

FLORIDA ANIMAL FRIEND GRANT WORKSHEET

This worksheet is provided for applicants who would like to compose their application in another format or by hand instead of entering the information directly on-line. The information can then be copied and pasted into the on-line application web page.

This worksheet is for proposal preparation purposes only. It is not required and is not the official application. Do not submit this worksheet.

The complete electronic application including all required attachments must be entered on the website by **April 1 of each year by 8 PM.**

Grant ID: (Will be assigned.)

Title of Proposal:

Agency Type:

Total Funding Requested:

Check Payable To:

Application Information

Demographics

Name of Applicant Agency:

Website Address:

Person Submitting Proposal:

Position:

Person Submitting Proposal Email Address:

Person Submitting Proposal Cell:

Organization Head:

Organization Head's Email:

Organization Head's Cell:

Organization Business Address:

City:

State:

Zip:

County:

Organization Business Phone (xxx-xxx-xxxx):

Agency Details

EIN: _____

Date of 501(c)(3) Incorporation:

Dates of Last Fiscal Year: Begin: End:

Organization Income in Last Fiscal Year:

Organization Expenses in Last Fiscal Year:

Number of Paid Employees: Full Time: Part Time:

How did you learn of the Florida Animal Friend grant competition?

Previous Florida Animal Friend applications:

Year(s) funded: Year(s) denied/incomplete:

Type of Organization (check all that apply):

Municipal Agency with, Shelter

Municipal Agency without, Shelter

- Private Animal Shelter
- Private Animal Shelter with Municipal Contract
- Public Spay/Neuter Services
- Other Public Veterinary Services
- Nonprofit
 - TNR Group
 - Rescue Group
- Other: _____

List the current President of your nonprofit organization (Not required of governmental agency):

Name Title

Applicant Qualifications

For your organization, in the last complete fiscal year:

- cats and dogs were admitted.
- cats and dogs were adopted, transferred, or other live outcome
- cats and dogs were euthanized.
- cats and dogs were sterilized.

Give additional background information on your organization's programs as they relate to this application and the qualifications of the personnel who will be in charge of this program. Show that you have the capacity to carry out this program.

Florida Animal Friend grants are for low-cost and/or no-cost spay/neuter programs; If you currently have such a program, please describe.

Number of animals sterilized in that program in the past year: Cats Dogs

Target Population

Florida Animal Friend is highly supportive of proposals that are focused on animal populations that are identified as substantial sources of dog or cat overpopulation rather than being diluted over too broad of a geographic area or diverse animal populations. Describe the specific target animal population(s) of the spay/neuter project proposed for this grant:

- Pets in low-income families
- Large mixed-breed dogs
- Trap-Neuter-Return of free-roaming community cats. **Ear-Tipping is required**
- S/N services where demand exceeds current resources.**
- Other

Geographical target area (name of cities, county, or zip codes, etc. Be as specific as possible):

Please explain what you believe are the most substantial sources of dog and cat overpopulation in the target area:

What kinds of spay/neuter services are currently available in the target area and in what ways are these resources currently insufficient to meet community needs?

Objectives

What do you hope to accomplish with these funds (objectives should be specific and quantifiable)?

How does this program increase the number of sterilization surgeries above the existing baseline?

Methods

What criteria will you use to determine eligibility for your program?

How will you advertise the program? Explain how the advertising will reach the target audience.

How will you address barriers to full use of the program such as transportation, illiteracy, and cultural hurdles?

Does this project involve the transportation of animals by someone other than the client? If so, describe.

Veterinary Services

Objectives

What arrangements have you made with veterinarians to perform the surgeries?

Are they: In-House Veterinarian Outside Clinic Combination

Participating veterinary practices if surgeries will not be performed in-house:

Practice Name	Address	City	State	Zip	Phone	Lead Practice?
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Fee Range

What is the fee range to be paid for spay and neuter and what is the distribution to be paid by the client vs. the grant program? **Keep in mind that Florida Animal Friend grant funds may only be used for costs directly associated with sterilization. This includes pain medication, ear tipping, and \$ 2 per animal for rabies vaccinations. Costs for licensing, testing, transport, etc. are not to be paid for with grant funds.**

	<u>Amount Paid by Client</u>	<u>Amount Paid by Project</u>	<u>Total Amount</u>
Range for Male Cats			
Range for Female Cats			
Range for Male Dogs			
Range for Female Dogs			

Please check each item below to indicate additional services offered at the time of surgery, whether the client is required to pay for them, and if so what the fee is. For example, if an examination is required for surgery but is not charged to the client it would be marked: Required , Fee to client No

	<u>Required</u>	<u>Optional/Not Offered</u>	<u>Fee to Client</u>	<u>Amount</u>
Examination				
Rabies Vaccination if Due				
Other Vaccination if Due				
Pain Medication*				
Parasite Medication				
HW Testing				
Feline Leuk/FIV				
County License				
Ear tipping*				
Microchip				
Other				

*REQUIRED by grant

Grant funds cannot be used for the above services except for pain medication, ear tipping, and \$ 2per animal for rabies vaccination.

If necessary, please explain the procedures and fees described above:

Is this a voucher program? Y N If so, how will you assure utilization of the program?

For your voucher program, how have you determined the capacity of the veterinarians listed above to handle the projected capacity?

Will you have the ability to report the number of vouchers issued and the number redeemed for spay/neuter surgeries?

Community Collaboration

Florida Animal Friend values community/inter-agency collaboration. Are there any local groups (such as rescue groups, animal control agencies, TNR groups, local businesses, local media, social service agencies, etc.) other than your organization and your cooperating veterinarians who are committed to assist? Y N

If so, please list them and detail their level of involvement with the proposed effort.

NAME LEVEL OF INVOLVEMENT

Other Information

Provide any additional information that will help the grant selection committee understand how the program will operate to achieve its goals.

Budget

Total number of sterilization surgeries projected:

Cats: Dogs:

Total budget requested (Budget should not exceed \$25,000):

Average cost/surgery projected:

Describe any other funding sources for this program, i.e. other grants, targeted fundraising efforts, budget allocation, etc.

What percent of the total cost of the program would this projected grant cover?

If not 100%, please elaborate.

Timeline

PROJECTS CANNOT BEGIN UNTIL GRANT FUNDS ARE RECEIVED, usually before September 1.

All projects must be completed within 12 months of receipt of funding.

Projected start date: Projected end date:

Unexpended funds

Any unexpended funds must be refunded to Florida Animal Friend within 30 days of the end of the project.

Requests for extensions

Requests for time extensions are discouraged and not often granted. If it is imperative to request an extension, such request must be made in writing at least 30 days prior to the end of the project. It is FAF's policy to seldom grant more than a 30-60 day extension.

Failure to submit reports and requests within the required time period will impact your agency's future grant applications.

Future Funding to Sustain Public Spay/Neuter

Explain how the organization plans to fund this program in the future. Having sustainable plans including other grants, local donations and other services generating revenue enhances the chances of receiving this grant.

Promotion of Florida Animal Friend Spay/Neuter License Plate

Applicants selected for funding are expected to actively publicize their grant in support of their spay/neuter program and promote the sale of the Animal Friend license Plate. Publicity efforts should include press releases, newsletters, website links, and social media posts, among other strategies. Florida Animal Friend's marketing firm will provide assistance and advice, and partner with your organization to achieve coverage. Please describe your plan to promote the Florida Animal Friend Spay/Neuter License Plate. Grantees are required to submit documentation of promotional endeavors as part of their reporting obligations.

Number of FAF specialty license plates on vehicles of staff and/or volunteers:
#_____ Don't know_____

View Attached Files

CHECKLIST OF ATTACHMENTS AND SUBMISSION INSTRUCTIONS

	<u>Nonprofit Agencies</u>	<u>Municipal Agencies</u>
1	Grant application on-line	Grant application on-line
2	Veterinary collaboration letter if using an outside veterinarian uploaded	
3	Letter of support from organization head responsible for the success of the program uploaded.	
4	Current fiscal year agency budget uploaded	
5	Previous year's financial statement of income & expense uploaded	
6	IRS 501(c)3 determination letter uploaded	
7	FL DACS Solicitation of Contributions registration certificate uploaded	
8	IRS 990 or 990 EZ of most recent fiscal year uploaded ONLY first page(s) with filing date, filing year and signature. DO NOT LOAD ENTIRE RETURN.	
9	Letter of acknowledgement from county and/or city animal control agency uploaded. (If letter is not provided, provide an explanation and support documents showing attempts to receive the letter from the county or city animal control agency.)	

Completed proposals, including the application form and all attachments, must be submitted on-line at www.floridaanimalfriend.org by **April 1 by 8 pm**. The electronic submission website will be closed at 8 pm, and no applications can be accepted or changed after that time.

For help contact Lois Kostroski, Executive Director at director@floridaanimalfriend.org or leave a voicemail at 813/778-0089.