

Pet Haven of Minnesota Inc. Spay/Neuter Initiative On-Line Grant Application

What is the Spay/Neuter Initiative (SNI)?

Pet Haven received a very generous donation earmarked to be used to help reduce the overpopulation of companion animals and to help families keep their pets by providing low-cost spay and neuter services. The donor's hope was that the funds be used to reach animals not already being served by Pet Haven's adoption program. Pet Haven used this donation as the "seed money" to start its own low-cost spay/neuter outreach and to offer grants to humane and rescue groups to assist with their spay/neuter efforts.

Which organizations qualify for the SNI grants?

The grants are available to 501(c)3 and other non-profit organizations concerned with the welfare of animals. Pet Haven's mission focuses on cats and dogs and we anticipate that most of the grants will be awarded to similarly focused groups. However, applications from groups that work with other small animals will also be considered.

Organizations that participate in any of the following activities **do not qualify** for these grants: breeding animals; using or releasing animals for use in medical or other experimentation; and organizations that discriminate on the basis of race, religion, gender, sexual orientation, disability, or national origin in policy or practice.

How much funding is provided in grants?

Pet Haven hopes to be awarding grants by December 1. Grants are awarded up to \$2500 per organization. An organization may submit another grant application once they have used the grant funds and fulfilled the reporting requirements. Pet Haven hopes to make additional grants available each year.

What types of programs can the grant money be used for?

The grants are intended to increase the number of animals that your organization spays and neuters, rather than to subsidize current spay/neuter practices. Examples of initiatives that are appropriate for these grants are:

- Increasing the percentage of animals altered at any age prior to placement in new homes.
- Starting a program or increasing the percentage of alters for puppies and kittens at the age of 12 weeks, 16 weeks or 20 weeks.
- Altering the parent animals (who remain in their homes) when litters are surrendered to the shelter or rescue group.
- Altering "community" cats as a part of a trap and release program or a rehabilitation program.
- Increasing the number of animals the organization can rescue and rehome because the grant will pay for spay/neuter.
- Outreach efforts to provide spays/neuters for the pets of low-income families or in situations where there is intervention by concerned neighbors, friends or family due to uncontrolled or potential breeding, health issues, or behavior problems because the animal is unsterilized.
- Using AHS Mobile Services Unit to alter puppies and kittens at age of 12 weeks, 16 weeks or 20 weeks when local veterinary facilities cannot provide this service. AHS Contact Info:

Nikki Shiers (msu@animalhumanesociety.org) or MnSNAP.org

These groups are resources for areas where local vets are not yet offering kitten and puppy altering. Their surgery fees are affordable and you will increase the number of animals altered before placement. Maintaining good relationships with your local vets is crucial to your work, but you need to balance that with maximizing the number of animals altered to prevent unwanted litters.

Specifically, which veterinary services are covered by the grant?

The grant must be used for spay and neuter surgical procedures. The funds may also be used for pre-operative examinations, pre-operative and intra-operative pain management, and emergency veterinary care related to the surgery. This will enable grantees to use their own funds to provide additional services, such as vaccinations and microchipping, for the same animals that are being altered.

What are the reporting requirements?

The grant funds will be transferred to the organizations at the time they are awarded. Detailed information regarding the use of the grant funds must be reported to Pet Haven at the time the grant has been depleted or by September 30th following the grant award, whichever is earlier. Grant funds not used by Sept 30th must be returned to Pet Haven and will be re-deposited into the grant fund. If you receive a grant for spay/neuter, but are unable to undertake a related project to use the funds, we ask that you return the funding as soon as possible so that the funds might be re-assigned to another group with a program in place. You will be able to apply again in following years when you might be able to initiate a program.

Attached is the Pet Haven SNI Grant Follow-up Reporting Form to be used for reporting the use of grant funds. The form requires that each animal be listed along with the veterinarian and vet clinic that performed the spay/neuter, vet services provided and total cost for each animal. If the animal is a pet, the owner's name must also be provided. Attach copies of invoices from the veterinary services provider for the animals covered by the grant. If you have an on-site veterinarian that provides services at your facility, have the veterinarian sign the form. Remember, since the Pet Haven SNI grant will only provide funds for spay/neuter, we strongly encourage you to supplement with your own funds to provide other services such as vaccinations, microchipping, testing, etc.

How do we apply for a SNI grant?

You must complete this application and submit it with all required forms by e-mail or US mail no later than October 31, 2010. After you submit your application, you will receive an e-mail acknowledgement that your grant request has been received. Please be sure to include a primary contact and an email address for future communication on grant funding, or for questions we might have during the application/approval process.

How will the grants be awarded?

All grant decisions are made by the Board of Directors of Pet Haven, Inc. of Minnesota. The decisions of the Board of Directors are final and non-reviewable. The applications will be carefully reviewed and final funding decisions will be made on or about December 1. The organizations submitting applications will be informed of our final funding decisions. The Board intends to address the following criteria, but may invoke others at its exclusive discretion:

- The proposed program clearly increases the number of animals altered by the organization.
- The program focuses on increasing the number of puppies and kittens altered at or under the ages of 12 weeks, 16 weeks and 20 weeks.
- The program focuses at least 80% of the grant on altering cats, kittens, large breed puppies and/or large breed dogs (large breed being 50 lbs or more adult weight).
- The organization commits its own funds to provide additional services (such as vaccinations, microchipping, testing) to the animals who are altered with grant funding.
- The organization demonstrates that it has the capability to use the funds in the manner intended and the grant application is complete and accurate.
- The proposed program requires a deposit from owners to secure a reservation on the surgery schedule, and staff makes reminder phone calls 2-3 days in advance of surgery to minimize no-shows.
- The program established income for low income clients based on tax forms or county subsidy statements, instead of pay stubs.

Who do I contact if I have questions?

If you have questions regarding this process, please contact the Pet Haven SNI Project Coordinator, Kim Jaworski. If you prefer to discuss a matter over the phone, e-mail your phone # and the best times of day to reach you.

Pet Haven, Inc. of Minnesota Review Process

After you submit your grant request, you will receive an e-mail acknowledgement that your application has been received. Your application will be carefully reviewed, and we will contact you by e-mail of our final funding decisions on or about December 1

**Pet Haven, Inc. of Minnesota
Spay/Neuter Initiative Grant Application**

Organization Profile

Organization Name:

Name of Executive Director:

Organization Address:

City, State, Zip:

E-mail address:

Website address:

Phone #:

Income last fiscal year:

Expenses last fiscal year:

Number of animals handled last year:

Number of paid employees/
Number of volunteer hours each month:

Your agency is: (check all that apply) (insert checkboxes before each)

- Shelter
- Foster network
- Private non-profit
- Spay/neuter or education group that doesn't take in animals
- Government animal control agency
- Private non-profit handling animal control for a city/county/ or other governing entity
- Limited intake of animals
- Unlimited intake of animals
- Other Description that fits your organization:

Animals come to your Organization: (check all that apply) (Insert check box for each)

- By owner relinquishment
- As lost animals brought in by the public
- Impounded by animal control
- Released to your agency by another animal care or control agency

__Other:

Species Handled: (Insert check box for each)

Dog only

Cat only

Dog and Cat

Dog and Cat and other: (list) (Insert text box)

Avian

Horse

Rabbit

__Other:

Grant Request & Proposal Information

**Total amount of funding
requested: \$**

Organization Contact Person:

Pet Haven of Minnesota Inc. may need to contact this person for further information on proposal

Contact/Title

Phone:

E-mail:

Brief Summary of Proposed Program:

Detailed Proposal:

Problem Statement – This is a 2 – 3 sentence summary of why the funds are needed and your target population of animals.

Objectives – What is the goal you have in mind for this program? Is this a continuation of previous efforts?

Methods – What procedures have been set up to best use these funds? How will you minimize no-shows when dealing with the public?

Evaluation – How will you determine your success with this project?

Budget – Provide a budget plan showing how the funds will be spent.

Timeline – The dates you anticipate for starting and ending this program.

Organizational qualifications – Provide detailed information about how your organization can reach your target community effectively. What outreach is in place? What relationships with vets or others in the community will facilitate your success?

Future funding – Tell us your plans for developing future funding to continue this project. This grant money is intended as seed money to help you initiate or grow a program and have time to secure additional funds through various sources. What will you pursue?

What arrangements have you made for veterinarians to do this work?

If this is a program to alter dogs and cats currently in homes: How will you promote the program so the target audience hears about it?

If this is a program to alter dogs and cats of low-income owners: What criteria will you use to identify qualified recipients? We suggest you use last year's tax forms with Soc Sec numbers blackened out, or subsidy statements from the county to determine income levels. Pay stubs are rarely an accurate picture of household income.

If this is a program to alter the Organization's dogs and cats before adoption: What percentage of animals adopted are altered prior to adoption now? What is the goal for the percentage altered prior to adoption?

If this is a subsidy program: Of the total fee charged by the veterinarian or clinic, how do you plan to structure the owner portion of payment and how much will be subsidized by your Organization (with grant money). Groups have minimized "no shows" on surgery dates when owners are required to pay a deposit in advance to hold their place on the surgery schedule.

Can you estimate how many cats/ kittens and how many dogs/ puppies you hope to reach with this program?

ATTACHMENTS

(Include browser for each one of these)

1. Description of qualifications of personnel assigned to project.
2. 501(c)(3) IRS Determination Letter or other documentation providing proof of non-profit status
3. Most recent fiscal year end tax return (990 Form) and audited financial statement **or** current unaudited financial statement signed by your financial officer.
4. Listing of Officers and Board Members
5. List the name, title and salary of the three highest paid persons affiliated with your organization.
6. Organization budget for current year, including income and expenses
7. Information regarding matching funds including donors and amounts donated