

Guidance on Attachment A – Description of Services

The purpose of Attachment A to your CFC application is to show the government what your organization has accomplished during the past calendar year. They want to know specifically how many animals and people you have benefitted directly through your programs and services.

Label this document with your organization's name followed by "Attachment A – Description of Programs and Services."

Then, please provide the following sections in your Attachment A:

Section One: Introduction

Begin your Attachment A with an overview of your charity's programs and services. You may include a mission statement, if you have one. Please keep this section brief (no more than half a page).

Section Two: Local Presence

- Include your physical address. This can be a free standing facility or an office in a larger building. It can even be space dedicated to your organization in a private residence.
- Include the hours of the week when you are available to meet with the public. You must identify a minimum of 15 hours per week, year round.
- Include your phone number – the number through which the public can reach your organization.

Section Three: Services Provided in 2015

In this section, you **MUST** include a SPECIFIC number of animals and people that you have helped in the calendar year 2015. Specify who, what, where, and when. The more specificity you can offer, the more likely the government will accept your application. Here are some examples:

- If you rescued dogs, tell us the kind and the number. Tell us how you rescued them. Tell us about your facility for caring for them. If you placed them in foster homes, tell us how you identified these homes and how you worked with these homes. Tell us the number of homes you worked with in 2015.
- If you educated people about the challenges faced by animals, tell us how you did this. Did you go to schools? If so, which ones and about how many children were in the audiences?
- If you provided financial aid to pet owners or other organizations, or you distributed goods, tell us the monetary amount or list of donated goods and include a section that lists the recipients. (You do not have to give names of individuals; they can be identified by their initials or other means.)

For all of these activities, give us dates of when you provided the service. If you only know the week or month, that is fine. Give us that kind of detail. Also tell us location when appropriate.

Section Four: Human Health and Welfare

Charities that provide services to animal must be able to show how their services affect people. While the government admits animal charities in the CFC, they still ask applicants to confirm that they do in fact help people.

In your Attachment A you should dedicate at least one paragraph to a description of how your services support human health and welfare. Please include specific numbers of people that you have helped, directly or indirectly.

For example, if you place animals with families, make sure to tell the reader how the families benefit from having these pets. If you take in animals from families who can no longer keep them, describe the service provided to those families. If you educate people about animals, even those adopting your animals, describe that. You can even talk about how

your work supports the environment –which is a clear way to contribute to human health and welfare. But you still need to mention a specific number of people

Sample Attachment A – Description of Services

We Love Animals, Inc.

Introduction

Our charity was founded in 1998 with the purpose of rescuing abandoned, sick and injured companion animals (cats, dogs, rabbits) and then placing them with adoptive families – their forever homes. Since 1998 we have rescued 400 animals. We also work with local schools and conduct animal handling seminars for elementary school children.

Section Two: Local Presence

123 Main Street
Somewhere, MA 01062

Hours of Operation: Monday through Friday, 9am-4pm

Phone: 978-333-3333

Section Three: Services Provided in 2015

In 2015, we rescued 55 dogs, 21 cats and 8 rabbits. We found adoptive homes for 29 dogs, 12 cats and 6 rabbits.

Also in 2015 we conducted three training seminars at local elementary schools.

Date	Location	Service	Number of Children Attending
August 20, 2015	Somewhere, Massachusetts	Training seminar on proper handling of rescued animals	100
September 1, 2015	Somewhere, Massachusetts	Gave speech to elementary students about the importance of spaying/neutering	50
October 3, 2015	Somewhere, Massachusetts	Training seminar on how to care for rabbits	50

Section Four: Human Health and Welfare

Our primary focus is helping animals, but by finding forever homes for our cats, dogs and rabbits, we also help people by connecting adoptive families with their animal companions. In 2015, we counseled 31 families on how to best care for their newly adopted pets. We also conducted two training seminars at the local elementary school; 200 children were present for these training sessions.