

# **FRIENDS OF PATA MANZANILLO, INC.**

## **How to Request Funding for Your Project**

## **Purpose**

The purpose of this manual is to introduce Friends of PATA Manzanillo to animal welfare groups and provide procedures for requesting funding.

## **Introduction**

Friends of PATA Manzanillo, Inc. was formed in July 2009 by a group of foreigners living in Manzanillo who were concerned about animal welfare programs in Manzanillo. We decided to take positive steps to try and assure funding exists for the growth of animal welfare activities in Manzanillo by creating Friends of PATA Manzanillo, Inc., which is an Arizona Corporation. We have applied to become a 501(c)(3) tax-exempt charity.

In order to not dilute the Manzanillo fundraising base, Friends of PATA Manzanillo will not conduct any ongoing fundraising efforts in Manzanillo. That base will be left for the local groups. We will raise money primarily in Canada and the United States, through making grant applications on behalf of animal welfare programs in Manzanillo and via the internet.

## **Mission Statement**

Friends of PATA Manzanillo seeks to raise funds to contribute to specific programs carried out by animal welfare groups in Manzanillo, Colima, Mexico. These include, but are not limited to; spay/neuter programs, animal care education, and sheltering rescued animals.

## **What We Fund**

Though our focus is on the Manzanillo community, Friends of PATA Manzanillo will consider funding requests for any animal welfare program/project from any animal welfare group. Our preferred method of support is in-kind, meaning we prefer to purchase the materials that the various groups need to support their programs. In some cases that in-kind support will involve paying invoices for materials/services purchased by the organization.

## **Processing Funding Requests**

This paragraph outlines how organizations should request items or funding from Friends of PATA Manzanillo and how we process them.

- The Vice-President is the focal point for funding requests, therefore a requestor should send an email to: [request@friendsofpata.org](mailto:request@friendsofpata.org) stating:
  - ❑ What program the request is to support, i.e, sterilization clinic, education program, shelter operations, etc.
  - ❑ Specifically what is requested.
  - ❑ Specific actions you have taken to try and obtain funds
  - ❑ Timing of the request
  - ❑ Method of delivery

- Point of contact
- The Vice-President shall:
  - Acknowledge the request via a return email with an estimated response date,
  - Perform an initial review of the request to verify it meets the goals and mission of Friends of PATA Manzanillo,
  - Forward the request electronically to the board members along with a recommendation on the request,
  - The board members shall respond with their votes in a timely manner,
  - When all board members have voted, the vice-president notifies the requestor of the disposition (a simple majority is required to approve),
  - If the request is approved, the treasurer shall work out the details of the distribution with the requestor.

### **Example of a Funding Request**

ABC, an A.C. operating in Mexico has a shortfall in funding this month and is unable to purchase food for the animals in the shelter. We are currently housing 25 dogs that are awaiting adoption. All of the animals up for adoption are listed on the Manzanillo Pet Adoption website.

We have appealed for funding from our normal supporters and group DEF and GHI without success.

We are in need of 100 kilograms of Brand XYZ dog food no later than 15 December 2009 . As we have a good source for the food we request permission to purchase the food and will issue an invoice to Friends of PATA Manzanillo for payment.

If you have any questions, please contact Jane Doe via email [123@anyisp.com](mailto:123@anyisp.com) or by phone 314-111-1111.

### **Oversight of Distributions**

Oversight of distributions will be accomplished in one of the following ways:

- During the review process we verify the request furthers our exempt purpose,
- Our preferred method of distribution is to make distributions of in kind material versus cash/check which ensures material is purchased in support of animal welfare programs,
- The other method of distribution is to pay invoices submitted by the requesting organization when they have purchased material that Friends of PATA Manzanillo is ultimately paying for.

### **Additional Information**

More information on the organization can be found at our website at: <http://www.friendsofpata.org>