

Application Form

Project Title / Focus Area / Funding Type

Project Name*

Enter the title (name) of your project. (If general operating, please indicate.) Response limited to 100 characters (~ 16 words).

Duo Dogs Assistance/Facility/PTSD Dog Program

Proposal Summary*

In 100 words or less, summarize the purpose of this request and broadly describe how MMF funds will be spent (ex. "grant dollars will be used to support 20% of program staff salaries").

Grant dollars will be used to support whelping, raising, training, placing and monitoring one Assistance Dog to partner with a veteran with a mobility or hearing related disability or who has been diagnosed with PTSD or with a handler at a facility serving such veterans.

From our breeding programs, through puppy socialization and training, to our exacting client/dog matching process, Duo is committed to improving the lives of veterans through its integrated programs and processes. Duo opens the door to independence by providing Assistance Dogs to individuals with physical challenges, Facility Dogs to those in need of emotional assurance, and PTSD Dogs for veterans and first responders.

Amount Requested*

\$39,000.00

Type of Request - Funding*

Select one only. *NOTE: MMF does NOT fund Capital requests.*

Program/Project

Organization Name*

Applicant Organization's **Legal Name** as shown on its *IRS Letter of Determination*.

Duo Dogs, Inc.

Project Category*

Select One Only

Existing Project

Focus Area / Outcomes / Indicators*

All grantees are required to report on two Marillac Mission Fund-specific strategic Outcomes. Once you select your focus area, you will be asked to select **ONE** indicator for each of the two strategic Outcomes.

See Users Guide on Marillac Mission Fund (MMF) website for clarification and examples

Focus Area

Veterans

Grant Number

2021-2624

Veterans Indicators

IMPORTANT: MMF requires all grantee organizations to measure impact using our standardized outcomes. The next questions will ask you to choose one indicator for each outcome that you will be measuring during the grant period. For our explanations of each indicator, suggested measurement tools, and further information regarding our evaluation framework, please see the MMF User's Guide for Evaluation.

Indicators for Outcome 1: Increased Stability for Veterans*

You must **CHOOSE ONE (and only one)** indicator from this list.

1c: Improved Levels of Functioning (Life Skills, Education, and Employment)

Indicators for Outcome 2: Improved Quality of Life for Veterans and their Families*

You must **CHOOSE ONE (and only one)** indicator from this list.

2d: Clients Report Improvements in Overall Well-being

Veterans Sub-Focus Area*

Sense of Purpose and Connection

Section A: Proposal Narrative

Section A: Q1. Mission Statement*

The Mission and Vision Statement of your organization.

Mission: We train and connect dogs with people to cultivate meaningful change in individuals, families and communities.

Vision: Transforming lives by unleashing the unique power of dogs.

Duo Dogs is a national not-for-profit organization accredited by Assistance Dogs International (ADI) and is fully compliant with the Americans with Disabilities Act (ADA). Duo opens the door to independence by providing specially trained canine partners at no cost to our clients. For over 40 years, we have always had the future in mind, constantly developing new and improved programs for veterans.

Section A: Q2. Year Founded*

1981

Section A: Q3. Organization History*

Give a summary of the organization's history.

Duo was founded as Support Dogs, Inc. in St. Louis in 1981 to provide Assistance Dogs to people with mobility or hearing related disabilities. In 1989, we added the Touch Therapy Dog program to provide comfort to people in healthcare facilities and, in 2002, the Paws for Reading Dog program was added to utilize dogs in teacher led literacy programs. Duo places Facility Dogs with handlers at facilities working with at risk children and adults. PTSD Dogs partner with veterans and first responders. In 2018 we changed our name to Duo Dogs, Inc. and remain a 501(c) (3) tax-exempt organization. Duo is accredited by Assistance Dogs International and meets or exceeds ADI standards in all areas.

Section A: Q4. Current Programs*

Provide a brief description of the organization's current programs. Include the latest total number served annually by the organization.

Assistance Dogs partner with clients with mobility or hearing disabilities. PTSD Dogs provide veterans and first responders with a sense of security and motivation to re-enter their community. Facility Dogs help organizations that serve persons with special needs or those who are part of "at risk" populations. Courtroom Dogs placed with handlers work both with adults as part of the forensic interview process and with children who may have been abused. Touch Therapy Dog teams visit those in health care facilities to brighten their day. Paws for Reading Dog teams visit schools and libraries assisting in child literacy programs. Combined, Duo programs reach over 250,000 individuals annually.

Section A. Q5. Community Needs Statement*

What are the community needs or gaps in services to be addressed by this grant? Why is this issue important locally? Please focus your answer to the needs in the community you are proposing to serve.

Duo's Veteran Initiative seeks to address the growing need for specially trained Assistance Dogs for American veterans with various disabilities. Many returning veterans have significant challenges to overcome such as adapting to a disabled physical body, overcoming hearing loss and facing unexpected financial burdens. All face a new lifestyle of less independence. Their families and friends also feel the non-physical burdens of their return. Veterans who partner with Assistance Dogs to compensate for physical deficits such as limited range of movement, strength, motor control, and endurance experience increased independence. Duo PTSD Dogs provide the "buddy" that the veteran no longer has. Duo Facility Dogs assist the veteran during therapy or with other matters such as those dealt with in specialty courts serving veterans. All of Duo's veterans services are in place to "level the playing field" for the veteran allowing him or her to more actively participate in their community.

Section A: Q6. Program/Project Description*

Briefly describe the project for which you seek funding. If you are applying for General Operating Support, explain how your work aligns with the MMF mission.

Duo Dogs is seeking funding to support one year of overall support for our Assistance Dog/Facility/PTSD Program which will result, at the end of the grant period, in the placement of one Assistance Dog to partner to partner with a veteran with a mobility or hearing related disability, a Facility Dog to assist in providing therapy delivered at a veterans facility or providing comfort at a Specialty Court serving veterans or to provide a PTSD Dog to partner with a veteran diagnosed with PTSD to allow him or her to more fully participate in their community.. Thus your grant funding will support whelping, raising, training and placement activities conducted during the grant period.

Duo is in full compliance with the mission of the Marillac Mission Fund as we, too, see an increasing need in the community to provide a range of support services for our veterans who have suffered trauma during or after their service. Duo's integrated approach to helping our veterans is designed to "level the playing field" and provide veterans with an improved ability to participate more fully in their community.

Duo provides all of our services at no charge to the veteran recipient.

Section A: Q7. COVID-19 Impact*

How do you anticipate that the delivery of the program/operations will be impacted by the Coronavirus pandemic, if at all?

Although some Duo services that involve close personal contact with recipients, Duo anticipates minimal disruption specifically to the continued delivery of our Assistance/Facility/PTSD Dog services for veterans.

Duo has implemented strict health and safety protocols to guide all of our activities during the Coronavirus pandemic. These include temporary suspension of our Touch Therapy and our Paws for Reading programs which are conducted by volunteers and necessarily require close personal contact with our clients. Our Assistance/Facility/PTSD Dog program however continues to operate under new training and delivery guidelines. By reducing the size of team training classes (dogs and new partners) and observing strict hygiene

and social distancing protocols, we are able to continue to provide these much needed canine partners for our veterans who need them.

The bulk of Assistance Dog programming is done at the facility with multiple clients in attendance. We anticipate that the ability to address this needs in the traditional method will look different in the upcoming months. We have begun facilitating virtual classes for training future Assistance, Facility and PTSD Dogs that are currently being fostered and socialized at the homes of volunteer puppy raisers or being raised as part of our prison cooperative effort. We also have revised our Client application process by enabling the client to complete the interview via video conference rather than an in-home visit. We have modified the Assistance Dog placement process to hold lectures virtually and invite clients onsite only for hands-on training. Trainers now travel for an Assistance Dog placement for clients that are outside the bi-state area saving them the exposure of staying in a hotel for one to two weeks, and holding annual re-certifications for all Assistance Dogs clients virtually. In some cases, paid staff will complete tasks volunteers would normally manage including whelping newborn puppies and assisting with the care of the dogs in advanced training for the service dog program,

Section A: Q8. Number of People to be Served*

How many people do you expect to serve within the grant period?

350

Section A: Q9. Geographic Area*

What geographic area will benefit from this project? Please list the 10 most frequent zip codes in which those you serve typically reside. Separate zip codes with a comma.

Duo Dogs provides Assistance, Facility, Hearing and PTSD Dogs for clients on a national basis. In fact, we recently placed Europe's first Facility Dog in the United Kingdom! Because Duo provides its services to clients on a national basis, there is not one single area (zip code) that we could point to as an area of focus. In short, Duo Assistance Dog services are available nationally to any qualified veteran. Duo currently has over 100 Assistance Dog/Client teams active nationally.

Section A: Q10. Economically Poor*

What percentage of clients served by this project are economically poor? Describe YOUR definition of "economically poor."

Duo bases its definition of "economically poor" on published Federal Poverty Level Guidelines. Although we are aware of these guidelines, economic status is not a factor when providing an Assistance Dog.

Duo collects income data simply to confirm that a client will be able to provide food and veterinary care for their new partner. We anticipate that this would amount to \$1,200 per year.

Section A: Q11. Goal: What are the organization's major goals for this project?*

Explain what you hope your clients will achieve long term from the agency services or the project funded with this grant.

Note: If you are applying for General Operating Support, please list your primary organizational goals for the grant period.

The goal of Duo's Veteran Initiative is to provide services to the veteran either with a specially trained Assistance Dog or PTSD Dog partner or by assisting a veteran at a therapeutic facility or a specialty court that serves veterans with the help of a Facility Dog. Overall, our goal is to level the playing field for veterans and to enable them to become a more active member of their community. This may involve getting back into the work force or returning to school.

Additional individual goals include but are not limited to, increased personal independence, decreased need of help from others, increased personal mobility inside and outside the omw, confidence to try new things, better control over their environment, improved overall sense of well being and development of a positive attitude.

Section A: Q12. Activities*

For program/project requests only: Briefly describe the process and activities used to deliver the program.

Duo has a proven set of best practices and an extensive training timeline for each puppy it selects for Assistance, Facility or PTSD Dog program. Each is temperament tested to ensure it has the qualities to become a successful program dog. This is followed by comprehensive obedience and initial training for up to eighteen months. A Volunteer Puppy Raising (VPR) home cares for the puppy during this period and attends training classes at Duo in preparation of its career. The VPR also provides food and veterinary care during this time. Once training in the puppy raising home is complete, the dog is returned to Duo to continue its advanced training with staff which lasts for nearly six months. The dog's skills are polished and when the training staff determines the dog is ready for placement, it will be matched with a client based on the client needs.

Permanent placement of an Assistance Dog takes place after two weeks of intensive one-on-one Team Training with dog, client and Duo trainer. The client learns commands and how to manage the dog. After one week of Team Training, the client and dog are permitted to go home together and the bonding process begins. Over the remaining time period, daily assessments, training and skill set testing of both dog and client are administered. It is not until the completion of the certification test that the client and dog are certified to begin their life as a working service team.

Monthly follow-ups take place for the first six months after placement with annual re-certification. The dog is physically assessed by Duo staff and evaluated on its learned skills and relationship with the client. The client is asked how the dog is working, how the skills are being performed, and if there may be new skills that the dog needs to learn because of a change in the client's medical or physical condition. All communication is noted in the client's private file. Annual assessments continue for as long as the dog is in service, which can range between eight to 10 years.

Section A: Q13. Proposal Workplan*

For use with all Program/Project requests. Utilizing the **required Proposal Workplan** template, please detail the major components of the project as described in the document instructions.

MMF_DuoProposal_Workplan (3).docx

This Workplan outlines the steps in the overall 2 year process of producing one trained canine.

Section A: Q14. Evaluation Plan Description*

Briefly describe how you will track and measure selected indicators. How will your organization use the evaluation results to inform programming?

Last year Duo created a strategic framework to support and improve the infrastructure of our organization surrounding community awareness, human capital, growth and sustainability and management data. To that end we have made significant progress by creating Duo's "Accelerating Change" plan. The Accelerating Change plan has five pillars: Client First, Friends and Fundraising, Metrics, Support and Maximize People and Financial Support. Each area of our organization (Board, Executive Director, Touch and Paws for Reading, Obedience, Assistance and Facility Dogs and Client Services have quarterly, measurable goals for each pillar. We have developed program outcomes and measurement tools for each area that will be used to make program decisions for growth and financial resources. We want to continue outreach into the community to develop partnerships with individuals, corporations and organizations who share in our vision thus becoming a Duo, two halves working together to form one unit. We will continue to strive for a high satisfaction rating in each of our programs, performing analysis on a timely basis to make changes when necessary. In addition, the establishment of our new name, Duo Dogs, better represents all of the services that we offer.

In addition, an online survey is distributed to our clients annually. Clients are directed to a link to Survey Monkey and asked to complete our questionnaire using the standard Likert Scale to express the degree to which he or she has achieved the performance indicator. Clients also have the opportunity to provide their own constructed responses which allows Duo to collect additional qualitative and quantitative data. Survey outcomes are used to gauge effectiveness and make modifications as needed to the program.

Duo maintains continuous ownership of the Assistance and Facility Dogs after placement and conducts regular follow ups with the client over the course of the dog's working life of roughly 10 years. Once the client graduates, Duo issues a 45-day temporary public access certification in conjunction with six months of intensive follow up. Once permanently certified, each client/dog team must re-certify annually to maintain active status and use of the dog. This continues to help tremendously as clients feel they have a greater voice within the organization and a potential path to greater problem resolution with their dog. Duo staff continues to use the feedback received to make modifications to the overall training of the assistance dogs as well as the skill specific training needed by clients as clients may experience mobility changes after an initial period working with their new partner.

Section A: Q15. Evaluation Plan Upload*

REQUIRED: Complete and upload this https://marillacmissionfund.org/index.php/download_file/63/0Evaluation Plan and Report template to show how you will track and measure your two selected MMF indicators.

You will leave the "Actual Outcome" column blank until the Final Status Report.

MMF_DuoDogsEvaluation_Plan_and_Report_-_FY21_6 (5).docx

Section A: Q16. Evaluation Tools Upload*

REQUIRED: Upload all tools to track and measure MMF-specific and applicant-specific outcomes. (e.g., pre/post surveys, client questionnaires, follow-up surveys, etc.)

NOTE: You can only upload one document. If you have multiple documents, they must be consolidated into one document in order to upload.

Duo Dogs Evaluation Tools Outcome Questions 2020.pdf

Section A: Q17. Applicant-Specific Outcomes (Optional)

What anticipated additional short-term measurable outcomes will be achieved by this grant? How will you track and measure these outcomes?

Duo conducts an annual survey which measures both quantitative and qualitative outcomes as expressed by our clients. Our clients include individual Assistance Dog and PTSD Dog partners and handlers at a Facility with whom a Facility Dog is partnered. The survey also solicits information on both the Benefits and on the Challenges experienced by our clients. The survey has space for individual anecdotal information that the client would like to share. Results are compared with previous surveys and help guide Duo in the process of continuing to improve the client experience and efficacy of the Assistance, Facility and PTSD program.

Clients are asked to visit a link to Survey Monkey and respond to our questionnaire using the standard Likert Scale. Survey questions (uploaded to this application) seek to measure the degree to which the canine partner has increased client independence, reduced the amount of assistance required of family members, improved the client's ability to re-enter and participate more fully in their community and given clients a more positive attitude about themselves. The survey seeks to determine how well a canine partner has enabled them to enter public spaces with less fear and with more confidence

Section A: Q18. Key Staff and Volunteers*

Who is the person primarily responsible for the project implementation?

Who are the key staff and volunteers that will ensure the success of the project/organization? Explain their roles.

Are there specific staff/volunteer training needs for this project?

Susanne Schenberg Wandling, Director of Canine Services is the person primarily responsible for project implementation, overseeing both Duo staff and volunteers.

STAFF

-Pamela Daugherty, Assistance Dog Client Coordinator, oversees the interview and selection process for new clients and is responsible to assure the ongoing monitoring of client/dog teams throughout their lifecycle.

-Susanne Schenberg Wandling, Director of Canine Services, manages the trainers and overall training cycle.

-Christina Smith, Tony Alaimo and Leila Marks, Assistance Dog Trainers who report to Ms. Wandling.

-Dr. Wayne Boillat , DVM, provides medical screening and veterinary care for our Assistance Dogs

VOLUNTEERS

-Whelpers Helpers monitor and care for puppies from birth until they leave their mother

-Puppy Raisers foster, train and socialize the dogs in their homes for up to 18 months.

-Kennel Enrichment volunteers provide leisure time and enrichment activities for our dogs in their final stages of training.

Section A: Q19. Long-term Funding Plan*

What is the organization's long-term funding plan?

For project requests, address this question with respect to that project only.

How will the project be sustainable?

Duo has an active grant application program and has received funds for this program from major grantors including but not limited to the Boeing Company's Global Engagement initiative, the Dana Brown Foundation, Ameren Corporation, an anonymous family foundation and from a number of generous individual donors. Duo has partnered with agencies providing direct support to veterans including but not limited to the Lake County Illinois States Attorney, the Will County Illinois States Attorney and the Kane County Illinois Courthouse. Duo also partners with veteran service agencies such as the St. Louis based Kaufman Fund. Duo sponsors two major fund raising events each year which generate significant dollars for the Assistance/Facility Dog Program. Duo also benefits from the work of over 600 dedicated and passionate volunteers, many of whom perform duties that would otherwise need to be performed by paid staff.

Duo conducts two major fundraisers which provide significant funds annually.

Section A: Q20. Advocacy*

How does your agency define advocacy? What, if any, advocacy efforts are you engaged in on behalf of the population you serve?

Duo advocates for our clients on an ongoing basis through our work. Our Client Services program functions to empower the at-risk groups that we serve through education about their rights, providing ongoing disability legislature changes related to assistance dogs, and creating educational tools that raise awareness about the industry to outside stakeholders. Client Services directly advocates for clients with landlords and housing associations as well as business proprietors to ensure that they are aware of client's rights as outlined by Titles II and III of the American's with Disabilities Act as well as the Fair Housing Act. Client Services will also connect clients to disability law advocacy if needed.

Duo has formed many partnerships in advocacy with agencies that align with our mission. Duo staff members participate in multiple abilities awareness day events throughout the year which educate our community through Duo's Assistance Dog and Touch Therapy Dog programs. Duo staff and volunteers represent Duo at various annual events such as Festability: A Celebration of Disabilities and through partnerships with other nonprofit agencies such as Easterseals Midwest and The Arya Foundation among others. Duo is also a member of Assistance Dogs International (ADI), which has a lobbying group established to protect the rights of those who rely on assistance dogs.

Section A: Q21. Organizational Impact*

Describe the changes in group behavior or community conditions that your organization/program hopes to achieve over time.

How does your organization currently measure impact?

Duo Dogs seeks to provide compassionate help to individual veterans either through the provision of a specially trained Assistance or PTSD Dog partnered with one individual or by placing a Facility Dog with a handler at a site where hundreds of individuals will be served by that one dog. In every case, this canine

support strongly affects the behavior of the individuals within its community. Assistance and PTSD dogs not only help the veteran partner but also the families of the veteran. The veteran will be less likely to need help from family or friends to manage their own activities of daily living or to more actively take part in the community. Family and friends will therefore have more time to live their on life. Society as a whole will benefit as new members join the community to contribute their unique talent.

In a facility setting, our trained Facility Dogs participate in therapy sessions and otherwise help at-risk individuals move more readily back into their own communities. Facility Dogs are used by Child Advocacy Centers and by Veterans Specialty Courts to provide comfort for those who have been abused or are part of a court proceeding.

In short, a Duo Dog, by providing assistance to our veterans, affects the communities of a veteran's family, of his or her friends and of society as a whole.

Section A: Q 22. Community Network

What other services in the community does your organization work with to support your clients? Assuming no one organization can meet all the needs for all those served, what other alliances or partnerships exist to help achieve program success? *Please note, if this request is for a specific project/program, address the answer to just that program.*

Duo has partnered with agencies providing direct support to veterans including but not limited to placing Facility dogs at the Lake County Illinois States Attorney, the Will County Illinois States Attorney and the Kane County Illinois Courthouse and the VA Hospital at Jefferson Barracks. Another of Duo's services, our Touch Therapy Dog program partners with the St. Louis VA Hospital at Jefferson Barracks and with the USO at the St. Louis International Airport to provide Touch Team visits to provide comfort to veterans.

Duo also collaborates with two local correctional institutions to assist with the "Puppy Raising". The Southwest Illinois Correctional Center (SWICC) and FCI Greenville have programs where qualified residents can participate and help to temporarily foster, train and socialize our puppies.

Duo partners with Dr. Wayne Boillat of the Veterinary Group of Chesterfield to help provide initial health screening of puppies as well as ongoing health and whelping services.

Section A: Q23. Planning*

Does your organization have a current strategic plan? If so, what fiscal years does it cover? **Upload it below.** Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.

Duo Theory of Change.docx

Duo's strategic plan is currently being revised in light of the Coronavirus pandemic. I have uploaded our Accelerating Change strategic document here for your review.

Section A: Q 24. Optional

If there is additional information that is vital to convey in this proposal, do so here.

It takes up to two years to whelp, raise, train, place and monitor just one Assistance, Facility or PTSD Dog at a cost to Duo of \$39,000. Each of these types of specially trained canines receives the same basic instructional training with additional, advanced training to allow each to perform its specific function. Assistance and PTSD Dogs are placed to partner with a single individual and Facility Dogs are placed with a handler at a facility where the dog will work with hundreds of clients over the course of its working life.

Funding from this grant would be entirely spent during the one year period of this grant and will be used to support our Assistance/PTSD/Facility Dog program as a whole. Funding would thus support our work with dogs in various stages of their training and development. At the end of the grant period, your funding will result in the placement of one Assistance, PTSD or Facility Dog to benefit either an individual veteran or many veterans at a veterans facility.

Section B: Organization Information

Section B: Q1. Membership in a National Affiliate or Giving Federation

If applicable, identify applicant organization's membership in a national affiliate or giving federation: (e.g., Jewish Federation, etc.)

Duo is a member of Assistance Dogs International, the accrediting agency for Service Dog provider and meets or exceeds all standards for the training and provision of Service Dogs. Duo Dogs is also a member of the United Way of Greater St. Louis.

Section B: Q2. Tax Exemption Status/IRS Designation*

501(c)(3)

Section B: Q3. Number of Full-Time Employees*

12

Section B: Q4. Number of Part-Time Employees*

4

Section B: Q5. Number of Volunteers*

600

Section C: Financial Attachments

INSTRUCTIONS

You will be required to attach the following financial documents in the next set of questions:

1. **Organization's Current Fiscal Year Budget**
2. **List of Other Funding Sources for the Grant Period Requested** (if General Operating Support)
3. **Project Budget and Budget Narrative** (if Project/Program request)
4. MMF requires **two years** of your organization's most recent completed fiscal year financial reports, audited *if available*. (eg. FY2020 July 1, 2019 to June 30, 2020 & FY2019 July 1, 2018 to June 30, 2019)

Financial statements must include:

- statement of activities (income statement)
- statement of financial position (balance sheet)
- You may provide explanations for items that may raise questions in any of the attached financial documents either on the documents themselves or in the text area provided in the application

5. **In-Kind Donations** (if applicable)

6. **IRS Form W-9**

Fiscal Year Start Date*

07/01/2020

Fiscal Year Ending Date*

06/30/2021

Section C: Q1. Organization Budget*

Upload the organization's Board-approved operating budget for the current fiscal year, including revenues and expenses. Also include the budget for the upcoming fiscal year, if available (board-approval pending is acceptable).

Duo Organizational Budget Summary FY21.pdf

We have uploaded the current fiscal year budget here.

Section C: Q2. List of Other Funding Sources for the Grant Period Requested*

If your request is for General Operating support, upload a list of the organization's other funding sources for the grant period requested. Upload **only tab 5** under the **MMF Budget Template**.

This grant application is not for General Operating support.

Section C: Q3. Project Budget & Budget Narrative Template*

Please download and use the MMF Budget Template. Make sure to reference and complete Tabs 3 and 4 of the Budget Template. Explain in each category how the MMF grant funds will be spent. *If seeking support for **general operations**, upload only Tab 5 as done in previous question.*

Rename the document (under your organization's name) and **upload it below**.

MMF_DUODOGSStatus_Report_Budget_Template_Marillac 2021 (2).xlsx

There was not a Tab 3 or 4 in the MMF Budget Template provided in this application form.

Comment: Katy corrected the linked document and sent Duo Dogs the correct template in order to complete the narrative tab. ---KK

Section C: Q4. Most Recent Two Years Financial Statements*

Attach your organization's **most recent completed two fiscal year** financial reports, audited *if available*. (eg. FY2020 July 1, 2019 to June 30, 2020 & FY2019 July 1, 2018 to June 30, 2019) Financial statements must include:

- statement of activities (income statement)
- statement of financial position (balance sheet)
- You may provide explanations for items that may raise questions in any of the attached financial documents below. The explanations can be written onto the documents themselves or included in the text area below.

DuoDogs2020and2019FinancialStatements.pdf

We have combined our most recent 2 years of Consolidated Financial Statements into one pdf an have uploaded it here.

Section C: Q5. In-Kind Contributions

If listed on the Budget Template, please break out and summarize the relevant in-kind donations (donated goods and professional services) received by the organization for the last fiscal year.

Section C: Q6. IRS Form W-9*

Please download and complete the IRS W-9 Form and re-upload the form by clicking the upload button below.

DuoDogsW-9.pdf

Section D: Financial Information

Provide the Organization's Current Budget information. Budget numbers should match the numbers presented in the attachments in the Financial Attachment section above.

Current Organizational Budget*

\$1,359,751.00

Budgeted Organization Income*

\$1,359,751.00

Budgeted Organization Expenses*

\$1,440,112.00

If submitting a Project request, provide project budget information.

Total Project Budget Amount

\$842,461.00

Project Income

\$243,000.00

Project Expenses

\$886,401.00

Grant Start Date*

Choose one only.

May 1

Grant End Date*

Choose one only.

April 30

Section E: Other Required Attachments

Section E: Q1. Board of Directors List*

Provide a current list of your board of directors, including their board titles and professional affiliations (name of organization of employment).

Board Membersandexecutives FY2021.docx
See uploaded Board Member document

Section E: Q2. Proof of IRS Federal 501(c)(3) Status*

Attach a copy of the IRS Letter of Determination. *NOTE: this is NOT the state sales and use tax exemption certificate.*

If there has been a name change, provide copies of the amended state certificate of incorporation and amended IRS Letter of Determination.

DuoDogs501c3.pdf

Section E: Q3. Statement of Support*

Provide a signed statement of support for the project from your organization's board chair.

DuoDogsstatementofsupport.pdf
We have uploaded a statement of support from our Board Chair here.

Section E: Q4. Other Uploads

Upload any other application-related documents here.

Duo Services Summary.docx
We have uploaded Duo overall Services Summary here.

Section F: Electronic Signature

Name and Title of Individual Completing This Form*

Please provide the full name and title of the person completing this form.

(This information allows MMF staff to contact you directly with questions or concerns regarding the information submitted on this form.)

Jim Hart Grantwriter

Email Address of Individual Completing This Form*

Please enter the email for the individual listed above who completed this Application.

jhart@duodogs.org

Phone Number of Individual Completing This Form*

Please provide your direct phone number.

314-997-2325

AGREEMENT

I certify to the best of my knowledge, that all information included in this proposal is correct. The tax exempt status of this organization is still in effect. If a grant is awarded to this organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

I certify my organization will avoid participating in, contributing to, or promoting activities contrary to Catholic Church Moral Teaching.

In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from this funder will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

IN ADDITION TO THE ABOVE...

Please read the following statements and check the boxes certifying that this application is complete according to the requirements set forth by the grantmaker.

Grantmaker Review*

I have reviewed the website or spoken to the grantmaker to whom I am submitting this application and have reviewed their mission, funding interests, process, and requirements to determine if my request is a funding fit.

Yes

Additional Materials and Attachments Required by Marillac Mission Fund*

I have visited the website of Marillac Mission Fund and have included in this application any additional materials and attachments that may be required.

Yes

Executive Director's Signature*

MMF requires the electronic signature of your agency's Executive Director.

Stacy Maly-Rodgers
Director of Engagement
Duo Dogs, Inc.

Executive Director's Confirmation*

By entering your signature information above and clicking "I Agree" below, you certify that the information contained in this application is true and correct to the best of your knowledge.

I Agree

File Attachment Summary

Applicant File Uploads

- MMF_DuoProposal_Workplan (3).docx
- MMF_DuoDogsEvaluation_Plan_and_Report_-_FY21_6 (5).docx
- Duo Dogs Evaluation Tools Outcome Questions 2020.pdf
- Duo Theory of Change.docx
- Duo Organizational Budget Summary FY21.pdf
- MMF_DUODOGSStatus_Report_Budget_Template_Marillac 2021 (2).xlsx
- DuoDogs2020and2019FinancialStatements.pdf
- DuoDogsW-9.pdf
- Board Membersandexecutives FY2021.docx
- DuoDogs501c3.pdf
- DuoDogsstatementofsupport.pdf
- Duo Services Summary.docx

WORKPLAN INSTRUCTIONS

Utilizing the workplan template provided below, please detail the major components of the project as identified by the column headings on the workplan:

ACTIVITY: Key actual events or actions to take place to implement the project successfully.

RESPONSIBILITY: Key Individual(s) responsible for the indicated activity or task.

OUTPUT (PRODUCT): Specific result or deliverable expected at successful completion of activity or task.

TIME LINE: Date by which specific activity will be completed.

[**Note:** All activities for this cycle should not commence prior to the cycle's start date and must be completed within 12 months or less.]

The completed workplan should be uploaded as an attachment to your proposal in the section marked *PROPOSAL NARRATIVE*. This form is not required for requests with **General Operating Support**.

AGENCY NAME: DUO DOGS, INC.

PROPOSAL WORKPLAN

ACTIVITY	RESPONSIBILITY	OUTPUT (PRODUCT)	TIME LINE
Whelping of newborn puppies newborn puppies, health and program suitability screening and 24/7 monitoring	Volunteer Puppy Raisers, and Veterinary services provider with Duo staff oversight	Healthy, screened puppies weaned from their mother and ready to begin their initial socialization and training	From birth to 8 weeks of age
Initial puppy training period in while "fostered" with a family or as part of our cooperating prison program	Volunteer Puppy Raisers / Partner Prison Program	Completion of initial puppy training including learning basic commands and partially socialized to family and public life	From 8 weeks to 18 months of age
Advanced adult dog training period conducted at Duo's headquarters and training facility	ADI certified Trainers and on staff Assistance Dog Trainers	Completion of advanced training including reinforcement of basic commands and the learning of tasks specific to their placement	From 18 to 24 months of age

ACTIVITY	RESPONSIBILITY	OUTPUT (PRODUCT)	TIME LINE
Individual “team training” of new clients with their canine	ADI certified Trainers and on staff Assistance Dog Trainers and the canine’s new partner	Fully certified client/dog team ready to be placed with an individual client or with a handler at a facility	Generally a two week process in house at Duo
Ongoing monitoring of the Assistance, Facility or PTSD Dog	Duo’s Assistance Dog Client Coordinator and Duo’s Director of Canine Services	Continuation of service, correction of issues or termination of service	Ongoing for the life of the Assistance Dog’s service which may be up to 10 years

Marillac Mission Fund
REQUIRED—Evaluation Plan/Report- FY2021
Duo Dogs, Inc. Assistance/Facility/PTSD Dog Program

Name of Your Organization and Program: _____

Your Focus Area: ___ Older Adults ___ Immigrants & Refugees __X__ Veterans ___ Human Trafficking Prevention ___ Advocacy & Coalition-Building

Please review the indicators you selected on your MMF application. You have selected one indicator for each of the two MMF Outcomes. Each table below asks a series of questions about how you plan to measure each selected indicator. **Be sure to upload a copy of each tool you plan to use in tracking each indicator (i.e. surveys, reports, grids etc.) in the application Section A, Q15.** If further clarification is needed to complete this form, please review the MMF **User’s Guide** at <https://marillacmissionfund.org/resources> or contact MMF staff at (314) 733-6500.

OUTCOME 1 (Increased Stability): Please type/write in the indicator you chose for this outcome on the line below.

_____ **Improved Levels of Functioning (Life Skills, Education, and Employment)** _____

What tool will you use to measure this indicator (your own or one of the samples on the website)?	When will this tool be used with your clients?	How will you analyze the results to show the change (increase, improvement, etc.) defined by the indicator?	What system will you use to manage/computerize and analyze your evaluation data?	How will you determine that a client has achieved this indicator? (Ex: “Clients will achieve this indicator if they have lower post-test scores than pre-test scores on the ABC Depression Index.”)	Anticipated Outcome (include # of clients to achieve indicator, and any other quantifiable results expected)	Actual Outcome (to be reported at the time of Final Status Report)
Duo’s annual client survey	<input checked="" type="checkbox"/> Pre/post <input type="checkbox"/> Post-only <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other (please explain):	<input checked="" type="checkbox"/> Compare post results to pre results <input checked="" type="checkbox"/> Analyze changes (decreases/increases) at each time the data is collected/each time the tool is completed <input type="checkbox"/> Include retrospective pre/post (comparison) questions on post-only surveys <input type="checkbox"/> Staff verified with clients or providers that all services were received by those who attained this outcome. <input type="checkbox"/> Other (please explain):	<input type="checkbox"/> Excel <input checked="" type="checkbox"/> Survey Monkey <input type="checkbox"/> Social Solutions/ ETO <input type="checkbox"/> Apricot <input type="checkbox"/> External Evaluator <input type="checkbox"/> SPSS <input type="checkbox"/> Hand tabulation <input type="checkbox"/> Other (please explain):	Clients will self report on Duo’s annual survey using a link to Survey Monkey and the standard Likert Scale to indicate the degree to which they have achieved the indicator. Clients may also offer narrative responses to allow Duo to capture qualitative	85% of clients will report that they agree or strongly agree with the indicator	

				and quantitative data. Survey questions have been uploaded to this application.		
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Name of Your Organization and Program: _____ Duo Dogs, Inc. Assistance/Facility/Dog Program_____

OUTCOME 2 (Improved Quality of Life): Please type/write in the indicator you chose for this outcome on the line below.

_____ Clients Report Improvements in Overall Well-being _____

What tool will you use to measure this indicator (your own or one of the samples on the website)?	When will this tool be used with your clients?	How will you analyze the results to show the change (increase, improvement, etc.) defined by the indicator?	What system will you use to manage/computerize and analyze your evaluation data?	How will you determine that a client has achieved this indicator? (Ex: "Clients will achieve this indicator if they have lower post-test scores than pre-test scores on the ABC Depression Index.")	Anticipated Outcome (include # of clients to achieve indicator, and any other quantifiable results expected)	Actual Outcome (to be reported at the time of Final Status Report)
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<p>Dou's annual client survey</p>	<p><input checked="" type="checkbox"/> Pre/post</p> <p><input type="checkbox"/> Post-only</p> <p><input type="checkbox"/> Weekly</p> <p><input type="checkbox"/> Monthly</p> <p><input type="checkbox"/> Quarterly</p> <p><input type="checkbox"/> Other (please explain):</p>	<p><input checked="" type="checkbox"/> Compare post results to pre results</p> <p><input checked="" type="checkbox"/> Analyze changes (decreases/increases) at each time the data is collected/each time the tool is completed</p> <p><input type="checkbox"/> Include retrospective pre/post (comparison) questions on post-only surveys</p> <p><input type="checkbox"/> Staff verified with clients or providers that all services were received by those who attained this outcome.</p> <p><input type="checkbox"/> Other (please explain):</p>	<p><input type="checkbox"/> Excel</p> <p><input checked="" type="checkbox"/> Survey Monkey</p> <p><input type="checkbox"/> Social Solutions/ ETO</p> <p><input type="checkbox"/> Apricot</p> <p><input type="checkbox"/> External Evaluator</p> <p><input type="checkbox"/> SPSS</p> <p><input type="checkbox"/> Hand tabulation</p> <p><input type="checkbox"/> Other (please explain):</p>	<p>Clients will self report on Duo's annual survey using a link to Survey Monkey and the standard Likert Scale to indicate the degree to which they have achieved the indicator. Clients may also offer narrative responses to allow Duo to capture qualitative and quantitative data. Survey questions have been uploaded to this application.</p>	<p>85% of clients will report that they agree or strongly agree with the indicator</p>	
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Duo Dogs, Inc
FYE 6-30-2021 Budget

	2021 Budget
Ordinary Income/Expense	
Income	
Non-Designated Giving	
Individual & Family Giving	358,096
Organization Giving	219,600
Grants	156,817
	734,513
Non-Designated Giving	
Designated Giving	
Individual & Family Giving	2,700
Organization Giving	125,500
Grants	71,000
	199,200
Total Designated Giving	
Young Friends Membership	300
Government Contracts	16,000
Earned Income	47,700
Sales to the Public	17,038
Special Events	
Fetching Affair	320,000
Trivia	-
Other Special Events	25,000
	345,000
	1,359,751
Total Income	1,359,751
Gross Profit	1,359,751
Expense	
Salaries, Wages & Bonuses	822,407
Payroll Taxes	63,828
Employee Benefits	114,768
Staff Development & Education	675
Professional Fees	73,465
Occupancy	110,517
Administrative Supplies	10,602
Office Furniture & Equipment	32,641
Printing	8,000
Postage & Shipping	2,408
Memberships, Dues, Subscription	808
Administrative Expenses	6,062
Breeding Program	18,370
Assistance Dog Program	69,381
Obedience Program	1,000
TOUCH Program	15,852
PAWS Program	2,500
Donor Appreciation	4,000

Volunteer Appreciation	16,400
Non-Fundraising Event Expenses	1,100
Organization Insurance	15,386
Donations & Contributions	-
Depreciation	25,087
Bank Charges & Service Fees	24,855
Other Expenses	-
Total Expense	<u>1,440,112</u>
Net Ordinary Income	<u>(80,361)</u>
Other Income/Expense	
Other Income	173,808
Other Expense	817
Net Other Income	<u>172,991</u>
Net Income	<u><u>92,630</u></u>



Marillac Mission Fund

Marillac Mission Fund		
Duo Dogs, Inc.	Project Budget - REQUIRED*	
Expenses	Total Project Expenses	Amount Requested from Funder
Salary and Benefits	\$ 408,919	\$ 25,857
Contract Services (consulting, professional, fundraising)	\$ 112,382	\$ 1,872
Occupancy (rent, utilities, maintenance)	\$ 68,249	\$ 3,120
Training & Professional Development	\$ 8,704	\$ 164
Insurance	\$ 11,871	\$ 78
Travel	\$ 8,611	\$ 1,513
Equipment	\$ -	\$ -
Supplies	\$ 10,702	\$ 3,159
Printing, Copying & Postage	\$ 9,984	\$ 819
Evaluation	\$ -	\$ -
Marketing	\$ -	\$ -
Conferences, meetings, etc.	\$ 4,995	\$ 429
Administration	\$ 10,074	\$ 1,014
**Other - Veterinary Fees _____	\$ 34,965	\$ 975
**Other - Depreciation, Miscellaneous, Volunteer	\$ 153,005	\$ -
TOTAL EXPENSES	\$ 842,461	\$ 39,000
Revenues	Committed	Pending
Contributions, Gifts, Grants, & Earned Revenue		
Local Government	\$ -	\$ -
State Government	\$ -	\$ -
Federal Government	\$ -	\$ -
Individuals	\$ -	\$ -
**Foundation - Berges Family _____	\$ 167,000	\$ -
**Foundation - Dana Brown _____	\$ -	\$ 39,000
**Foundation - Anonymous Family _____	\$ -	\$ 74,000
**Foundation - Boeing Global Initiative _____	\$ -	\$ 130,000
**Corporation- _____	\$ -	\$ -
**Corporation- _____	\$ -	\$ -
**Corporation- _____	\$ -	\$ -
**Federation- _____	\$ -	\$ -
**Other - _____	\$ -	\$ -
Membership Income	\$ -	\$ -
Program Service Fees	\$ -	\$ -
Products	\$ -	\$ -
Fundraising Events (net)	\$ -	\$ -
Investment Income	\$ -	\$ -
In-Kind Support	\$ -	\$ -
*Other - _____	\$ -	\$ -
TOTAL REVENUES	\$ 167,000.00	\$ 243,000.00



Marillac Mission Fund

Duo Dogs, Inc.

BUDGET NARRATIVE For Funds Requested from MMF (Must Accompany Budget Template Form)

Line Item/Amount

Explanation

How we arrived at total cost line item for "Amount Requested From Funder"

Duo is requesting funding of \$39,000 to offset the costs associated with providing just one specially trained Assistance or Facility or PTSD Dog. We determined that the cost to Duo to provide one dog was \$39,000 by using our base year of 2019 (before COVID affected our programs) and dividing the total costs of the program that year (\$886,401) by the number of dogs we placed with clients during that year (23 dogs). Duo dogs are placed with clients at no cost to the client or facility.

We have lumped together individual line items.

On the Project Budget Template we have simply broken this \$39,000 figure requested by line item because that is the way we will be accounting for and allocating your funding on our books. Each line items should be self-explanatory.

All grant funds will be spent within the grant period.

Even though it takes up to two full years to whelp, raise, train, place and monitor one dog, all of your funding will be spent within and during the grant period. You will be supporting our overall program during that year with an amount equal, in effect, to one Assistance or Facility or PTSD Dog equivalent. Funders generally view this as providing support for the initial whelping, raising and initial training of one dog and the final socialization, training, placement with a client and monitoring of another dog, thus supporting the program overall.