PRELIMINARY SCREENING LETTER OF INTENT

Project Name*

For Ahimsa Foundation use only.

Character Limit: 100

ORGANIZATION INFORMATION

Organization Name*

Character Limit: 100

Tax ID/EIN*

Character Limit: 10

Year Organization Established*

Character Limit: 4

Organization Board-Approved Mission Statement*

Character Limit: 500

List the type(s) of animals your organization serves.*

Please choose any that are part of your organization's mission statement.

Choices

Dogs
Cats
Small Animals
Equines
Primates
Diverse Wildlife
Avian
Farm Animals
Elephants

Geographic area covered by your organization.*

Character Limit: 250

Provide a brief organizational history.*

Character Limit: 2000

List all the service(s) your organization currently provides.*

Be sure to include the estimated number of animals/people impacted by each of your services annually.

Character Limit: 4000

Outline the qualifications and compensation for managers of daily operations (paid or unpaid).*

This could include management roles like the Executive Director, Shelter/Sanctuary/Rescue Manager, or Operations Director. Regardless of title, if they are managing daily operations for your organization, please include them. Even if these individuals are unpaid, we want to hear about their qualifications. Please include the names of the individuals in these roles.

Note:

For all-volunteer organizations, we are looking for individuals who are primarily and consistently responsible for managing the organization's major operations work. What work has to be done to keep the daily operations running, and how many people are filling the "staff" roles to primarily take care of that work? Anyone who is working in a decision-making capacity for the animals or the organization, outside of the board governance role, would count. Another way to look at it: if I called your organization and asked to speak to "someone in charge," which individuals would you direct me to?

Character Limit: 3000

ORGANIZATIONAL GOVERNANCE & LEADERSHIP CRITERIA

Does your organization hold 501(c)(3) status with the United States Internal Revenue Service?*

Please only answer "Yes" if your organization is considered a public charity and is in good standing with the IRS.

*Your organization's IRS status will be checked prior to grant application review.

Choices

Yes

No

ATTACHMENT: 501(c)(3) IRS Determination Letter*

File Size Limit: 3 MB

Does your governing board meet ALL the minimum criteria listed below?*

- *Minimum of three members.*
- *Members hold a minimum of the following offices: President/Chair, Treasurer, Secretary/Clerk.*
- *The majority of members are independent and unrelated. !!! Please read before you answer: Independent Board Makeup !!!*
- *The board member identified as President/Chair does not also hold the Treasurer position.*

Choices

Yes

No

Governing Board Information

- *Please list all board members.*
- *List their board role/office. Non-officers can be listed as 'members.'*
- *List any other role/title they serve within your organization other than board member (i.e., Volunteer - Adoption Coordinator or Employee - Shelter Manager).*
- *List their occupation outside your organization (i.e. Realtor, Consultant, Retired healthcare administrator).*
- *Answer Yes or No as to whether they are considered an independent and unrelated board member.*

Board Member Name	Board Role/Office (i.e., Member, President, Treasurer)	Occupation (outside your organization)	List any other roles they fill within your organization (i.e., Employee - Shelter Manager)	Are they considered an independent and unrelated board member?

Are governing board members monetarily compensated for any role by your organization?*

- *If any board members are also paid employees, please mark 'Yes.' These individuals would not be considered 'independent' members.*
- *If any board members received more than \$10,000 in the prior year for independent contractor work for your organization or for a related organization, please mark 'Yes.' These individuals would not be considered 'independent' members.*
- *Small stipends or reimbursement for expenses related to their board role do not count as compensation, and you can mark 'No.'*

If you mark 'Yes,' please be sure to note which board members are not considered independent on the Governing Board Information above.

Choices

Yes

No

FISCAL MANAGEMENT CRITERIA

Has your organization's revenue been under \$5.5 million in the last three fiscal years?*

The Ahimsa Foundation will not accept funding applications from organizations with annual operating budgets consistently exceeding \$5.5 million.

*Your organization may be asked to submit actual financials for the prior three years to verify this information.

Choices

Yes

No

If you answered NO, please explain.

Please explain the unusual occurrence (i.e., large bequest, capital campaign) that is skewing your regular finances.

Character Limit: 1000

Can your organization provide the below financial information?*

Basic, clear, accurate organizational financial reports in U.S. dollars, including:

- *Annual budget with revenue/expenses*
- *Actual prior-year revenue/expenses*

We expect full transparency in financials, including grant/foundation, bequest, reserve/emergency, in-kind/non-cash contributions, and endowment information.

Choices

Yes

No

ATTACHMENT: Itemized Actual Prior-Year Revenue/Expense Report*

Please upload a detailed line-item breakdown of your entire organization's prior fiscal year revenue and expenses in US dollars.

- **REVENUE** should include grants, corporate donations, bequests, trusts/estates, events, individual donations, in-kind/non-cash contributions, etc.
- **EXPENSES** should include items such as food/hay, litter/shavings, farrier, supplements, medications, veterinary care, salaries, transportation, utilities, rent, office supplies, marketing, events, etc.
- Audited financial statements do not usually show the level of breakdown we require. A detailed profit-and-loss statement from your bookkeeping software is preferred.
- Please show actual numbers, not estimates.

Refer to the template below, which is provided in both Excel and PDF formats, for additional guidance. Feel free to use it to submit your information.

Revenue & Expense Report Template - Excel

Revenue & Expense Report Template - PDF

In the text box below, provide:

- *Any explanations or clarifications about your financial report (out-of-the-ordinary income or expenses, etc.).*
- *Information about how you made up a Net Loss or how you used any Net Income.*

Character Limit: 2000 | File Size Limit: 3 MB

Did your organization receive at least one grant in the prior fiscal year?*

These are foundations/grants that you make an application to in order to receive funding. The Ahimsa Foundation wants to ensure that other funders review your organization's financial and operational materials and find it worthy of funding. You must receive funding from at least one grant/foundation to apply for Ahimsa Foundation funding.

*Your organization will be expected to list all grants you applied for and received in a full application.

Choices

Yes

No

Grant/Foundation Funding

Please list the name and amount of one grant received in the prior fiscal year.

Grant/Foundation Name	Amount

Is your organization willing and able to submit a Grant Impact Report on any funding received?*

Choices

Yes

No

ANIMAL IMPACT CRITERIA

Is your organization in alignment with the Ahimsa Foundation's Animal Care Guiding Principles?*

Please review the Ahimsa Foundation's [Animal Care Guiding Principles](#) to determine your organization's alignment with the areas of animal care below. Place a check next to each category where your organization demonstrates safe and appropriate animal care practices in accordance with the Ahimsa Foundation's Guiding Principles.

For organizations that provide resources and support for animal care organizations in lieu of direct care, please answer if you have considered these principles in the selection of the organizations with which you work.

*Your organization will be expected to submit current videos and detail your animal care practices in the full application.

Choices

Nutrition
Housing/Exercise
Medical Care
Sterilization/Birth Control/Breeding
Euthanasia
Safety Measures
Adoption/Sanctuary

FUNDING REQUEST SIZE

Does your organization agree to the following about funding request size?*

- *Requests for organizations new to the Ahimsa Foundation cannot exceed \$5,000.*
- *Requests cannot exceed 10% of your organization's total prior-year revenue (e.g., if prior-year revenue was \$100,000, annual grant funding will not exceed \$10,000).*

Choices

Yes
No

LETTER OF INTENT AGREEMENT

- This Letter of Intent (LOI) shall not obligate the Ahimsa Foundation in any way and does not guarantee that your organization will be asked to complete a full funding application.
- The Ahimsa Foundation shall endeavor to give this LOI due consideration in reference to the extension of an invitation to complete a full funding application.
- If your organization is invited to complete a full funding application and that application does not show that the guidelines and criteria outlined in this LOI are met, your organization may not receive funding or future invitations to apply.
- Completion of this LOI alone will not provide any funding.
- If deemed an appropriate fit for funding, there is no specific timeframe for when your organization may be invited to complete a full funding application. However, if your organization is *not* deemed an appropriate fit for funding, you will be notified shortly after completion of this LOI.

The information contained in this LOI is complete and accurate to the best of my knowledge.*

Signature: *Please type your full name to agree with the Letter of Intent Agreement.*

Character Limit: 40

Signature Date*

Character Limit: 10