



Working Dog Foundation

“Police Dogs Keeping Your Family Safe”

Grant Application

Binding Conditions and Requirements

FORWARD: The Working Dog Foundation, through appropriations granted by its Board of Directors on an annual basis, will provide cash funds for the implementation and enhancement of K-9 Units to certified law enforcement agencies in New Hampshire, Maine and Massachusetts, to be administered by the Grant Committee. This project must be funded in accordance with the purpose areas described below.

HISTORY: In 1995, the Foundation was incorporated as a non-profit organization to support and enhance the New Hampshire Police K-9 teams. Based on a Police/Community partnership, the Foundation strives to improve the public image of the Police working dog, establish and operate the New Hampshire Police K-9 Academy, provide information and grant money to law enforcement organizations wishing to utilize a law enforcement K-9 Unit, promote the exchange of ideas and training techniques by hosting training seminars with nationally recognized experts in the field, establish and maintain minimum standards for N.H. Law Enforcement K-9 teams, improve the abilities of the K-9 in law enforcement and provide better service to the community.

PROGRAM PURPOSE AREAS:

Working Dog Foundation Grant funds may be used for one or more of the following purposes:

1. Establishing a law enforcement K-9 team, i.e. a law enforcement officer (handler) and a suitable breed of working dog, which entails the purchase of the K-9 and required equipment to adequately place this team into service. K-9 teams may be trained for the following functions or a combination of these duties: general patrol work and narcotics detection. K-9 teams may also be established for explosive detection, but the dog must specialize in this field only.
2. Upgrading, enhancement of established K-9 teams in the areas of specialized training programs, equipment, or replacement of retired working dogs.

PROHIBITION ON USE OF FUNDS:

3. Funds are not to be used for any other purpose than for which the allocation of money had been specifically outlined in the grant. Allowable requests are for the purchase of working dogs, equipment to be used to enhance the effectiveness of the K-9 teams and the cost associated with specialized training.
4. Units of local government are eligible to apply for an award. Units of local government are counties, towns and townships, villages and cities in New Hampshire, Maine and Massachusetts.

MATCHING FUNDS REQUIREMENT:

5. This program has a minimum 10-percent cash or in kind matching requirement, which will not be waived. Matching funds may be provided from the following sources: State and local government funds and private funds. All recipients must maintain records clearly showing the source, the amount, and the timing of all matching contributions.

APPLICATION REQUIREMENTS FOR UNITS OF LOCAL GOVERNMENT:

6. An application must be signed and submitted by the chief executive of the jurisdiction (i.e., mayor, county executive, board of selectmen, etc.), who must:
7. Establish an advisory board to review the application. This board must be designated to make non-binding recommendations for the proposed use of funds received under this program. The advisory board should include members from at least each of the following: the local law enforcement agency, prosecutor's office, court system, school system, and a nonprofit group (e.g., educational, religious or community) with an interest in crime prevention.
8. Hold at least one public hearing regarding the proposed use of funds.
9. The Grantee shall submit to a site survey at the discretion of, and conducted by, the NH Police K9 Academy to determine the sufficiency of the living areas, condition and suitable environment for the K9, both at work and at home.
10. These items above need not occur before applying for funds, but must occur before the obligation of funds.

SPECIAL CONDITIONS FOR LOCAL GOVERNMENTS WHO ACCEPT FUNDS:

For local government units that accept Foundation Grant Funds, the following conditions must apply:

11. Funds are awarded one time only for the life of a K-9 dog team and are intended to be used as seed monies.
12. It will be the responsibility of the government unit's chief executive to submit a plan that outlines how they will be able to ensure that if awarded a grant the K-9 unit will have longevity of at least four years.
13. During the grant period, which runs for four years from the date of the award, local government units are subject to compliance review of grant fund monies and program requirements.
14. Local government units that accept grant funds are required to become members of the Working Dog Foundation and pay an annual membership fee.
15. They must also sign and abide by the training agreement with the Foundation to allow the K-9 team to train at the New Hampshire K-9 Academy. The K-9 team handler will be required to participate in scheduled training as outlined by the staff at the K-9 Academy and meet the minimum standards required for the certification of a Police K-9 team.
16. At the sole discretion of the NH Police K9 Academy, a granted K9 may be revoked from the agency and handler. Prior to any revocation, notice of intent to revoke shall be provided to the K9 Handler in writing stating the reason for revocation. At the request of the Handler or Agency, a chance to be heard in front of the Board of the Working Dog Foundation may be had. The Working Dog Foundation's decision will be final and by a vote of the trustees.

The revocation may include the K9, assigned NH Police K9 Academy equipment, and/or any and all granted funds or equipment supplied by the Working Dog Foundation. Both applying agency and proposed handler agree to abide by the finding of the Working Dog Foundation Board should the matter be appealed, and to seek no damages, suite or other redress due to said revocation.

17. In the event that a grantee agency becomes unable or unwilling to continue with their K-9 program, the burden is on the agency to maintain liability insurance and ensure the dog continues to be properly cared for. The K-9 will be placed immediately at an approved facility of the WDF choosing pending new placement. The agency remains responsible for all costs associated with the K-9 including but not limited to medical needs that may arise until new placement has been secured.

18. A grantee as a condition of acceptance of K-9 granted funds or equipment, agrees to abide by all general conditions as contained herein and any special conditions as directed by the Directors of the Working Dog Foundation.

INDEMINITY:

19. The applying Agency through its authorized agent, evidenced by execution of this document, and the proposed handler, his heirs, assigns, union representatives, and any other representative agree to hold harmless and fully indemnify the NH Police K9 Academy, the Working Dog Foundation, its employees, volunteers and any other person retained or employed by said Academy or Foundation to carry out duties on behalf of the Academy or Foundation.

20. This agreement is a complete written agreement, no other verbal agreements have been made at the time of execution to modify, amend, or delete any clause other than those documented herein. Any future modifications, amendments, or other changes must be made in writing and signed by the Agency authorized agent and the authorized agent of principal of the NH Police K9 Academy.

21. Should any clause in this agreement be found to be overreaching, unconscionable, or otherwise unenforceable, said clause shall be struck from this agreement; all other remaining clauses shall retain their authority, veracity, and binding nature.

22. Should this agreement lead to any form of litigation; the parties agree to submit themselves to the jurisdiction of the New Hampshire court system and to try any and all disputes in the State of New Hampshire.

GENERAL CONDITIONS

The applicant hereby assures and certifies that he will comply with the regulations, policies and guidelines to satisfy requirements of the Working Dog Foundation K-9 grant fund program.

1. REPORTS - The grantee shall submit, at such time and in such form as may be prescribed, such reports as the Working Dog Foundation may reasonably require, including quarterly financial reports, quarterly progress reports, and final financial reports and evaluation reports.

2. PROGRAM EVALUATION REQUIREMENTS - In order for the Working Dog Foundation to properly evaluate selected grant fund programs, additional information, records, and data may be required of the grantee. In all cases, grantees shall fully cooperate with the grantor in the performance evaluation. Before performing evaluations, the Foundation will provide written notice to the grantee. The grantor reserves the right to determine the need for an evaluation. The evaluation design will be jointly determined by the grantee and the grantor. However, the grantor may at any time make program evaluations, as it deems necessary.

3. PROJECT MONITORING REQUIREMENTS - All grants awarded by the Working Dog Foundation are subject to periodic performance monitoring by the Foundation which may include site visits. In addition, grantees are required to conduct an internal assessment of their own program results.

4. PROCUREMENT POLICY- The applicant must conform to federal, state and local procurement regulations as set forth by “Standards Governing State and Local Grantee Procurement, Attachment O of OMB Circular A-102 or current approved standards”.

5. MAINTENANCE OF RECORDS - All required records should be maintained until an audit is completed and all questions arising there from are resolved, or three years after completion of the programs monitoring period, whichever is sooner.

6. UTILIZATION AND PAYMENT OF FUNDS - Funds awarded are to be expended only for purposes and activities covered by grantee's approval program plan and budget. Program funds may be made available through a fund advance and reimbursement procedures outlined by the Foundation. Payments will be adjusted to correct previous overpayments or underpayments and disallowances resulting from audit.

7. WRITTEN APPROVAL OF CHANGES - Grantees must obtain prior written approval from the Working Dog Foundation for changes in program, which were not set forth in the approved application.

8. TITLE OF PROPERTY - Title to property acquired in whole or in part with grant funds in accordance with approved budgets shall be vested in the grantee, subject to divestment at the option of the Working Dog Foundation, when its use for the program or criminal justice purposes is discontinued. Grantees should exercise due caution in the use, maintenance, protection, and preservation of such property during the period of program use. The Foundation has no title interest after the expiration of the full term of the grant or upon termination by the Working Dog Foundation.

9. OBLIGATION OF GRANT FUNDS - Grant funds may not, without approval by the Working Dog Foundation, be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligations must be related to goods or services provided and utilized within the grant period. For just cause, grantee may apply for an extension in writing subject to approval by the grantor.

10. IMPLEMENTATION OF PROJECT WITHIN NINETY DAYS - Grantee agrees to implement this program within ninety (90) days following the grant award effective date or be subject to automatic cancellation of the grant. Evidence of program implementation must be outlined in the first quarterly progress report. For just cause, grantee may apply for an extension in writing subject to approval by the grantor.

11. LONGEVITY OF PROGRAM - Grantees are required to meet the longevity of program requirements outlined in the grant reward. In the event that the program is terminated before the agreed upon termination date, the grantee will forfeit all property immediately acquired with grant funds. If the grantee communicates to the WDF it would purchase the K-9/Property and the WDF agrees, then the cost of the K-9/Property would be as follows:

- 1st year = Total original price
- 2nd year = 75% of total original price
- 3rd year = 50% of total original price
- 4th year = 35% of total original price

12. WORKING DOG FOUNDATION MEMBERSHIP - Grantees are required to become members and stay members in good standing of the Foundation through the termination date. Grant funded teams will be expected to participate in Working Dog Foundation events throughout the year as outlined in the Training Agreement.

13. TRAINING AGREEMENTS - Grantees must sign an agreement with the Foundation to allow their K-9 teams to train at the NH Police K-9 Academy. The K-9 handler will be required to participate in scheduled training or other events as outlined by the staff at the Academy and meet the minimum standards required for the certification of the police K-9 team.

14. AUDIT - The grantee will give the Working Dog Foundation access to and the right to examine all records, books, papers, or documents related to the grant.

15. I have read and understand the general grant conditions and agree to comply with them.

Signature of Authorized Official Name of Authorized Signor DATE: _____



WORKING DOG FOUNDATION

“Police Dogs Keeping Your Family Safe”

GRANT PROGRAM

INSTRUCTIONS TO APPLICANTS

Please read entire application process through.

- 1) Applications for Working Dog Foundation Grant Funds consist of responses to the following four questions (Program Narrative) plus completion of the attached budget pages and signing of the attached conditions.

- 2) The original and three copies of the applications should be mailed to the Working Dog Foundation, P.O. Box 1046 Raymond, NH 03077.

- 3) The signature on the application should be that of the head of the unit of government, director of the public department or agency, or another person legally authorized to bind said agency to submit and accept grants on behalf of the unit of government or public department.

- 4) Proposed activities and budgetary needs should be based on a 12-month program period.

- 5) The Working Dog Foundation reserves the right to request additional information from applicants as needed.

- 6) REVIEW of proposals will focus on the following issues:
 - Is the proposed project eligible for funding under the guidelines set forth by the Foundation?
 - How serious is the agency about implementing or maintaining its K-9 program? How sound is the plan for insuring the longevity of the program?
 - How sound is the program methodology?
 - How valid is the evaluation strategy, and how strong a commitment is being made on evaluations?
 - How reasonable and cost effective is the proposed budget?

WORKING DOG FOUNDATION
"Police Dogs Keeping Your Family Safe"
GRANT FUND APPLICATION

APPLICANT

AGENCY:

a) Project Title:

b) Date of Application:

c) WDF funds requested:

Source and amount of matching funds:

d) Chief Elected Official

Name:

Title:

Telephone No.

E-Mail.

e) Head of Agency

Name:

Title:

f) Project Director

Name:

Title:

Address:

Telephone No.

E-Mail.

g) Fiscal Officer

Name:

Title:

Address:

Telephone No.

E-Mail.

h) Address of centralized location of financial record (if other than fiscal officer).

Address: _____

Telephone No. _____ FAX No. _____

i) Is staff available to administer the grant?

Yes: _____ No: _____ Partially _____ (describe)

Please return completed application to:

Grant Fund Committee
Working Dog Foundation
P.O. Box 1046
Raymond, NH 03077

FOR FURTHER INFORMATION:

For more information about the Working Dog Foundation Grant Program, call or e-mail Executive Director, Jenn Schaaff at (603) 661-1409 or admin@workingk9.org or access the Working Dog Foundation's website at www.workingk9.org.

WORKING DOG FOUNDATION

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GRANT FUND APPLICATION, CONT.

Submittal Date:

Applicant City or Agency:

Name:

Address:

Project Title:

Program Narrative

Note: Please respond by answering the following questions. Attach supplemental sheets referencing by number, the section of the narrative to which it applies. The PROPOSAL QUESTIONS attached may be used as a guide in the completion of this section of the grant fund application.

1. Purpose and Needs for this Assistance.
2. Results or Benefits Expected (Beneficial Impact).
3. Project Implementation Plan.
4. Project’s Measure of Success.

PROPOSAL QUESTIONS

1. Purpose and needs for this assistance.
 - (1) To which of the eligible purposes in the K-9 Law Enforcement Program does the project relate?
 - (2) What is the nature and magnitude of the problem(s) this project will attempt to address?
2. Objectives or benefits expected (beneficial impact).
 - (1) What does your agency expect out of its K-9 program?
 - a. What are the specific objectives of the project?
Objectives should be quantified - list the objectives you intend to achieve. Discuss each objective in measurable terms if possible, (e.g. training, prosecution, arrests, etc.).
 - b. Why is it reasonable to expect that the proposed project will achieve its objectives?
 - c. Will it enhance or expand a current program?
3. Program implementation plan.
 - (1) What is your proposed methodology of implementing a K-9 program?
 - a. What are the essential components of the program?
 - b. How will a K-9 officer be selected?
 - c. What are the expectations for implementation (timeline) for the program?

(2) The Foundation will monitor the program for four years, how will the government unit ensure that the program maintains this longevity after the initial grant funds are expended?

4. Project's measure of success?

(1) How will the program's success be evaluated?

a. What measurable indicators of changes in the nature and magnitude of the problems will be assessed?

b. How will the performance of the K-9 program be assessed?

c. Who will assess the performance of the unit? (Staff, others).

Continue to next page.....

INSTRUCTIONS FOR COMPLETING BUDGET SECTIONS

BUDGET ITEMIZATION:

- A.** Personnel: List all job titles for which funds are being requested, showing the total annual salary for the position, the percent of time to be spent on this program, the amount of salary to be devoted to this program (annual salary x percent time), the amount of WDF funds requested for the position for this program, and any other funding for the position for the program. WDF funds plus matching contribution should equal total budget.
- A1.** Fringe Benefits: Itemize fringe benefits (medical coverage, etc.) and show the total cost for the program and the amounts to be contributed by the WDF and other sources (matching contributions).
- B.** Contractual Services: list any consultant or contractual services to be purchased, the number of hours/days to be worked, the hourly/daily rate, the total cost, and the amount to be contributed by WDF and other sources.
- C.** Travel: List projected in-state mileage rate of reimbursements, total mileage cost, and amounts to be contributed by the WDF and other sources. Also, list any projected out-of-state travel.
- D.** Facility Cost: List square footage and the cost per square foot, and show the total cost for the program and the amount to be contributed by the WDF and other sources.
- E.** Equipment/Working Dog Purchases: List any equipment or working dog to be purchased and show the total budget and the amounts contributed by the WDF and other sources.
- F.** Grand Total: Total each of the three columns for the six budget categories.

BUDGET NARRATIVE: For each item listed in the six budget categories, a brief narrative explanation and justification should be provided indicating its relationship to the program. List personnel, and describe briefly proposed functions in the project. (Attach resumes).