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## Adoption Partner Application Overview

Thank you for your interest in participating in PetSmart Charities in-store adoption partner program. In order to better serve its adoption partners, PetSmart Charities has instituted an online application process.

- **Existing partners** must complete the application starting January 1, 2014 to continue participating; a site visit is NOT required.
- **New partners** must complete the application before participating; a site visit will be REQUIRED.

## How to Use this Guide

This guide is intended to take you through the adoption partner application process from preparation to completion. To maximize your time and reduce the possibility of errors, PetSmart Charities strongly recommends following the prescribed order in this guide.

This guide contains several hyperlinks to help you navigate both the application and this document. Hyperlinks are noted by [blue, underlined text like this](#). Click these hyperlinks to be taken to specific website or online documents, or to be taken to a specific topic within this guide.

This guide also contains several places where you can save information regarding your organization's application. Please save a copy of this document to your computer so you may use these features.

Though step-by-step instructions are provided, please note that procedures may vary slightly depending on the type of computer/browser you use.

If you don't understand how to do something, please ask a colleague, a friend, or a family member for help. If you need further assistance, please contact the Adoption Partner Manager at [adoptions@ssg.petsmart.com](mailto:adoptions@ssg.petsmart.com):

## How to Determine if Your Organization Qualifies

In order to start an application, the organization must be:

- A nonprofit with federal 501(c)(3) status
- A government/tribal agency.

If the organization has applied for federal 501(c)(3) status but has NOT YET received the IRS determination letter, it will have an opportunity to apply to be an adoption partner at a later date. Please wait for further instructions.

If the organization has not yet applied for federal 501(c)(3) status, it should do so immediately. For more information on this process, view the webinar, [Becoming a 501\(c\)3](#).

## How to Determine Who Should Apply on Behalf of the Organization

The individual who completes the application must be an **authorized representative** of the organization. Authorized representatives have the authority to sign legal documents. Typical authorized representatives include an organization's:

- CEO
- Executive director
- Board president

# Adoption Partner Application Guide

- Director of animal control
- Or equivalent

Each independent organization must submit only **one** adoption partner application, regardless of how many stores it participates at or how many affiliated groups it has. In addition, only organizations with their own EINs should complete an adoption partner application.

If your group does NOT have its own EIN, but is a local affiliate of a national or umbrella organization with an EIN, please have an authorized representative of the national or umbrella organization fill out the application.

To reduce the possibility of errors or delay when PetSmart Charities reviews your adoption partner application, it is critical that you **never share your user account with anyone outside the organization.**

## How to Complete the Adoption Partner Application

The recommended process for completing the online adoption partner application is as follows:

1. Prepare required information
2. Access the online system
3. Log in to the online system
4. Open the adoption partner application
5. Complete the four sections of the adoption partner application
  - a) Organization Information
  - b) Contact Information
  - c) Organization Financial Information
  - d) Program Related Information
6. Fill in incomplete information, if any
7. Review and submit the application

## How to Prepare Required Information

PetSmart Charities strongly recommends preparing the required information and documents prior to accessing the online system. This will ensure you can quickly complete the adoption partner application.

The recommended preparation process is as follows:

- Verify your computer is able to use the system
- Prepare the information required to create a user account
- Prepare information required for each section of the application
  - The Organization Information section
  - The Contact Information section
  - The Organization Financial Information section
  - The Program Related Information section

# Adoption Partner Application Guide

## How to Verify a Computer Is Able to Use the System

In order to use the online system, a computer must meet the following minimum system requirements:

- Browser is Internet Explorer 6.0+, Firefox 3.6+, or Safari 5+
- JavaScript, cookies, and popup windows are enabled in the browser

The process to check the browser version and enable features varies by browser and computer. If you are unsure how to verify the computer meets minimum system requirements:

- Ask a colleague, friend, or family member for help
- Use the browser's help feature
  - In Internet Explorer, press **F1**
  - In Firefox, click **Help > Firefox help**
  - In Safari, press **F1**
- Search the web for instructions

If the computer does NOT meet the minimum system requirements:

- Update the browser
- Change the browser settings
- Use a different computer

## How to Prepare Electronic Documents That You Need to Upload

You will need to upload several electronic documents throughout the adoption partner application.

- Some of these documents you may already have saved on your computer as Word, Excel, .pdf, or other file types
- Some documents you may need to scan to create an electronic file
- Some documents you will download from the application to complete
  - Some of the downloaded documents can be saved to your computer and completed electronically
  - Others you will need to print and sign and then scan to create an electronic file

You should try to limit the size of electronic files as much as possible. To do so:

- Save as .pdf, .doc, or .jpg
- Save to low or "email" quality
- Scan in black and white instead of color (switched order)
- Compress any images within documents

If you don't have a scanner

- Ask a colleague, friend, or family member for help
- Take documents to a copy center (Kinko's, OfficeMax, UPS Store, local library...) to have them scanned (Employees at these places can also help you with questions you may have about downloading, uploading, or compressing documents.)

# PETSMART Charities Adoption Partner Application Guide

## How to Prepare Information Needed to Create a User Account

In order to create an account in the online system, representatives of nonprofit organizations must provide:

- An email address
- The EIN (Tax ID) of the organization (found in the IRS determination letter)

For government/tribal entities, PetSmart Charities must manually create user accounts for their representatives. To request a user account, send the following information to the Adoption Partner Manager at [adoptions@ssg.petsmart.com](mailto:adoptions@ssg.petsmart.com):

- The name and email address of the user
- The W-9 AND a letter from the organization's financial department, written on official letterhead, that includes the EIN or tax ID  
OR  
The IRS governmental information letter (Call the IRS to obtain this free letter)

### Example IRS determination letter

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
Date: APR 25 2006	Employer Identification Number: 51-0508778 DLN: 17053003015036

## How to Prepare Information for the Organization Information Section

In order to complete the Organization Information section of the application, you will need:

- The organization's legal name (found in the IRS determination letter)
- The organization's legal address (found in the IRS determination letter)
- IF the organization has changed its address within the last 90 days, a scanned copy of IRS Form 8822-B, Change of Address – Business
- The organization's telephone number

### Example IRS determination letter

INTERNAL REVENUE SERVICE P. O. BOX 2508 CINCINNATI, OH 45201	DEPARTMENT OF THE TREASURY
Date: APR 25 2006	Employer Identification Number: 51-0508778 DLN: 17053003015036
MARYLAND COLLEGE FOR THE DEAF HEALTH CARE CENTER C/O 104 COLUMBIA, MD 21044	Contact Person: BRENDA [REDACTED] ID# 52638 Contact Telephone Number: (877) 829-5500

## How to Prepare Information for the Contact Information Section

In order to complete the Contact Information section of the application, you must provide the name, phone number, email address, and mailing address for the organization's:

For additional help, click "Need Support?" at the bottom of the application  
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# PetSmart Charities Adoption Partner Application Guide

- Executive director, CEO, board president, director of animal control, or equivalent
- Primary in-store adoption coordinator
- Primary veterinarian

In addition, you are strongly encouraged to provide the contact information for:

- Secondary in-store adoption coordinator (if any)
- The primary contact for all affiliated organizations (if any)

Record that information in the following worksheet or another easy-to-reference location.

## Contact Information Worksheet

Contact type	Name	Phone number	Email address	Mailing address
Executive director, CEO, or board president (mandatory)				
Primary in-store adoption coordinator (mandatory)				
Secondary in-store adoption coordinator (if any)				
Primary veterinarian (mandatory)				
Primary contact for affiliated group #1 (if any)				
Primary contact for affiliated group #2 (if any)				
Primary contact for affiliated group #3 (if any)				
Primary contact for affiliated group #4 (if any)				

## How to Prepare Information for the Organization Financial Information Section

The requirements to complete the Organization Financial Information section of the application, vary depending on whether you are a nonprofit or a government/tribal entity. Refer to the appropriate overview for your group.

For additional help, click “Need Support?” at the bottom of the application  
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# PETSMART Charities Adoption Partner Application Guide

## Overview of Nonprofit Requirements

In order to complete the Organization Financial Information section of the application, 501(s)(3)s will need:

- A scanned copy of the 990, 990N or 990EZ form most recently filed with the IRS
- A scanned copy of the SIGNED treasurer's annual report which includes:
  - A statement of financial income
  - An expense and balance sheet
- A list of the members of its board of directors (template instructions follow)
- If the organization has greater than \$500,000 in annual income, a scanned copy of the signed financial audit from the last fiscal year

## Overview of Government/Tribal Requirements

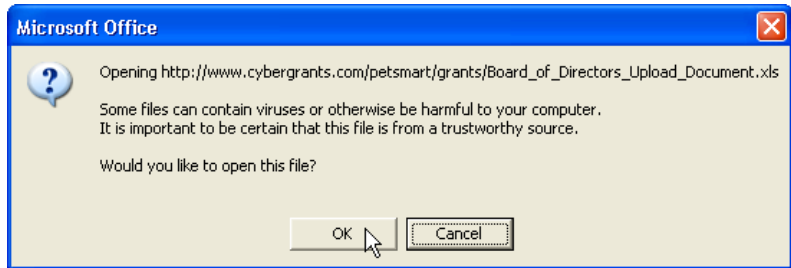
In order to complete the Organization Financial Information section of the application, government/tribal entities will need:

- An electronic copy of the last full fiscal year's budget for animal care and control

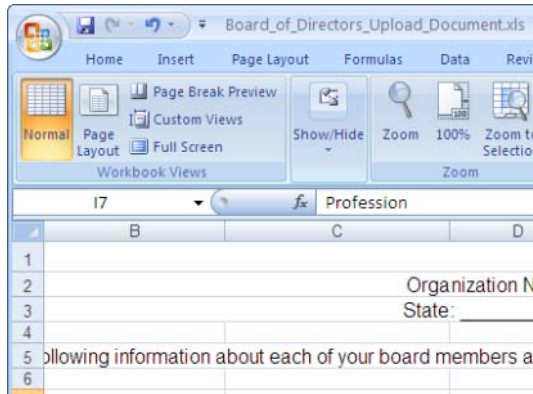
## How to Complete the Board of Directors Template for Nonprofits

In order to complete the Organization Financial Information section of the application, nonprofits will need to provide a list of members its board of directors. Governmental/tribal entities do NOT have to provide this list.

1. [Click this link](#) to download the Board of Directors Template
2. Click **OK**



3. Provide the requested information about each board member
4. Click **Save**
5. Name the file and navigate to the appropriate folder on your computer
6. Click **Save**



# PETSMART Charities Adoption Partner Application Guide

## How to Prepare for the Program Related Information Section of the Application

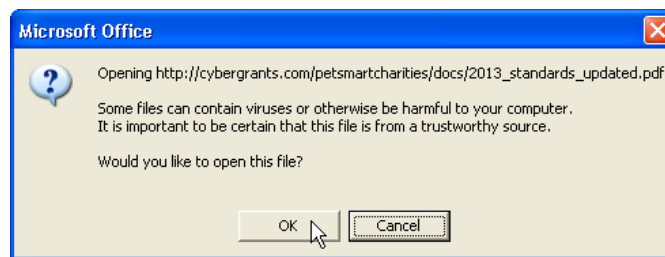
In order to complete the Program Related Information section of the application, all organizations will need to provide:

- An estimate of the number of adoptions the organization expects to complete through PetSmart Charities' adoption program
- To agree to the Adoption Partner Standards (download instructions follow)
- An electronic or scanned copy of the organization's
  - Adoption application
  - Adoption contract
  - Spay/neuter policy, including how you verify that adopted pets are sterilized if the organization does not sterilize before release
- The official PetSmart store number for each individual store the organization wants to participate at
- A scanned copy of the hand-signed Authorized Representative Form (download instructions follow)

## How to Review the 2013 Adoption Partner Standards/Requirements

In order to complete the application, an authorized representative of the organization must read and agree to abide by the adoption partner standards.

1. [Click this link](#) to download the Adoption Partner Standards/Requirements
2. Click **OK**



3. Review the one-page document

### 2013 Adoption Partner Standards/Requirements Overview

All Adoption Partners will be required to have their 501(c)(3) IRS final determination letter or have a **Government/Tribal status**.

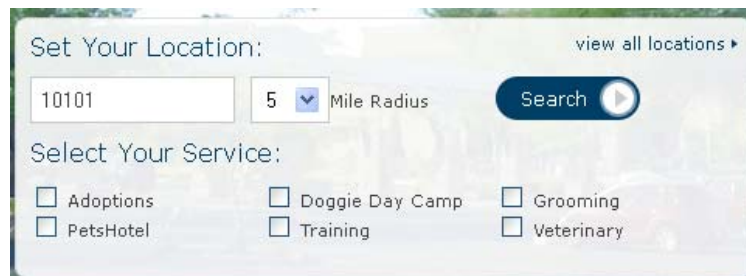
For partners with cats housed in the Adoption Centers, there will be a requirement for a representative of the organization to visit the Adoption Center at least once a week.

There will also be an expectation of a 24-hour response to issues and concerns from Pet Parents and/or PetSmart Store Managers, and a 48-hour response time to potential new Pet Parents. This does not mean the issues must be resolved in 24/48 hours, only that the group has contacted the parent and acknowledged the issue.

## How to Find the Official Store Number

Within the adoption partner application, you are strongly encouraged to provide the official PetSmart store number for each individual store the organization wants to participate at.

1. [Click this link](#) to open the PetSmart Store Locator website
2. Enter the organization's zip code
3. Select the radius you want to search within
4. Click **Search**



For additional help, click "Need Support?" at the bottom of the application  
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# PETSMART Charities Adoption Partner Application Guide

- Identify the store(s) the organization wants to participate at
- Click **Next** if the store(s) aren't listed on the page

**Manhattan (Broadway) #2129**  
 632 Broadway  
 New York, New York 10012  
 (212) 475-0893  
**2.65 miles**  
[Show on map](#) | [See details](#) | [View local ad](#)

**East Harlem #2117**  
 517 E 117th St.  
 New York, New York 10035  
 (212) 534-2590  
**3.57 miles**  
[Show on map](#) | [See details](#) | [View local ad](#)

**North Bergen #1828**  
 2100 88th Street  
 North Bergen, New Jersey 07047  
 (201) 662-1747  
**3.73 miles**  
[Show on map](#) | [See details](#) | [View local ad](#)

Showing page 1 of 2 [Next](#) ▶

- Record the store numbers here or in another easy accessible place

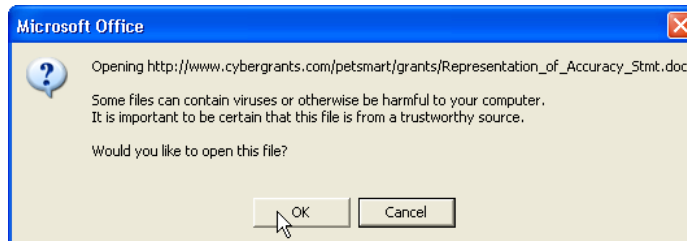
### The Official PetSmart Store Numbers

Store Location	Store Number

### How to Complete the Authorized Representative Form

In order to complete the application, an authorized representative must physically sign the Authorized Representative form and upload a scanned copy of the signed document. An authorized representative is someone in your organization who can sign checks and other official documents.

- [Click this link](#) to download the Authorized Representative Form
- Click **OK**



- Print the document

### **Representation of Accuracy, Compliance, and Permission to Inquire**

I, the undersigned person, on behalf of Applicant, represent to PetSmart Charities, Inc. ("PCI") that: (1) I am authorized to submit this application and make all representations provided in and with this application; and (2) to the best of my knowledge, the information contained in this application is true and accurate. On behalf of the Applicant

# PETSMART Charities Adoption Partner Application Guide

4. Read and sign the document
5. Scan it and save as a PDF

Note: For information on scanning, go the topic, [How to Prepare Electronic Documents That You Need to Upload](#)

Signed by Authorized Representative of the Applicant:

Rescue 12345  
Organization name (Applicant)  
New York  
State  
John Doe  
Signature  
John Doe  
Print name  
Executive Director  
Title  
2/1/2013  
Date

An electronic signature is NOT acceptable

## How to Access the Online System

Once you have gathered the required information and documents, you are ready to complete the adoption partner application through PetSmart Charities' online system.

1. Access the online system
  - a. Click this link:  
[2013 Adoption Program Application](#)  
**OR**
  - b. Copy and paste this URL in to your browser:  
[http://www.cybergrants.com/pls/cybergrants/ao\\_login.login?x\\_gm\\_id=3522&x\\_proposal\\_type\\_id=19776](http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_gm_id=3522&x_proposal_type_id=19776)  
**OR**
  - c. Go to [www.petsmartcharities.org](http://www.petsmartcharities.org), then click **Adoption > Adoption Program** from the menu, and click the first link



## How to Log in to the Online System

Once you have accessed the home page of the online system, you are ready to create a user account or log in to an existing user account.

If you do NOT have a user account, proceed to the next topic, [How to Create a New User Account](#).

If you ALREADY HAVE a user account, go to the topic, [How to Log in to an Existing Online System Account](#).

If you do NOT REMEMBER the password for an existing user account, go to the topic, [How to Reset the Password for an Existing Account](#).

If you are a municipal or tribal organization, and have already requested pre-registration, you will have received an email from CyberGrants technical support with your temporary password. If you haven't yet requested pre-registration, go to the topic,

For additional help, click "Need Support?" at the bottom of the application  
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# Adoption Partner Application Guide

[How to Prepare Information Needed to Create a User Account.](#)

# PETSMART Charities Adoption Partner Application Guide

Remember, only organizations with their own EINs should complete an adoption partner application. If your group does NOT have its own EIN, but is a local affiliate of a national or umbrella organization with an EIN, please have an authorized representative of the national or umbrella organization complete the application. They will include your contact information in the application.

## How to Create a New User Account

1. Click <b>Click here</b>	First time user? <a href="#">Click here</a> to create your password.				
2. Select the appropriate region	* Please select the region in which you are located: <input type="text" value="United States"/>				
3. Click <b>Continue</b>	<input type="button" value="Continue"/> <input type="button" value="Cancel"/>				
4. Enter your first name	* First Name: <input type="text" value="John"/>				
5. Enter your last name	* Last Name: <input type="text" value="Doe"/>				
6. Enter the primary phone number you use to conduct organizational business	* Telephone Number: <input type="text" value="555-555-5555"/>				
7. Enter the primary email address you use to conduct organizational business	* E-mail Address: Please enter your e-mail address, e.g. your e-mail address to log in. <input type="text" value="johndoe@rescue12345.org"/>				
8. Enter a password that meets the criteria shown	* Password: The password must be between 6 and 16 characters long and consist of letters, numbers or any of the following special characters: '@#\$_'. The password "password" is not valid. <input type="password" value="....."/>				
9. Enter the same password to confirm it	* Confirm Password: <input type="password" value="....."/>				
10. Record the email address and password here or in another safe place so you can log back in to the system	<b>My Login Information for PetSmart Charities Online System</b> <table border="1"><tr><td>Email address</td><td><input type="text"/></td></tr><tr><td>Password</td><td><input type="password"/></td></tr></table>	Email address	<input type="text"/>	Password	<input type="password"/>
Email address	<input type="text"/>				
Password	<input type="password"/>				
11. Enter the organization's legal name	* Organization Name: Enter the legal name of the organization for which you are applying. <input type="text" value="Rescue 12345"/>				
12. Enter the organization's zip code	* Zip/Postal Code: <input type="text" value="10101"/>				
<i>Note: These must match IRS records</i>					
13. Enter the organization's EIN or tax ID	Tax ID (if applicable): Enter the nine digit US Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500. If your organization is not located in the United States or otherwise does not have a Tax ID, please leave this field empty. <input type="text" value="999999999"/>				
14. Click <b>Save</b>	<input type="button" value="Save"/> <input type="button" value="Return to Login"/>				

Make sure to spell your email address correctly

Find these on the IRS determination letter

Also on the IRS determination letter

## IF verification is successful

You will be taken to the welcome page. Proceed to the topic, [How to Open the Adoption Partner Application](#).

Welcome, John Doe!

The organization you are currently associated with is Cybertgrants.

If this is not the organization for which you intended to apply, or you work with multiple organizations and this is not the organization you were intending to submit an application for, [click here to associate a new organization to your account](#)

## IF verification is NOT successful

You will see this message. It indicates that the EIN could not be verified against IRS records. Note that the IRS sometimes takes up to 90 days to update its records after sending a new 501(c)(3) the determination letter. Please try the application every two weeks until your EIN is accepted by the system.

### Registration Information

\* indicates required field

You are not eligible at this time to register with Petsmart Charities on behalf of this organization because their Tax ID could not be verified.

## How to Log in to an Existing Online System Account

1. Enter the email address you used when you created your user account
2. Enter your password
3. Click **Log In**

\* E-mail Address:

\* Password:

Log In

## IF log in is successful

You will be taken to the welcome page. Proceed to the topic, [How to Open the Adoption Partner Application](#)

Welcome, John Doe!

The organization you are currently associated with is Cybertgrants.

If this is not the organization for which you intended to apply, or you work with multiple organizations and this is not the organization you were intending to submit an application for, [click here to associate a new organization to your account](#)

## IF log in is NOT successful

Reenter your email address and password, ensuring spelling is correct.

- The e-mail address and password combination you entered is not valid.

Please make sure that you correctly type in your email address.

\* E-mail Address:

\* Password:

Log In

## IF log in is STILL NOT successful

Go to the topic, [How to Reset the Password for an Existing Account](#).

# PETSMART Charities Adoption Partner Application Guide

## How to Reset the Password for an Existing Account

1. Click **Forgot your password?**

\* E-mail Address:

\* Password:

Log In

[Forgot your password?](#)

2. Enter your e-mail address  
3. Click **Submit**

\* Your E-mail Address

Submit Cancel

You will see this message.

Instructions for resetting your password have been sent to johndoe@rescue12345.org. Please click "Need Support" for assistance if you do not receive this e-mail within the next twenty minutes.

You should receive an email with password reset instructions within 20-30 minutes.

From: [cgsupport@cybergrants.com](mailto:cgsupport@cybergrants.com) [<mailto:cgsupport@cybergrants.com>]  
Sent: Friday, January 11, 2013 3:18 PM  
To: Brenda Najera  
Subject: Password Reset Request - Petsmart Charities

Brenda Najera,

Please visit the website below to reset your password.  
[https://www.cybergrants.com/pls/cybergrants/acct\\_reset\\_change\\_password?x\\_user\\_type=N&x\\_gm\\_id=3522&x\\_source\\_flag=&x\\_style\\_id=&x\\_pt\\_id=19776&x\\_invitation\\_id=&x\\_token=AFCQKPXTL](https://www.cybergrants.com/pls/cybergrants/acct_reset_change_password?x_user_type=N&x_gm_id=3522&x_source_flag=&x_style_id=&x_pt_id=19776&x_invitation_id=&x_token=AFCQKPXTL)

If prompted to enter a token, please enter the following: AFCQKPXTLSRATQRGKBUVUPXIRYKSAEZRCDFZEB0HRK

NOTE: This password reset request is only valid for 24 hours.

Thank you,

Petsmart Charities Support  
[cgsupport@cybergrants.com](mailto:cgsupport@cybergrants.com)

### **IF you do NOT receive an email**

4. Check your spam folder

### **IF you STILL did NOT receive an email**

It is likely the email address provided is not associated with an account

5. Try again with a different email address or corrected spelling

### **IF you STILL did NOT receive an email**

It is likely you do not have an account

6. Create a new account (Go to the topic, [How to Create a New User Account](#))

## How to Open the Adoption Partner Application

After you have logged in to your user account in the online system, you will open the adoption partner application by:

- Starting a new application or
- Accessing an existing application

Please note, you should never have more than one 2013 Adoption Partner Program application per organization record. You may however, have an Adoption Partner Program application and a spay/neuter grant application, etc.

If you need to CREATE a new adoption partner application for the organization, go to the topic, [How to Create a New Application](#).

If you need to RETURN to the organization's in progress adoption partner application, go to the topic, [How to Return to a Saved Application](#).

# PETSMART Charities Adoption Partner Application Guide

## How to Create a New Application

After you log in and see the welcome page

1. Scroll to the bottom of the page
2. Click **Start a New Application**

» Start a New Application «

You will be taken to the Organization Information section of the adoption partner application. Proceed to the next topic, [How to Complete the Organization Information Section](#).

Welcome Page	Organization Information	Contact Information	Organization Financial Information	Program Related Information
--------------	--------------------------	---------------------	------------------------------------	-----------------------------

## How to Return to a Saved Application

After you log in and see the welcome page

3. Scroll to the bottom of the page
4. Click Continue next to the application

### Applications Requiring Action

Action	Project Title	Application Date	Proposal Type	Application Amount
<a href="#">Continue</a>	2013 Adoption Partner Program	02/04/2013	US Adoption Partner Program	\$5,475.00

» Start a New Application «

You will be taken to the Organization Information section of the adoption partner application. Proceed to the next topic, [How to Complete the Organization Information Section](#).

Welcome Page	Organization Information	Contact Information	Organization Financial Information	Program Related Information
--------------	--------------------------	---------------------	------------------------------------	-----------------------------

## How to Complete the Organization Information Section

*IF you haven't already prepared the information needed for this section, go to the topic, [How to Prepare Information for the Organization Information Section](#).*

**IF you aren't already in this section**

1. Click **Organization Information**

Welcome Page	Organization Information	Contact Information	Organization Financial Information	Program Related Information
--------------	--------------------------	---------------------	------------------------------------	-----------------------------

**IF Legal Name is blank**

2. Enter the organization's legal name as identified in the IRS determination letter

**Official Name** Name associated with specific tax ID in the IRS business master file for all non-government agencies

CYBERGRANTS TEST ORGANIZATION

**\* Legal Name** Legal Name should match the Official Name displayed above in the Official Name field (government entities may not have an Official Name shown)

CYBERGRANTS TEST ORGANIZATION

**IF the organization is known by any other name**

3. Enter the other name the organization uses

**AKA Name** Rescue 12345

# PETSMART Charities Adoption Partner Application Guide

- Verify that the address of the organization is correct

*Note: The address is obtained from IRS records, which can take up to 90 days to update after the organization has filed an IRS Form 8822-B, Change of Address — Business.*

\* **Address** 123 Main St  
\* **City** Andover  
\* **State** Massachusetts  
\* **Zip** 01810  
\* **County** Essex  
\* **Country** United States

## **IF the address is incorrect**

- Click **Upload File** (a popup will open)

Form 8822 - IRS change of address form IRS change of address form. Please upload completed form sent to the IRS if your address is different from what appears above.

- Click **Browse**
- Select the completed and filed copy of IRS Form 8822-B, Change of Address — Business, from your computer
- Click **Open**
- Click **Upload File**

Form 8822 - IRS change of address form IRS change of address form. Please upload completed form sent to the IRS if your address is different from what appears above.  
C:\IRS\_8822\_Rescue12345.pdf

- Click **Done**

Files already uploaded:  
[IRS\\_8822\\_Rescue12345.pdf \(89.5 K, uploaded by John Doe on 02/04/2013\)](#)

## **IF you accidentally uploaded the wrong file**

- Click **Delete File**

• [2011\\_Audit\\_Report\\_Rescue12345.pdf \(89.5 K, uploaded by John Doe on 02/04/2013\)](#)

- Click **Delete**


**File Deletion**  
\* indicates required field  
Are you sure you want to delete 2011\_Audit\_Report\_Rescue12345.pdf (89.5 K)?

- Click **Done**

**File Deletion**  
\* indicates required field  
2011\_Audit\_Report\_Rescue12345.pdf (89.5 K) was deleted successfully!

# PETSMART Charities Adoption Partner Application Guide

14. Enter the date the organization was formed (if unsure, provide an estimate)
15. Enter the main telephone number for the organization
16. Enter the organization's website address, if any
17. Enter the organization's general email address

**Incorporation Date**    
(MMDD/YYYY)

**\* Telephone** Please enter the organization's main telephone number in the following format: 111-111-1111

**Website Address** Enter the Organizations website address

**E-mail Address** Please enter the organization's general e-mail address

18. Select all the services the organization provides

**Services Provided to the Public** Check all that apply.

- Limited in-take
- Unlimited in-take (open admission)
- Shelter Facility
- Foster network
- Animal control as government agency
- Animal control services by contract
- Adoptions
- Spay/neuter surgeries (clinic facility or mobile unit)
- Referrals/Vouchers to private Veterinarians
- Trap-neuter-return program
- Humane education
- Other

- IF selected "Other" in previous**
19. Describe any additional service(s) the organization provides

**Other Services to the Public** If you checked "Other" above, please explain.

20. Select the species the organization aids

**Species Aided** Check all that apply. Note that the Adoption Partner Program only allows dogs, cats, rabbits and ferrets to be adopted as part of the program

- Dog
- Cat
- Rabbit
- Ferret
- Other

- IF selected "Other" in previous**
21. Identify any additional species the organization aids

**Other Species** If you checked "Other" above, please explain.

22. Click **Save and Proceed**

You will be taken to the next section of the adoption partner application. Proceed to the next topic, [How to Complete the Contact Information section.](#)



- IF you need to continue the application at a later time**
23. Click **Logout**

**Online Adoption Partner Program**

[Logout](#)

## How to Complete the Contact Information section

If you haven't already prepared the information needed for this section, go to the topic, [How to Prepare Information for the Contact Information Section](#).

### IF you aren't already in this section

1. Click **Contact Information**



2. Select Executive Director/CEO or Select Board President
3. Enter the contact information for this individual
4. Click **Save and Proceed**

**Contact Type** Executive Director/CEO

**Preferred Salutation** Mr.

**\* First Name** John

**\* Last Name** Doe

**\* Telephone** Please enter telephone number in the following format: (111) 111-1111  
(555) 555-5555

**\* E-mail Address** johndoe@rescue12345.org

**Address for Official Correspondence** Please provide the organization's address where official correspondence should be sent. PO Boxes are acceptable. Please do not provide an individual's personal address.

123 Main St

**City** New York

**State** New York

**Zip** 10101

**Save and Proceed**

Or board president, director of animal control, or equivalent

5. Click **Create New**
6. Repeat Steps 1-3 for the Primary In-Store Adoption Coordinator
7. Click **Create New**
8. Repeat Steps 1-3 for the Secondary In-Store Adoption Coordinator
9. Click **Create New**
10. Repeat Steps 1-3 for the Primary Veterinarian

**Match:** Click to associate this individual with this application.

**Name:** JOHN DOE  
**Phone:** (555) 555-5555  
**E-mail:** johndoe@rescue12345.org  
**Contact Type:** Executive Director/CEO

**Save and Proceed** **Create New**

### IF the organization has affiliated groups

11. Click **Create New**
12. Repeat Steps 1-3 for all primary contacts of affiliated organizations

**Contact Type** Primary In-Store Adoption Coordinator

**Preferred Salutation**

**\* First Name**

**\* Last Name**

**\* Telephone**

**\* E-mail Address**

Board Member  
 Board President  
 Data/Report Contact  
 Director  
 Executive Director/CEO  
**Foster Affiliate**  
 Grant Writer  
 Primary In-Store Adoption Coordinator  
 Primary Veterinarian  
 Project/Program Contact  
 Secondary In-Store Adoption  
 Shelter Director  
 Support Staff

Select for all affiliated organizations, but not individual foster parents

# PETSMART Charities Adoption Partner Application Guide

13. Check the box next to each contact

- Match:** Click to associate this individual with this application.
 

**Name:** [JANE DOE](#)  
**Phone:** (555) 555-5555  
**E-mail:** janedoe@rescue12345.org  
**Contact Type:** Primary In-Store Adoption Coordinator
- Match:** Click to associate this individual with this application.
 

**Name:** [JEANNE DOE](#)  
**Phone:** (555) 555-5555  
**E-mail:** jeannedoe@rescue12345.org  
**Contact Type:** Secondary In-Store Adoption
- Match:** Click to associate this individual with this application.
 

**Name:** [JOHN DOE](#)  
**Phone:** (555) 555-5555  
**E-mail:** johndoe@rescue12345.org  
**Contact Type:** Executive Director/CEO
- Match:** Click to associate this individual with this application.
 

**Name:** [JIM SMITH](#)  
**Phone:** (555) 555-5555  
**E-mail:** drjim@smithanimalcare.com  
**Contact Type:** Primary Veterinarian

14. Click **Save and Proceed**

Save and Proceed

You will be taken to the next section of the adoption partner application. Proceed to the next topic, [How to Complete the Organizational Financial Information Section](#).



**IF you need to continue the application at a later time**

Online Adoption Partner Program

[Logout](#)

15. Click **Logout**

## How to Complete the Organizational Financial Information Section

IF you haven't already prepared the information needed for this section, go to topic, [How to Prepare Information for the Organization Financial Information Section](#).

**IF you aren't already in this section**

1. Click **Organization Financial Information**



2. Enter the year for which you filed your most recent IRS Form 990, 990N, or 990EZ

**IRS Form 990** <?> Please enter the Year (YYYY) for your most recently filed IRS form

Government/tribal entities should enter the end of the last fiscal year

3. Click **Upload File**

**Financials** <?> Please upload your SIGNED Financial information

- Most recently filed 990 Form
- Signed Treasurer's Annual Report which should include a Statement of Financial Income and Expense and a Balance Sheet
- For Government Entities, include a "line item" from the budget relating to the animal control department

Upload File

Government/tribal entities should upload last fiscal year's budget for animal care and control

For additional help, click "Need Support?" at the bottom of the application  
 (c) PetSmart Charities, Inc

# PETSMART Charities Adoption Partner Application Guide

- Click **Browse**
- Select the 990, 990N, 990EZ, or animal control budget file on your computer
- Click **Open**
- Click **Upload File**

C:\IRS\_990\_2011\_Rescue12345.p

- Click **Browse**
- Select the treasurer's report file on your computer
- Click **Open**
- Click **Upload File**

C:\2011\_Treasurers\_Report\_Resc

[IRS\\_990\\_2011\\_Rescue12345.pdf \(89.5 K, uploaded by John Doe on 02/13/2013\)](#)

Government/tribal entities should skip this step

- Click **Done**.

[2011 Treasurers Report Rescue12345.pdf \(89.5 K, uploaded by John Doe on 02/13/2013\)](#)  
[IRS\\_990\\_2011\\_Rescue12345.pdf \(89.5 K, uploaded by John Doe on 02/13/2013\)](#)

- IF the nonprofit organization has over \$500K in income**
- Click **Upload File**

**Financial Audit Document** If your organization had more than \$500,000.00 in income last year, upload your Financial Audit here

- Click **Browse**
- Select the financial audit file on your computer
- Click **Open**
- Click **Upload File**

C:\2011\_Audit\_Report\_Rescue123

- Click **Done**

[2011 Audit Report Rescue12345.pdf \(89.5 K, uploaded by John Doe on 02/04/2013\)](#)

- Enter the date on which the organization's most recent fiscal year ended

**Fiscal Year End** Date of most recent fiscal year end.

(MM/DD/YYYY)

- Enter total revenue
- Enter total expenses (should be negative)

**Change in Net Assets <?>** Please enter Total Revenue - Expenses from most recent 990, 990EZ, or Income Statement

**IMPORTANT: include the minus**

Total Revenue

Total Expenses

\$535.00 Total

Government/tribal entities should enter last fiscal year's total budgeted for "revenue" and total spent for "expenses"

- Select whether the organization had a financial deficit

**Financial Deficit <?>** Did your organization have a financial deficit last year?

# PETSMART Charities Adoption Partner Application Guide

## IF a nonprofit organization

23. Click **Upload File**

*Note: If you haven't already completed the Board of Director template, follow the on-screen instructions or go to topic, [How to Complete the Board of Directors Template](#).*

**Board of Directors** Please provide a list of Board of Directors or, if you are a government/tribal entity, provide a list of your municipality's governing body (e.g. City Council).

1. Please click [Board of Directors](#) to open the template.
2. Select "**Save Link As**" to save the template to your computer.
3. Complete the template.
4. Click the "**Upload File**" link and follow the directions to upload the file.

Government/tribal entities should skip this step

Upload File

24. Click **Browse**

25. Select the board of directors file on your computer

26. Click **Open**

27. Click **OK**

28. Click **Upload File**

C:\Rescue12345\_Board\_of\_Directors.xlsx

Upload File

Done

29. Click **Done**

[Rescue12345 Board of Directors.xlsx \(14.19 K, uploaded by John Doe on 02/04/2013\)](#)

Upload File

Done

30. Check the Signature box

By checking this box, I am verifying that the Financial documents submitted has a signature by an authorized representative.  Signature

16. Click **Save and Proceed**

Save and Proceed

You will be taken to the next section of the adoption partner application. Proceed to the next topic, [How to Complete the Program Related Information Section](#).

Welcome Page

Organization Information

Contact Information

Organization Financial Information

Program Related Information

**IF you need to continue the application at a later time**

17. Click **Logout**

Online Adoption Partner Program

[Logout](#)

## How to Complete the Program Related Information Section

*IF you haven't already prepared the information needed for this section, go to the topic,*

# PETSMART Charities Adoption Partner Application Guide

[How to Prepare for the Program Related Information Section of the Application.](#)

**IF you aren't already in this section**

1. Click **Program Related Information**

Welcome Page	Organization Information	Contact Information	Organization Financial Information	Program Related Information
--------------	--------------------------	---------------------	------------------------------------	-----------------------------

2. Enter the estimated annual total number of adoptions the organization expects to complete in 2013 through PetSmart Charities

**\* Number of Adoptions Proposed** Enter the total number of adoptions you anticipate to perform annually as an adoption partner.

Adoption rewards remain \$10/in-store & \$35/events. \$15 is an average, given the proportion of in-store and event adoptions.

3. Multiply the number of adoptions entered by 15  
4. Enter the result

**\* Requested Cash Amount** Forecast the total dollar amount of adoptions. (i.e. 500 adoptions x 15 = 7500) Payment is made out quarterly and will only be paid for actual adoptions performed.

5. Select "I Agree" to acknowledge that leadership of the organization has received, read, and understood the adoption partner requirements

**\* Adoption Partner Requirements** The Executive Director/CEO of this organization has read and understands the Adoption Partner Standards and agrees the Organization will abide by all requirements. To review requirements [click here](#)

I Agree

6. Identify whether the organization has the designated liability insurance

**\* Liability Insurance Coverage** Does your Organization have a minimum 1mil/2mil (event/incident) Liability Insurance Policy?

Yes

*Note: This is solely informational; the answer will not impact the application.*

7. Click **Upload File**

**Adoption Application and Contract** Upload a copy of your organization's adopters' application and contract. It must include the official 501c3 name or government/tribal agency's name that is applying for partnership.

8. Click **Browse**  
9. Select the adoption application file on your computer  
10. Click **Open**  
11. Click **Upload File**

**Adoption Application and Contract** Upload a copy of your organization's adopters' application and contract. It must include the official 501c3 name or government/tribal agency's name that is applying for partnership.

C:\Adoption\_App\_Rescue12345.p

12. Click **Browse**  
13. Select the adoption contract file on your computer  
14. Click **Open**  
15. Click **Upload File**

**Adoption Application and Contract** Upload a copy of your organization's adopters' application and contract. It must include the official 501c3 name or government/tribal agency's name that is applying for partnership.

C:\Adoption\_Contract\_Rescue123

16. Click **Done**

Files already uploaded:

[Adoption App Rescue12345.pdf \(89.5 K, uploaded by John Doe on 02/04/2013\)](#)  
[Adoption Contract Rescue12345.pdf \(89.5 K, uploaded by John Doe on 02/13/2013\)](#)

# PETSMART Charities Adoption Partner Application Guide

17. Select whether the organization sterilizes each animal before releasing it to the adopter

\* **Spay/Neuter Practices** Are all pets altered (Spay/Neutered) prior to release to the adopter?

Yes

*NOTE: This is solely informational; the answer will not impact the application.*

**IF selected "No" in previous**  
18. Click **Upload File**

**Spay/Neuter Verification Policy Upload** Please upload any Spay/Neuter policy related document(s) here.

19. Click **Browse**  
20. Select the spay/neuter verification policy file from your computer  
21. Click **Open**  
22. Click **Upload File**

Please upload any Spay/Neuter policy related document(s) here.

C:\Alteration\_Policy\_Rescue12345.pdf

23. Click **Done**

Files already uploaded:

[Alteration Policy Rescue12345.pdf \(89.5 K, uploaded by John Doe on 02/06/2013\)](#)

24. Describe how the organization verifies pets are sterilized by the adopter, if it does not sterilize before release

**Spay/Neuter Verification Policy** Describe your verification process

Rescue 12345 tracks each pet. It calls the adopter at 2 days, 1 month, and 3 months post adoption to verify that the animal has been sterilized. If not, it encourages the adopter to do so as soon as possible.

Be brief. If you have a longer verification process, upload it with the policy.

25. Select the percentage of adopters who comply with the organization's sterilization policy

**Spay/Neuter Compliance Rate** Indicate your current spay/neuter verification compliancy rate

85-99%

26. Enter the number of paid staff at the organization  
27. Enter the number of active volunteers at the organization

\* **Paid Staff** Indicate the number of active paid staff

\* **Volunteers** Indicate the number of active volunteers.

28. Enter a brief explanation of how the organization plans to staff the adoption program

**Personnel** Will you use paid staff, volunteers or a combination of both? Please explain your planned staffing for this program.

Rescue 12345 will have at least 1 paid staff member and 2 volunteers at each event. Staff/volunteers will rotate on a monthly basis.

# PETSMART Charities Adoption Partner Application Guide

29. Identify whether the organization allows animals to go home with adopters the same day the adoption application is approved.

**\* Same Day Adoption** Do you do same day adoption? (where adoptions are both approved and the animal goes home with the adopter in the same day)

Yes

*NOTE: This is solely informational; the answer will not impact the application.*

**IF selected "No" in previous**  
30. Select the average number of days it takes for the animal to go home with the adopter after the application is approved

**Time to Complete Adoptions** Select the representative average length of time it takes to complete an adoption (from approval until the animal goes home with the adopter)

1-3 Days

To select multiple items, continuously hold the CTRL key while selecting

31. Select the way(s) the organization wishes to participate in the adoption partner program

**\* Adoption Program Participation <?>** Please select all of the ways you wish to participate in the adoption partner program. (Hold down the CTRL key)

- In-Store Weekend or Weekday Adoption (In-Store Overnight)
- Overnight In-Store Cat Center
- Featured Adoption Events

32. Select whether the organization owns the adoptable animals

**\* Animal Ownership** Does your Organization own the animals that will be available for adoption in PetSmart stores and other events in conjunction with this Adoption Program?

Yes

33. Select the adoptable pet locator system the organization uses

**Pet Locator System** Select the primary Pet Locator System you currently use that allows the public to search online to see your adoptable pets

**Store Referral** If you were referred to apply by a Store Manager, please list the corresponding Store Referral

- Adopt A Pet
- Applicant's website
- Petango
- Petfinder
- Pets911
- PetSmart.com

**IF referred by a store manager to be a new partner in his/her store**

34. Enter the store number

**Store Referral** If you were referred to apply by a Store Manager, please list the corresponding Store Number here

2129

35. Enter the store number for a store the where the organization is currently active or wants to participate at

36. Click **Add to List**

**Adoption Partner Store Listing** Please list the store numbers for each store you would be interested in partnering with. Enter the store number and click on the Add to List button for each store. [For the Store Locator click here](#)

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# PETSMART Charities Adoption Partner Application Guide

**IF the organization wants to participate at multiple stores**

- 37. Enter the store number
- 38. Click **Add to List**
- 39. Repeat steps 36-38 for each store

**Adoption Partner Store Listing** Please list the store numbers for each store you would be interested in partnering with. Enter the store number and click on the Add to List button for each store. *For the Store Locator [click here](#)*

40. Click **Upload File**

**Authorized Representative Form and Upload**

- 1. To download this word document [click here](#)
- 2. Sign the document.
- 3. Scan document.
- 4. Upload document by clicking "**Upload File**" and following the directions that appear in the window pop-up.

Upload File

- 41. Click **Browse**
- 42. Select the representation of accuracy file on your computer
- 43. Click **Open**
- 44. Click **Upload File**

*Note: If you haven't already completed the Representation of Accuracy, follow the on-screen instructions or go to topic, [How to How to Complete the Authorized Representative Form](#).*

45. Click **Done**

[Representation of Accuracy Rescue12345.pdf \(40.22 K, uploaded by John Doe on 02/04/2013\)](#)

46. Check the Signature box

By checking this box, I am verifying that this document submitted has a signature by an authorized representative.  Signature

47. Click **Save and Proceed**

**IF there are no errors in the application** You will see a confirmation screen. Proceed to topic, [How to Review & Submit the Application](#).

Review Your Application

\* indicates required field

Please review your proposal information. If you are not ready to submit your proposal at this time, click the "Save Only" button. The proposal will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the application to PetSmart Charities and you will then be unable to perform further editing.

**IF there are errors in the application** You will see an "incomplete application" message. Proceed to the next topic, [How to Fill In Incomplete Information in the Application](#).

Incomplete Application

\* indicates required field

You have not filled in the following required fields. Click on the section name to return to that section and then provide valid responses to the following questions. These fields must be completed in order to submit your application.

For additional help, click "Need Support?" at the bottom of the application  
 (c) PetSmart Charities, Inc

## How to Fill In Incomplete Information in the Application

1. Note the missing information in each section
2. Click the first section name

**Incomplete Application** \* indicates required field

You have not filled in the following required fields. Click on the section name to return to that section and then provide valid responses to the following questions. These fields must be completed in order to submit your application.

**Organization Information**

- Address
- Telephone

**Contact Information**

- You must associate at least one individual with this application

- You will be taken to the appropriate section
3. Scroll down to the area(s) that are missing information

[Welcome Page](#)
[Organization Information](#)
[Contact Information](#)
[Organization Financial Information](#)
[Program Related Information](#)

4. Complete all the missing information in that section

\* **Telephone** Please enter the organization's main telephone number in the following format: 111-111-1111

5. Scroll to the bottom of the section
6. Click **Save and Proceed**

Save and Proceed

You will be taken to the next section.

[Welcome Page](#)
[Organization Information](#)
[Contact Information](#)
[Organization Financial Information](#)
[Program Related Information](#)

**IF there is no information missing on that section**

7. Click the next section you need to complete.
8. Complete the missing information in that section, if any
9. Scroll to the bottom of the section
10. Click **Save and Proceed**
11. Repeat steps 7-9 for all sections that were listed on the Incomplete Application message

12. Click **Program Related Information**
13. Scroll to the bottom of the page

[Welcome Page](#)
[Organization Information](#)
[Contact Information](#)
[Organization Financial Information](#)
[Program Related Information](#)

14. Click **Save and Proceed**

Save and Proceed

15. Repeat until you see the application accepted message

**Online Adoption Partner Program**

**Review Your Application** \* indicates required field

Please review your proposal information. If you are not ready to submit your proposal at this time, click the "Save Only" button. The proposal will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the application to PetSmart Charities and you will then be unable to perform further editing.

## How to Review & Submit the Application

1. Review the information in the application

### Online Adoption Partner Program

#### Review Your Application

\* indicates required field

Please review your proposal information. If you are not ready to submit your proposal at this time, click the "Save Only" button. The proposal will then be available to edit from the Welcome page. Clicking the Submit button will immediately send the application to PetSmart Charities and you will then be unable to perform further editing.

#### Organization Information

Official Name PETSMArt CHARITIES INC

\* Legal Name Happy Tappy Pets

**IF any information is incorrect**

2. Click **Save Only**



You will be taken to the welcome page.

Welcome, John Doe!

The organization you are currently associated with is Cybergrants.

**IF you need to continue the application at a later time**

3. Click **Logout**

### Online Adoption Partner Program

[Logout](#)

Once submitted, you CANNOT make changes

**IF all information is correct**

4. Click **Submit**
5. Click **OK**

Message from webpage

Once you submit this application, you will be unable to make any further changes! Click OK to submit this application, or click Cancel to continue working on this application.

You will be taken to the confirmation page.

#### Confirmation of Application Receipt:

\* indicates required field

Your proposal was successfully submitted to the PetSmart Charities. No further action on your part is required and you can expect to receive notice of your proposal's status shortly. To print a copy of this completed application go to 'File', then 'Print' on your browser toolbar. Click here to [return to the homepage](#) when you are finished.

In approximately 20-30 minutes, you will receive a confirmation email.

**From:** [cgadmin@cybergrants.com](mailto:cgadmin@cybergrants.com)  
**Sent:**  
**To:** Grantseeker  
**Subject:** Grant Proposal Received

This email serves as confirmation that your application has been received. Please note that information once the review of your application has started.

Thank you for your patience and best of luck to you!

**IF you do NOT receive an email**

6. Check your spam folder

**IF you still have NOT receive an email**

7. Log back in to the system and verify the application is under the Submitted Applications section

Submitted Applications					
Action	Project Title	Application Date	Proposal Type	Application Amount	Status
<a href="#">View</a>	2013 Adoption Partner Program	12/13/2012	US Adoption Partner Program	\$2000.00	

## Congratulations

Congratulations! You've now completed the online adoption partner application. PetSmart Charities will contact you at a later date with further instructions.

For additional help, click "Need Support?" at the bottom of the application  
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