



## CESAR® Workplace Grant Application Tips

Applying for a 2023 CESAR® Workplace Grant is designed to be an easy and applicant-friendly process. Here are some tips to help:

- Begin reviewing the 2023 CESAR® Workplace Grant Guidelines and FAQs. **Make note of items you'll need** to gather or resources you'll need to consult to complete each section.
- Plan in advance how and when you are going to submit your application. Work backwards from the grant application due date (July 28, 2023, at 11:59 p.m. Eastern Daylight Time) and **make a cadenced timeline** to help keep yourself on track.
- Go ahead and **start filling out your [online grant application](#)** with primary contact information and narrative notes. Don't worry, you can save and continue later, and no grant will be considered until you fully hit "submit."
- **Ideate** around how your grant application proposal helps your dog-friendly workplace program shine and is good for people, dogs and your business.
- To help make your program (and application) stronger, **review and reference [this list](#)** of recommended practices and items to help support your dog-friendly workplace.
- **Be thoughtful and specific** about what items you are choosing (and why) for your workplace. Use it to help inform your narrative.

- While our budget template is not detailed, make sure you **provide clear descriptions** of items and/or images so it's easy to understand what you have selected and to help better inform your narrative.
- **Be realistic about your implementation timeline.** For example, would local weather conditions potentially impact your timeline in any way? If you're ordering materials, make sure you allow for possible shipping delays. If you plan to survey employees, include extra time for surveys to be returned. We want you to plan a timeline that's efficient but not so intense that it takes the fun out of going dog friendly.
- **Gather all of your notes,** required documents and optional materials in one spot so you are ready to simply copy/paste and upload documents into the online system. Make sure to allot 15 to 20 minutes to complete and submit your application.

#### **PLAN IN ADVANCE FOR REQUIRED DOCUMENTS:**

- **Ask Ahead** for your executive statement affirming your organization's commitment to being dog friendly. Reminder: this must be submitted on your organization's letterhead.
- **Shine a Spotlight - but don't feel like you have to invent the lightbulb.** What are the best and *easiest* supplemental materials to help us learn more about your organization? Is that your annual report? Is it an e-newsletter you've sent that you feel really captures your organization's culture? Did someone write a great news article about you? Share a link or video! Gather existing resources ahead of time.

#### **HAVE QUESTIONS?**

Reach out to [woof@civicdesigncenter.org](mailto:woof@civicdesigncenter.org)

#### **GET INSPIRED & LEARN MORE!**

- Check out the BETTER CITIES FOR PETS™ program's [PETS WORK AT WORK™ toolkit and tips](#). More resources on topics related to welcoming pets into more places can be found at [www.bettercitiesforpets.com](http://www.bettercitiesforpets.com)
- Learn more about the CESAR brand at <https://www.cesar.com>.

**THANKS & GOOD LUCK!**