



Organization steps to qualify for a potential Holiday Wishes grant of \$5,000 to \$100,000:

1. Login/register on the Petco Foundation [Partner Portal](#)
2. Verify the adoption of the animal indicated in the story submitted (*multiple verifications may be necessary based on the number of nominations*)
3. Complete a very short Holiday Wishes grant application assigned to your organization (*only one application per organization no matter how many nominations*)
4. If not previously submitted, provide your 2018 animal/financial data by completing an Annual Partnership Report

Due date for consideration is September 30, 2019

Continue Reading for Detailed Instructions

STEP 1 - Login/register on the Petco Foundation [Partner Portal](#)

Current partners who have accessed our Partner Portal may login and proceed to **STEP 2**. If you had a login to our previous grant site, the login email will be the same; however, you will need to reset your password at the time of your first login.

If you are new to the Petco Foundation [Partner Portal](#), please follow the instructions for “New Users” and register by clicking “Create an account” (right screenshot).

Once submitted, a Petco Foundation team member will review. You will then receive an email with your log in credentials once the approval is completed.

*Registration is to give you access to the Partner Portal and is not a grant application.



Partner Portal

Login Now:

Username

Password

Sign in

[Reset or create password](#)

Welcome to the Petco Foundation's partnership portal.

Existing Users: Update Your Login Information
As of Jan 1, 2019 the Petco Foundation switched to a new partner portal. Your username and password have been reset. Your new username is the email address you used to register previously. Use the "reset or create password" link to reset your password.

New Users: Create Your Organizational Profile
In order to be considered for support, each user will need to register using their own unique, personal email address: [Create an account](#).

Eligible Organizations:

To use this portal you must be:

- An authorized member of an IRS designated 501c3 nonprofit OR
- An official representative of a government agency and have access to detailed information about your organization's operations and finances OR
- A representative of a for-profit company having a nonprofit business purpose, directly related to animal welfare, that has been invited to apply, or is responding to a call for applications that allows for-profit companies to apply.

Please note the Petco Foundation is not able to fund:

- Individuals
- Organizations or activities based outside of the United States
- Organizations whose primary mission and purpose is not related to animal welfare

[Create an account](#)



INFORMATION

- Welcome Page
- Applications & Forms
- Setting up electronic payments
- FAQs

ORGANIZATIONS

- Organization Info

ANNUAL PARTNERSHIP

- Reports In Process
- Submitted
- Need More Info
- Completed

PEOPLE

- User Info

REQUESTS

- Pending Requests
- Need More Info
- Submitted Requests
- Declined Requests

GRANTS

- Active
- Closed

REPORTS

- Reports Due
- Reports to Edit
- Submitted Reports

PAYMENTS

- Scheduled Payment
- Payments Paid

Change Password

Logout

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***Changing your password:** Log into the [Partner Portal](#) using the credentials from the registration approval email. Locate the settings icon at the bottom of the grey menu and click “Change Password” (screenshot to the left).

STEP 2 - Verify the adoption

Confirm adopter name, type of animal and approximate date of adoption

(NOTE: multiple verifications may be necessary based on the number of nominations)

1. Select **“Pending Verification”** under Holiday Wishes Adoption Verification on the left side menu
2. Identify the adopter name and click on that card (if yellow note at top indicates **“Update Available”**, please click on the update first)
3. Select **“Edit”** at the top right corner to begin the verification form – this will ask for you to select **“Yes”** or **“No”** if the adoption occurred at your organization (preview: right screenshot).
4. After you have verified the adoption, select **“Save”** at the bottom and then **“Submit”**

Can you verify this adoption occurred at your organization?

Select 'Yes' or 'No':

Search...

Test Me4
Holiday Wishes Adoption Verification
Year: 2019
Pet: Kiki
Status: Pending Verification

petco foundation

Test Me4

INFORMATION

Welcome Page
Applications & Forms
Setting up electronic payments
FAQs

ORGANIZATIONS

Organization Info

HOLIDAY WISHES ADOPTION VERIFICATION

Pending Verification
Verified Adoptions

ANNUAL PARTNERSHIP

Reports In Process
Submitted
Need More Info
Completed

PEOPLE

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Holiday Wishes Adoption Verification

Test Me4
Tax ID: 66-6666666
Form ID: 616811

Status **Pending Verification**

Holiday Wishes Year: 2019

Congratulations on your nomination for a Holiday Wishes grant from the Petco Foundation. Timely and correct completion of this Adoption Verification form is required to be considered for a Holiday Wishes grant. Submitting this form does not guarantee you will be awarded a grant.

All applications and forms are due by Monday, September 30, 2019. The use of the stories or photos during the course of this competition does not imply a winning entry.

Adoption Information

Adopter Name: Test Test
Adopter Email: ilovepetcofoundation@abc.123

Edit

Submit

Click **“Pending Verification”** in order to verify each adoption from submitted stories.

STEP 3 - Complete Holiday Wishes application

1. Select **"Pending Requests"** under REQUESTS on the left side menu
2. Identify the Holiday Wishes application "Draft" and click on that card (if yellow note at top indicates "Update Available", please click on the update first)
3. Select **"Edit"** at the top right corner to begin the application
4. After you have entered all information, select **"Save"** at the bottom and then **"Submit"**

The screenshot displays the Petco Foundation application interface. On the left, a sidebar menu is visible with the 'REQUESTS' section expanded, and 'Pending Requests' highlighted with a red box and an arrow. The main content area shows a search bar with a notification for '1 Update Available'. Below the search bar, two application cards are listed. The top card, 'Test Me4', is highlighted with a red box and an arrow, and has a yellow 'Update Available' notification. The bottom card, 'Test Me4', is also highlighted with a red box and an arrow. The right side of the interface shows the 'Holiday Wishes Application' details for 'Test Me4', including the organization name, primary contact, and primary signatory. A red arrow points to the 'Edit' button in the top right corner. At the bottom right, a red box highlights the 'Submit' button. A purple banner at the bottom of the application details section contains a congratulatory message.

Search... **1 Update Available**

Test Me4
R-1907-04888
Grant Type: Holiday Wishes
Amount Requested:
Status: Draft

Test Me4
R-1901-01787
Form Type: Org Details Update
Status: Draft

Test Me4
R-1907-04888 - Holiday Wishes
Amount Requested:
Status: **Draft**

Organization Information

Organization:	Test Me4
Primary Contact:	Tester MaryAnn
Primary Signatory:	Tester MaryAnn

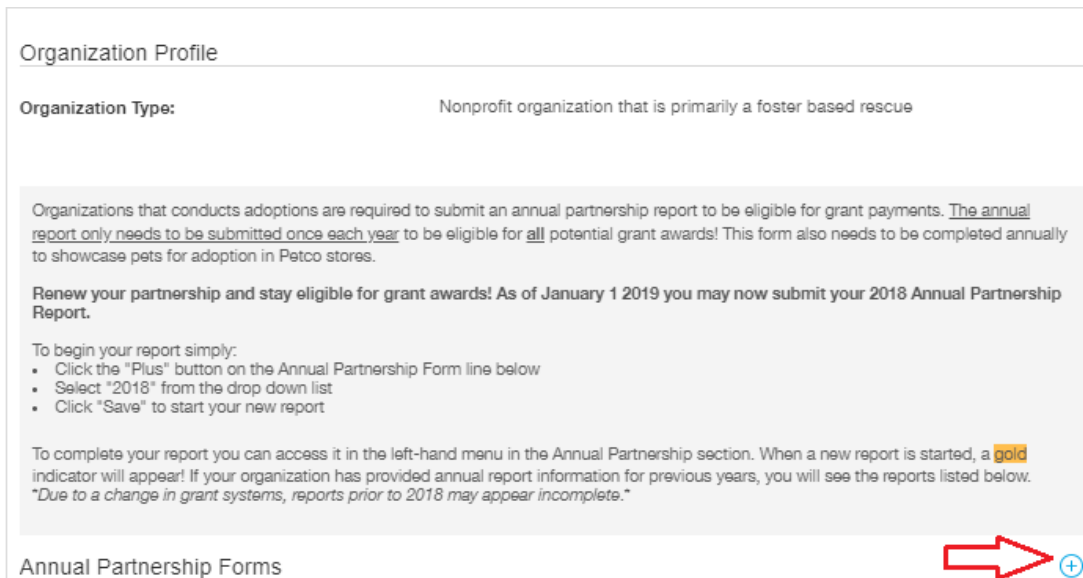
Congratulations on your nomination for a Holiday Wishes grant from the Petco Foundation. Timely and correct completion of the grant application is required to be considered for a Holiday Wishes grant. Submitting this application does not guarantee you will be awarded a grant.

Submit

STEP 4 - Provide your animal/financial data via Annual Partnership Report

If you have not yet completed your 2018 Annual Partnership Report, gather your 2018 statistical data for animal intakes/outcomes, the total of your 2018 revenue/expenses and government funding (if applicable) and a completed/signed [W-9 form](#) (page 1 only). **(Video instructions available under FAQs)**

1. Once logged into the [Partner Portal](#), from the left side menu under “Organizations”, please click “Organizational Info”. You will then need to click the **plus sign** that is located under the instructions in a light grey box (screenshot below).



Organization Profile

Organization Type: Nonprofit organization that is primarily a foster based rescue


Organizations that conducts adoptions are required to submit an annual partnership report to be eligible for grant payments. The annual report only needs to be submitted once each year to be eligible for **all** potential grant awards! This form also needs to be completed annually to showcase pets for adoption in Petco stores.

Renew your partnership and stay eligible for grant awards! As of January 1 2019 you may now submit your 2018 Annual Partnership Report.

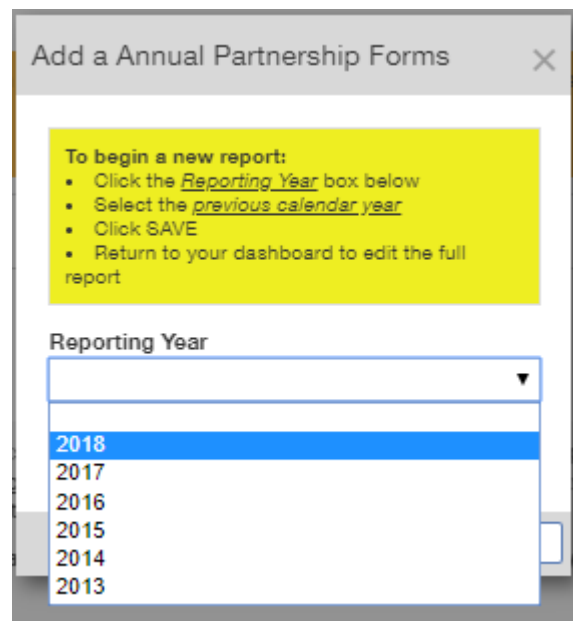
To begin your report simply:

- Click the "Plus" button on the Annual Partnership Form line below
- Select "2018" from the drop down list
- Click "Save" to start your new report

To complete your report you can access it in the left-hand menu in the Annual Partnership section. When a new report is started, a **gold** indicator will appear! If your organization has provided annual report information for previous years, you will see the reports listed below. *"Due to a change in grant systems, reports prior to 2018 may appear incomplete."*

Annual Partnership Forms 

2. A small screen will populate called “Add a Annual Partnership Forms” – use the drop down menu to select 2018 Reporting Year and click “Save” at the bottom.



Add a Annual Partnership Forms ✕

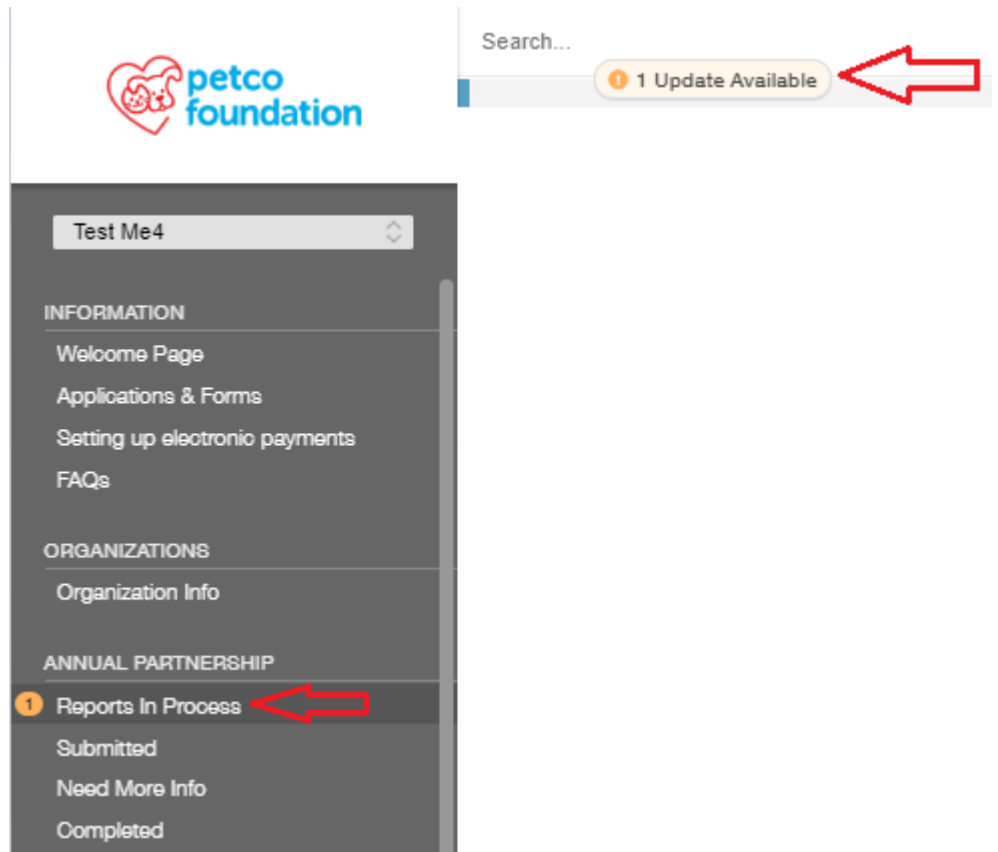
To begin a new report:

- Click the Reporting Year box below
- Select the previous calendar year
- Click SAVE
- Return to your dashboard to edit the full report

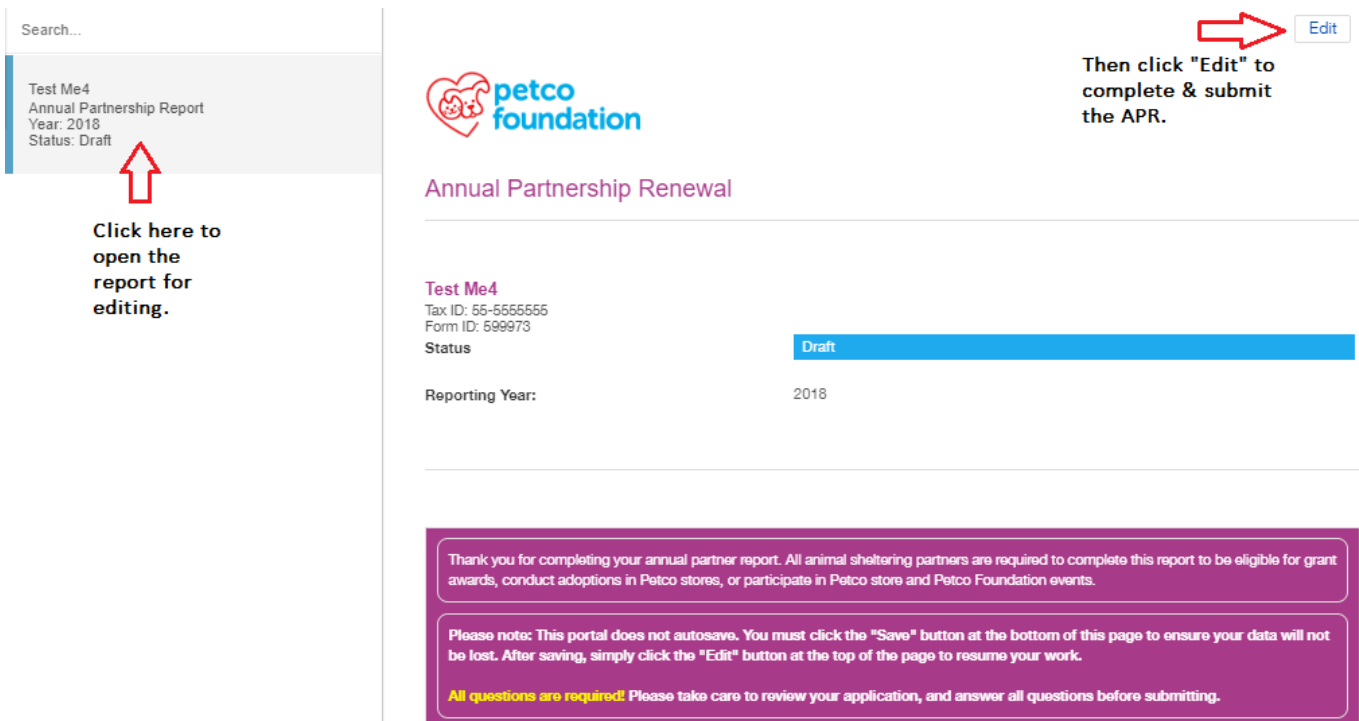
Reporting Year

2018
2017
2016
2015
2014
2013

- There will now be an orange number 1 in the left menu next to "Reports in Process", click that. The screen will expand to show the update at the very top in orange – click "1 Update Available".



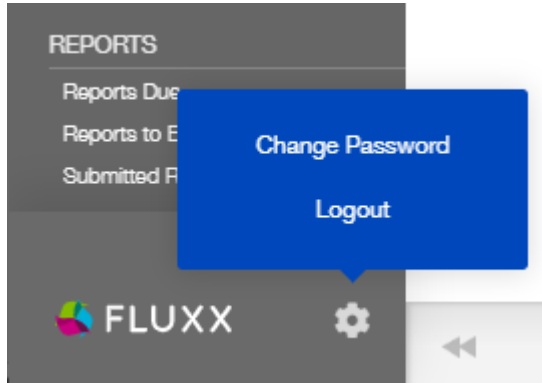
- The update should look like the screen shot below, click on the report to open it. At the top right click "Edit" in order to fill in your data and attached any supporting documents.
 - If you are not ready to submit the APR, click "save" at the bottom to finish editing later. Please remember to click "submit" when the report is completed.
 - Once submitted, the form will appear on the left menu under "Annual Partnership" – "Submitted"
 - If we are in need of additional information or corrections, this will populate under "Annual Partnership" – "Need More Info"



IMPORTANT: If you are notified via email that your **Annual Partnership Report** needs corrections, please complete those edits as soon as possible.

Questions – please email holidaywishes@petcofoundation.org

Select the cog at the bottom left to Logout



Thank you for your submission.