



*2023 National Grants Program*

## **INFORMATION & GUIDELINES FOR COMPLETING YOUR ONLINE 2023 CESAR® WORKPLACE GRANT APPLICATION**

In its mission to make every office dog-friendly, the CESAR® brand has launched a 2023 national grants program for businesses that want to start or enhance dog-friendly programs for their workplace. Building on insights from Mars Petcare's BETTER CITIES FOR PETS™ program, the CESAR® brand aims to help dog-friendly workplaces obtain amenities, dog-friendly design, effective pets-at-work policies and more.

### **AWARDS**

Applicants will apply for one of two category amounts (\$2,500.00 or \$5,000.00) to establish new dog-friendly workplace programs or enhance or expand existing programs. Mars Petcare, the CESAR brand and Civic Design Center reserve the right to award in one or all respective categories.

Grants will be awarded in amounts of either \$2,500.00 or \$5,000.00 in one lump-sum payment. Award recipients will also receive: CESAR product, a free training session from Mars Petcare experts, and up to three hours in consultative work

credit with Civic Design Center or their designee to help further their program's success. Product, sessions and consultative work credit is designed to assist businesses in their particular needs as they work to complete their grant-funded programs and may not be exchanged, in whole or part, for additional cash funding.

**Please read the eligibility criteria, guidelines and FAQs below before completing the grant application.**

**ELIGIBILITY CRITERIA**

The 2023 CESAR Workplace grants program encourages businesses of all types and sizes to apply. Awards may be given to for-profit, nonprofit or governmental organizations for use in collective workplace/office environments.

To be eligible, an application **must include** all of the following baseline criteria/requirements:

- The application must be fully completed and submitted before the grant application deadline on Friday, August 11, 2023, at 11:59pm Eastern Daylight Time (EDT).
- The application must include an executive statement affirming your organizations' commitment to being dog friendly.
- The organization must be eligible and able to receive all cash and credit award designations if selected as a winner.

**IMPORTANT DATES**

✓ 2023 Grant Applications Open: **May 31, 2023**

✓ Application Deadline: **Friday, August 11, 2023 @ 11:59 pm Eastern Daylight Time**

✓ Notification of Award Status: by **September 29, 2023**

## **SELECTION AND REVIEW PROCESS**

A panel of experts in design, animal welfare and pet-friendly workplace programs will select the winners.

## **ANNOUNCEMENT OF AWARDS/NOTIFICATION OF AWARD**

Grant applicants will be notified by September 29, 2023, as to their award status. Official announcement of award winners will be made in October 2023. We request that representatives of awarded workplaces provide assets and information contributing to the official announcement prior to release.

## **GRANT RECIPIENT OBLIGATIONS**

When making the decision to apply for the grant program, please consider the following requirements of award winners. Recipient organizations will be **required** to:

- ✓ Provide high-resolution vector file(s) of their logo. Preferred file formats are .eps or .ai. By applying for the grant, you give permission for use of the logo(s), should a grant be awarded.
- ✓ Be able to receive funds via Automated Clearing House (ACH) for electronic funds transfers or accept checks via certified mail.
- ✓ Be able to receive and utilize CESAR products such as food or treats.
- ✓ Be able to receive training session(s) from Mars Petcare experts.
- ✓ Participate in an initial call within thirty (30) business days of grant award agreement/acceptance with Civic Design Center to discuss award activation steps.

✓ Execute their program as proposed in their grant application, including using funds to purchase items that are reasonably akin to those proposed in the application.

✓ Implement their proposed program within nine (9) months of award (referred to forthwith as grant implementation period) and report progress to Civic Design Center in three (3) months and upon program implementation completion (within nine (9) months) or upon request.

✓ Submit copies of receipts of items purchased and photographs of the awarded program “in action” when reporting progress or upon request.

✓ Participate in the announcement of the 2023 grants by being listed in communications and/or providing a quote or photos as requested by the CESAR brand/Mars Petcare.

Within the grant implementation period of nine (9) months, recipient organizations have the *option* to utilize the complimentary training sessions from Mars Petcare experts and/or the additional up to three (3) hours of consultative work credit with Civic Design Center or their designee.

## **FREQUENTLY ASKED QUESTIONS**

### **After I begin the application, can I save and continue later – or do I need to fill this out in one sitting?**

*At the top right of each page of the application, you will see a "Save and Continue Later" option. You will then enter your email address and receive a unique link via email to return to the application later where you left off. **This link will be sent from noreply@alchemer.com.** Please check your spam folder if you do not see the unique link email within a few minutes.*

**“Pro-Tip:”** *Review the grant application and prepare necessary materials in advance, so when you are ready to submit, it’s a simple copy/paste or adding of attachments.*

## **Can I download a copy of the application questions? My submitted grant application?**

*Yes, you will have an opportunity to download a copy of the questions at the beginning of the online application. You will have the option to download a copy of your grant application after you hit “submit” in the application portal. Please note that only applications submitted through the grant portal will be considered for award.*

## **Can an organization submit more than one dog-friendly program or location for consideration?**

*Yes, you may submit as many programs or locations within your business as you wish to nominate that you feel like the grant amount, if awarded, would cover. You may also submit respective applications for programs or locations separately for individual consideration.*

## **Does it matter if we own or lease our workplace space?**

*If you lease, you’ll want to ensure that you’ve obtained any necessary approvals from your building owner/management to help set your program up for success and before signing the grant agreement, if awarded funding.*

## **I’m not sure which items to select to help make my workplace dog friendly.**

*We’re here to help! We’ve provided a [list](#) of recommended items to consider, and we have many tools and resources available at [www.bettercitiesforpets.com/petsworkatwork](http://www.bettercitiesforpets.com/petsworkatwork) for businesses of all types and sizes.*

## **I’m not sure how much items will cost or how long it will take to implement our program.**

*The provided Budget & Timeline tool in the application is for topline item estimates of costs and timeframes for application purposes. It is expected that you will provide estimates and select the best purveyors, items and timelines for your business needs, if awarded.*

*Items purchased must be reasonably akin to items you selected in your application, and funding must be used for the activities/purchases outlined in your application. You must complete your program within the nine (9) month grant implementation period.*

## **If I am awarded a grant, do I have to take nine months to implement my program?**

*Award recipients can certainly implement their program in less than the full grant implementation period of nine (9) months and complete their final reporting early. It is simply incumbent that grant recipients do so by the end of the period.*

## **Where can I learn more about applying for a 2023 CESAR Workplace Grant?**

*For additional grant application assistance, download [2023 CESAR Workplace Grant Tips](#).*

## **How will I know if my application was received?**

*When applications are submitted, the Primary Contact email address will receive a message of confirmation to serve as acknowledgment.*

## **How will I be notified if my workplace is a grant recipient?**

*Both the Primary Contact and Leadership Contact will receive an official email of congratulations and next steps from the CESAR brand/Mars Petcare and Civic Design Center.*

## **Who do I contact if I have questions?**

[woof@civicedesigncenter.org](mailto:woof@civicedesigncenter.org)

## **How can I learn more about the CESAR brand and products?**

Visit <https://www.cesar.com>

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