

## PROJECT DESCRIPTION

**Paws To People is committed to making the evaluation process as straightforward as possible. One of the simplest ways to gather the information is for grantees to propose measurable goals and methods of evaluation when submitting their grant request. To that end, please fill out all information below and be as precise as possible. Add additional sheets if necessary.**

*Please note that Paws To People's grant funding limit is \$10,000 per fiscal year.*

<b><u>PROJECT DESCRIPTION</u></b>	
Name of Project:	
Geographic Area Project Will Serve:	
State(s) Covered:	
City(ies) Covered:	
Who is the Target Group <i>(Please be descriptive as possible and add extra sheets if necessary.):</i>	
What is the Focus and/or Target of the Study? <i>(Please be descriptive and add extra sheets if necessary.):</i>	

Description of the Purpose of the Project <i>(Please describe as thoroughly as possible. Add extra sheets if necessary.):</i>	
Explain the Issues/Problems Project is intended to address <i>(Please describe as thoroughly as possible. Add extra sheets if necessary.):</i>	

<b><u>GOALS</u></b>	
What are the Project Goals? <i>(Please be descriptive as possible. Add extra sheets if necessary.):</i>	
How do these goals fit with Paws To People’s Goals? <i>(Add more sheets if necessary.):</i>	
Define success of the project in three measurable goals. <i>(Please note that if awarded, the grantee will be asked to submit an evaluation report and in that report, the grantee will be asked to measure project’s progress against the three goals set forth here.)</i>	

## **STATEMENT OF PURPOSE**

This part of your request will be used as a fundraising tool. It should be able to stand alone as a document to explain your project to our donors and supporters. Please submit the Statement of Purpose as a separate sheet attached to this form.

In your Statement of Purpose please include the following:

- Why is this project important? (This is the place to make your statement as boldly as possible. Our reviewers see many worthy proposals and yours must stand out from the start.)
- How will the project be achieved? (Include a timetable.)
- Who will direct the work? (Include descriptive phases to show the ability of the leaders to accomplish the tasks, e.g., Oscar Oncologist, 25 years as a veterinary oncologist, five years as head of mammary tumors specialty group.)
- Why is Paws To People the right organization to undertake this project?

## **PROJECT BUDGET**

On a separate sheet list all direct expenses, by category and by year. Such direct costs may include project-specific items such as lab time, salaries, postage, printing, travel, etc. We have no hard and fast rules, but we need as much information as you can provide. Indirect costs including, but not limited to, overhead, Facilities and Administrative costs, and other costs that are not readily or uniquely assignable to the grant, are not covered by Paws To People.

Also, please specify which costs will be incurred in which years (phases), to the extent that you can project. If you know of possible income sources, please list and be sure that they are also listed on the Cover Sheet form of this grant application in the section “Funding Sources.”