



PETS CHANGE OUR LIVES. LET'S SAVE THEIRS.

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 2020 animal/financial data by completing an Annual Data Report

Due date for consideration is September 30, 2021

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 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 the form. You will then receive an email notifying you of Partner Portal access.

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



Partner Portal

Login Now:

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](#)



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Change Password

Logout

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***Changing your password:** Log into the [Partner Portal](#), locate the cog at the bottom of the menu, and then click “Change Password”.

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 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...

petco foundation

Test Me4

INFORMATION

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ADOPTION VERIFICATION

- Pending Verification
- Completed Verification

ANNUAL DATA

- Reports In Process
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PEOPLE

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Test Me4
Holiday Wishes Adoption Verification
Year: 2021
Pet: Kiki
Status: Pending Verification

petco foundation

Holiday Wishes Adoption Verification

Test Me4
Tax ID: XX-XXXXXXX
Form ID: 616811
Status Pending Verification

Holiday Wishes Year: 2021

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 Thursday, September 30, 2021. 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

STEP 3 - Complete Holiday Wishes application

(Note: you will only fill out one Holiday Wishes application, even if you have multiple verifications)

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 shows the Petco Foundation application interface. On the left is a navigation menu with categories: INFORMATION, ORGANIZATIONS, ANNUAL DATA, PEOPLE, and REQUESTS. The 'REQUESTS' section is expanded, and 'Pending Requests' is highlighted with a red box and an arrow pointing to it. A red box also highlights a notification '1 Update Available' at the top of the main content area. Below the navigation menu, there is a list of applications. The first application is 'Test Me4' with ID R-1907-04888, Grant Type: Holiday Wishes, Amount Requested, and Status: Draft. The second application is 'Test Me4' with ID R-1901-01787, Form Type: Org Details Update, and Status: Draft. To the right of the application list, there is a detailed view of the 'Test Me4' application. It shows the organization name 'Test Me4', the amount requested 'R-1907-04888 - Holiday Wishes', and the status 'Draft'. Below this, there is a section for 'Organization Information' with fields for 'Organization:', 'Primary Contact:', and 'Primary Signatory:', all containing 'Test Me4', 'Tester MaryAnn', and 'Tester MaryAnn' respectively. At the bottom right of the application view, there is a red 'Edit' button and a 'Submit' button. A red arrow points to the 'Edit' button with the text 'Click “Edit” to begin filling in your application.' At the bottom of the page, there is a purple banner with the text: '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.'

STEP 4 - Provide your animal/financial data via Annual Data Report (ADR)

If you have not yet completed your 2020 Annual Data Report, gather your 2020 statistical data for animal intakes/outcomes, the total of your 2020 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 (screenshot below).

Organization Profile

Organization Type:

Nonprofit organization that is primarily a foster based rescue

Organizations that conduct adoptions or are primarily transport organizations are required to submit an annual data 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 2021 you may now submit your 2020 Annual Data Report.

To begin your report simply:

- Click the "Plus" button on the Annual Data Report line below
- Select "2020" 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 Data 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 Data Forms



2. A small screen will populate: **Add a Annual Data Forms** – use the drop down menu to select the most recent calendar year and click **Save** at the bottom.

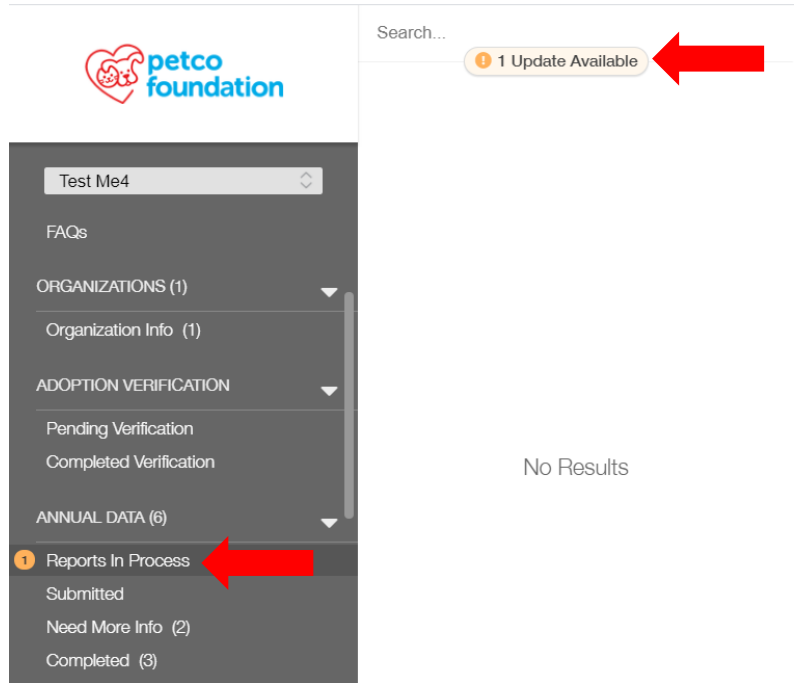
Add a Annual Data Forms ✕

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

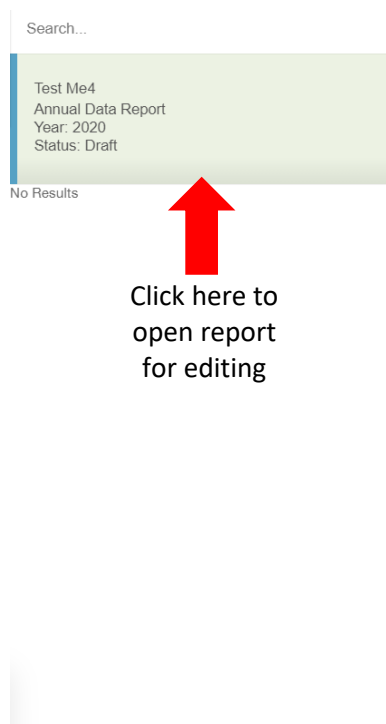
3. There will now be an orange number 1 in the left menu next to **Annual Data> Reports in Process**, click that. The screen will expand to show the update at the very top in orange – click **1 Update Available**.



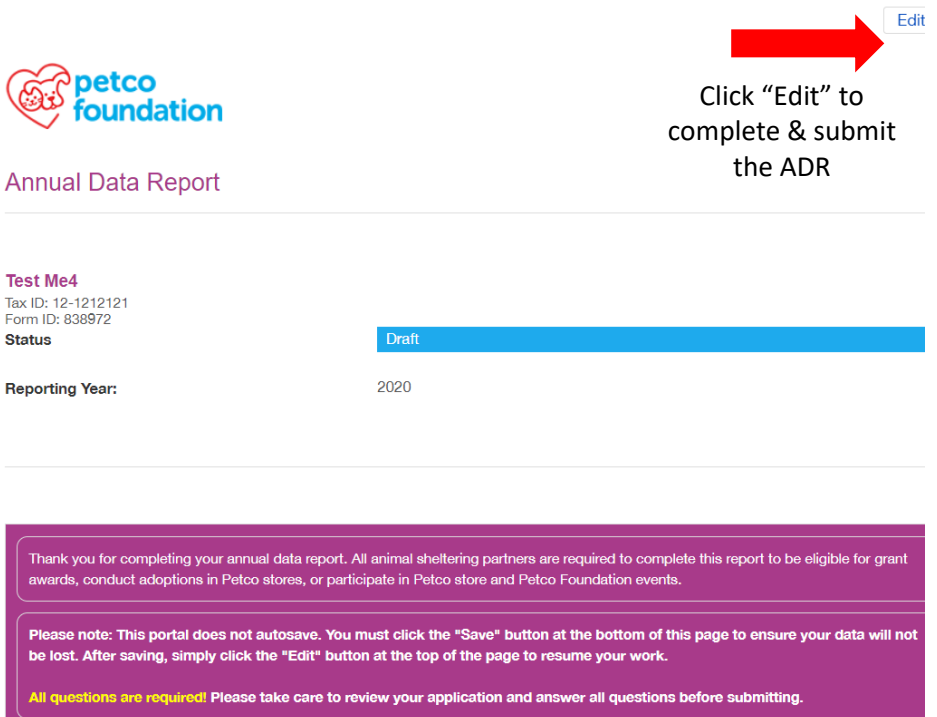
4. The update should look like the screen shot below, click on the report to open it. At the top right click **Edit** in order to fill in your data and attached any supporting documents.

**Please note: this form does not auto-save, please occasionally click save at the bottom.*

- If you are not ready to submit your data report, 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 Data – Submitted**
- If we are in need of additional information or corrections, you will receive an email and the report will be moved to **Annual Data – Need More Info**



Click here to open report for editing



Click "Edit" to complete & submit the ADR

Thank you for completing your annual data report. All animal sheltering partners are required to complete this report to be eligible for grant awards, conduct adoptions in Petco stores, or participate in Petco store and Petco Foundation events.

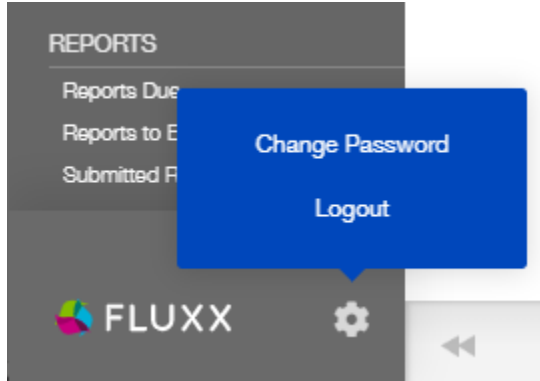
Please note: This portal does not autosave. You must click the "Save" button at the bottom of this page to ensure your data will not be lost. After saving, simply click the "Edit" button at the top of the page to resume your work.

All questions are required! Please take care to review your application and answer all questions before submitting.

IMPORTANT: If you are notified via email that your **Annual Data 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.