ANIMAL WELFARE FUND GRANT
CHECKLIST FOR SUBMISSION OF GRANT APPLICATION

☐ Follow the guidelines and instructions found on both the application and specific project forms.

☐ Use the official application and forms. If you have additional information to submit or questions on the format of the information you wish to submit, contact us at animalshelters@michigan.gov or (517) 284-5684 for assistance.

☐ Select the project category(s) you are applying for on page 2 of the grant application. You will need to then complete a project form for each box you select (A-F).

☐ Make sure your shelter name is entered in the *Applicant* section of the first page of every project form you are submitting.

☐ Make sure your project name is entered in the *Project Title* section of the first page of every project form you are submitting.

☐ Define all abbreviations the first time they are used.

☐ Complete the Proposed Budget Summary for each project. If you have additional information to submit or questions on the format of the information you wish to submit regarding the project's budget, contact us at animalshelters@michigan.gov or (517) 284-5684 for assistance.

☐ Include quotes (if applicable) for each project consistent with the budget summary for the project.

☐ Enclose a copy of the Annual Shelter Activity Report (AI-034) for the prior year's statistics. Submitted reports may be found on our web page: animalshelters@michigan.gov.

☐ Make sure that your organization is registered with SIGMA Vendor Self Service (VSS) financial and business system in order to receive grant payments.