

2008 FLORIDA ANIMAL FRIEND GRANT APPLICATION

Application must be RECEIVED BY: **April 1, 2008**

APPLICANT INFORMATION

Entire application must be typed. Sections may be expanded as needed to provide important details, but remember to be concise. Do not change the format of the application.

Name of Applicant Agency: ANIMAL GUARDIANS OF BREVARD, INC.

Person Submitting Proposal: Susan L. Goodman Title: Treasurer

Organization Address: 981 E. Eau Gallie Blvd., Ste. E, PMB #102

City, State, Zip Code: Melbourne, FL. 32937

Website Address: www.AnimalGuardiansofBrevard.org

Phone number: 321-759-2999 Fax Number: 610-862-5908

Cell Number: 321-759-2999 Email Address: info@animalguardiansofbrevard.org

Dates of Last Complete Fiscal Year: 1/1/07 to 12/31/07 (MM/DD/YY)

Organization Income in Last Fiscal Year: \$24,917

Organization Expenses in Last Fiscal Year: \$29,638

Year(s) of previous Florida Animal Friend grants (if applicable): N/A

Number of Paid Employees: Full-time: 0 Part-time: 0

Number of Active Volunteers: 4 Total Volunteer Hours per Week: 90

Describe Your Agency (check all that apply):

Services Provided

- Unlimited intake shelter
- Limited intake shelter
- Foster network
- Animal control
- Spay/neuter services
- Feral cat sterilization
- Veterinary care to the public
- Other _____

Organization Structure

- City, county, or tribal agency
- Private nonprofit agency
- Spay/neuter clinic
- Veterinary association
- Private veterinary clinic
- Community collaboration
- Other _____

Applicant Qualifications:

For your organization, In the last complete fiscal year:

0 cats and 0 dogs were admitted

0 cats and 0 dogs were adopted

587 cats and 29 dogs were sterilized

2 cats and 0 dogs were euthanized

Describe your animal programs:

Animal Guardians (AG) has four primary programs that address the tragedy of animal overpopulation:

1. Spay-Neuter Programs are unique in our area and provide whatever financial aid is needed for lower- and fixed-income people to get cats and dogs sterilized. They are the ONLY local programs that do so. This is achieved through referrals to low-cost clinics and clinics we administer ourselves. We have arranged and financed sterilization of over 2000 cats and dogs to date.

2. Adoption Programs promote shelter adoptions by arranging and promoting in- and out-of-house adoption events at our local shelter, and transfers to rescue organizations. In 2007, we facilitated adoption of 426 animals (over 1400 to date), and transfer of 304 animals from the shelter to rescue groups (nearly 2000 to date).

3. Education Program provides educational materials to the community. We create and distribute informative literature, provide educational displays at the local shelter and in the community, and enlist media support in disseminating information through Public Service Announcements and investigative reporting.

4. Shelter Assistance Program provides daily assistance to our local shelter. We administer the foster and education programs, manage the Petfinder website database, provide other administrative assistance, care for animals, assist clients, contribute to and provide building improvements, and donate equipment and supplies.

If your program performs adoptions, are all animals sterilized before adoption? Yes No

If not all, what percentage of animals is not currently sterilized before adoption? %

If not all, how are animals selected for sterilization before adoption?

If not all, describe your sterilization policies and procedures for assuring sterilization after adoption:

Animal Guardians does not offer animals for adoption but the shelter we assist DOES sterilize all cats and dogs prior to adoption.

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 ability to carry out this program:

Of the over 2000 animals sterilized to date by Animal Guardians' programs, many were the pets of people unable to afford the fees at local veterinarians, or even those at low-cost clinics. We also provided some low-cost sterilization to rescue groups when they were unable to meet their needs through other providers. In addition, we arranged and financed sterilization of several free-roaming

cats cared for or trapped by people of limited means who wanted to do the responsible thing, but did not/could not get assistance from our overburdened local feral cat organization (SCFN). While this is not our primary purpose, we are committed to preventing additional births regardless of whether the animal is homed or not.

Animal Guardians has obtained access to a mobile spay-neuter unit for our clinics. It was purchased by the veterinarian with whom we had been operating our stationary low-cost clinics since 2005. She is committed to providing affordable veterinary services to the community through her continuing relationship with us. The mobile unit is small and primarily equipped for cats and occasional small dogs. It is the only one in this area, and has allowed us to increase the accessibility of affordable animal sterilization in South Brevard. We plan to offer mobile services to a wider geographical area in the future.

Our veterinarian is one of the ONLY vets in the area who does true pediatric sterilization for cats and dogs as young and small as 2 months and 2 pounds, which is endorsed and promoted by the American Veterinary Medical Association. Other local providers will generally not sterilize a kitten or puppy until s/he is at least four to five months old. This increases the chance that a pregnancy can occur before the pet guardian follows through or is able to schedule an appointment. This is another unique aspect of our programs.

The four Officers/Directors of Animal Guardians have diverse backgrounds that provide a variety of useful skills for administering the organization. Our President has been a high-level Executive Assistant and successfully ran her own business. Our Vice President has experience in administration, management, sales, and advertising. Our Secretary is a Professional Engineer who has his own business, and our Treasurer is a medical doctor who also ran her own business.

Animal Guardians has a proven record since its founding in 2002, of delivering desperately needed services to our community with minimal overhead expenses. Over 97% of our income goes DIRECTLY into program expenses. Our daily presence at the local shelter where we volunteer, is a compelling reminder of how much the work of our organization is needed and how much suffering and misery it can prevent.

What kinds of spay/neuter services are currently available in the target area? In what way are these resources currently insufficient?

There is a desperate need for local, accessible, affordable pet sterilization services in Brevard County, the locale we serve. Aside from Animal Guardians' clinics, there are currently just two full-time and one part-time low-cost clinics operating in Brevard. These limited resources must meet the needs of a county that is 72 miles long and populated by over half a million people. Local private veterinarians provide limited services to rescue groups and virtually none to indigent pet guardians to help mitigate the problem.

The low-cost clinics are often filled days to weeks in advance for cats, and sometimes months in advance for dogs (AG has recently started including a few smaller dogs in our own clinics as space permits). Delayed service while awaiting appointments results in frequent unplanned pregnancies which exacerbate overpopulation, and discouraged pet guardians may fail to follow through with sterilization at all.

The only other source of any financial aid for pet sterilization is a \$25 rebate from Brevard County Animal Services. This program is a good start and focuses attention on the importance of spaying and neutering, but the actual impact is minimized since proof of rabies vaccination and a

county tag (costing a minimum of \$15) are required. Unfortunately, there has been almost no program promotion (except by AG) so that its existence remains virtually unknown to the general public. Also, a maximum of 4 animals per household per year are eligible. In our experience, many lower income people have more than 4 animals requiring sterilization since their intact animals have often been breeding while they are unable to get them sterilized.

Animal Guardians' clinics and financial aid programs fill a significant void in the availability of low-cost sterilization in Brevard County. The number of people we have already assisted speaks to the need for our programs, and the demand grows significantly every year as we become better known. Ours is the ONLY program that will pay for sterilization when pet guardians cannot even afford the fees at low cost clinics. Without AG's unique programs, no options exist and their pets would remain intact and continue to reproduce.

If you currently have a program for sterilization of cats and/or dogs, describe your current level of funding and productivity and why additional resources are needed.

Animal Guardians uses every available resource to provide pet sterilization services in a cost-effective and timely manner, and with minimal overhead. We are highly productive and over 97% of our income goes directly to programs. Programs are funded through grants and contributions from businesses and individual donors. Clients are request to make a donation if they are able.

We had been in a collaborative effort with the Brevard County Department of Animal Services and Enforcement (BASE) to raise funds for a mobile spay-neuter unit. When we achieved this goal independently, BASE turned over the funds in that escrow account to Animal Guardians, providing much needed income.

We have negotiated very good prices with the clinics to whom we refer. The average cost for all cats, male, female, pregnant, complications, etc. is about \$40. The average for all dogs is about \$70

In 2007, AG sterilized 616 cats and dogs (over 2000 to date). We also funded 292 legally-required rabies immunizations and 365 other needed vaccinations and medical interventions (total over 1800 to date). Total program expenses exceeded income by about 25% but the shortfall was covered by a previous, unexpected, large donation. We have already sterilized over 200 cats and dogs in 2008, which is a 40% increase over the same time period in 2007. This trend can be extrapolated to an additional 2-300 animals (minimum) to be sterilized in 2008. We will continue our locally unique programs as long as we have adequate funds; without AG's programs, there are currently no other resources to meet this critical need.

GRANT PROPOSAL DETAILS

Title of Proposal: A Program to Make Pet Sterilization Available to Lower Income Animal Caregivers

Total Amount of Funding Requested: \$ 8000 Check payable to: Animal Guardians of Brevard, Inc.

Is this a community collaboration involving multiple groups? If so, list each group by contact information and role in the project:

Group Name	Group Address	Website	Role
<u>Brevard Community Animal Hospital (Dr. Constance Mengerling)</u>	<u>3695 Hield Rd., W. Melbourne, FL. 32904</u>	<u></u>	<u>Owns and operates mobile spay-neuter unit for Animal Guardians</u>
<u>Florida Aid to Animals (FATA)</u>	<u>741 Creel St, Melbourne, FL. 32935</u>	<u></u>	<u>Provides sterilization at discounted rates for AG</u>
<u>SPCA of N. Brevard</u>	<u>http://members.petfinder.org/~FL76/clinic.htm</u>	<u>455 Cheney Hwy, Titusville, FL. 32780</u>	<u>Administers and operates clinics for AG clients</u>
<u>Aloha Pet and Bird Hospital</u>	<u>www.alohavet.com</u>	<u>968 E. Eau Gallie Blvd., Indian Harbour Beach, FL. 32937</u>	<u>Provides limited number of low- or no-cost sterilizations for AG</u>

Only Brevard Community Animal Hospital is a formal collaborative partner. The other providers offer low-cost services and some additional discounts to Animal Guardians.

Problem statement:

More than five million pets are euthanized annually because there are not enough homes for them. It costs U.S. taxpayers an estimated \$2 billion each year to take in, care for, and often euthanize homeless animals. Although education has increased the percentage of animals that are spayed and neutered, more sterilization is needed to reach the critical thresholds necessary to control overpopulation. Since funding for sterilization programs is limited, it is important that available funds be used for programs that target the most significant sources of cat and dog overpopulation and that these programs increase sterilization surgeries above the current baselines of the community.

Describe the target area:

Geographical target area (name of city, county, Florida, etc.): Brevard County, Florida

Total human population in target area: 534359 (information available at www.census.gov)

Percent of residents living below poverty in target area: 9.6 (www.census.gov)

Estimated number of pet cats in target area (human population divided by 3.3): 161927

Estimated number of pet dogs in target area (human population divided by 4.0): 133590

Estimated number of feral cats in target area (human population divided by 6.0): 89060

Number of cats 10167 and dogs 5968 admitted to animal control shelters in the target area last year (if known)

Number of cats 7070 and dogs 2562 euthanized in animal control shelters in the target area last year (if known)

Please explain if you believe your target area animal population is significantly different than above.

The local full-time population of Brevard County is growing very rapidly. In addition, Brevard has a large "snowbird" population of winter residents. Regrettably it is not uncommon for some of these temporary residents to get temporary pets, many of whom are not sterilized and are left behind when the people go "home." Some end up in shelters, many end up living, breeding, suffering, and dying on the streets.

Also, the people we focus on helping are lower income and often have many pets, as they frequently retain some of the offspring of pets they were unable to afford to have fixed. It is not uncommon for us to encounter people with more than 8 intact pets. In addition, unsterilized offspring frequently end up with family and neighbors who may be in the same socio-economic situation, and these animals also remain unsterilized and breed uncontrollably.

Describe the specific target animal population of the spay/neuter project proposed for this grant:

- Pets in low-income families: What qualifications will you use to determine low-income status? This is our primary focus.
- Special populations (e.g., pit bulls, underserved regions, unique events):
- Feral cat sterilization
- Other:

Objectives:

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

As previously mentioned, the demand for our services grows significantly every year as we become better known; we have already seen a 40% increase in clients served in 2008. At an average cost of about \$40 per cat at all clinics, we could perform 25 additional procedures for every \$1000 in grant funding we receive. Dogs average about \$70 and every \$1000 in grant funding would finance about 15 additional dog surgeries.

We are requesting grant funding of \$8000 to fund about 185 sterilizations, depending on size and species. These funds would allow us sterilize many of the 2-300 additional animals we expect to be asked to spay and neuter in 2008. If we cannot do so, there is no other program to fill the void and more animals will remain intact to perpetuate the tragedy of overpopulation.

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

AG has the only programs that provide whatever financial aid is needed so our programs serve that entire group of people who want to be responsible pet guardians but lack the financial resources to do so. Most of these people cannot even afford to patronize the local low-cost clinics, much less private veterinarians. They are invisible to most providers but the results of uncontrolled breeding by their intact pets contributes significantly to the local animal overpopulation crisis. Without Animal Guardians, the pets of that entire population, as well as caregivers of many free-roaming cats, could not have these animals sterilized, further exacerbating the problem.

Methods:

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

All clients requesting financial aid are required to complete an application with specific questions about their income and resources. The objective definition of "lower income" is income below the poverty line, usually indicated by receipt of government assistance. At least 50,000 people meet that criterion locally, according to the 2000 census. We also consider extenuating circumstances

such as recent job loss, medical crisis, disability, or other financial emergency. The prevention of unwanted litters is our primary concern.

How will you advertise the program? Explain how the advertising will reach the target audience. Attach promotion materials if available.

Our Spay-Neuter Programs are prominently mentioned in all of our brochures, our newsletter, and on our website. They are promoted through Brevard's largest animal shelter where someone from AG is on site every day. They are also promoted by area low cost clinics, Animal Control officers, and by word of mouth. Our brochures, our applications, and other related literature are distributed in public locations and we have asked the county Department of Social Services to make clients aware of our programs.

We send public service announcements to the local print and broadcast media with contact information. We are listed as a spay-neuter resource in local pet-related publications.

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

Clients are required to transport their animals to and from the clinics or a specific pick-up/return site. We have encountered few problems with this. We believe we will reach more people lacking transportation as we increase the number and locations where we set up or pick up for the mobile unit.

All clients receive a phone call to determine the number and species of intact animals, when and where would be the best clinic for their situation, and other relevant information. If illiterate, this is when we gather information usually requested in the application. All pre-op and post-op instructions are given verbally as well as in writing.

We have encountered minimal cultural problems. Language issues are usually resolved with family members or friends translating. Cultural issues related to the importance of sterilization are approached with education and discussion regardless of ethnicity.

Does this project involve the transportation of animals by someone other than the client? If so, describe the vehicles, methods for confinement, personnel training, liability releases used to assure the safety of the animals and handlers.

We do not do individual pick-up, transportation, or return at this time. We may, however, provide pickup and return service to and from a public meeting place in a marked SUV to transport animals to a clinic being held elsewhere. All animals MUST be in a sturdy carrier and are transported by an experienced, insured veterinary tech. All clients are required to sign a release indemnifying Animal Guardians for all aspects of care.

Veterinary Services:

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

Brevard Community Animal Hospital (Dr. Constance Mengerling) owns and operates the mobile spay-neuter unit and provides services exclusively through Animal Guardians, so most of our clinics are now scheduled by us to take place there. The SPCA also schedules, administers, and operates occasional clinics specifically for clients of AG.

At the low cost facilities to which we refer (SPCA and FATA), clients make their own appointments. These clinics refer clients to us and some provide our application as well. When using the donated or discounted services of a private veterinarian, AG usually makes the appointment.

Fees paid to all providers are about 25-33% of the prevailing rates at private vets. FATA discounts their rates an additional \$10 per procedure. Some providers donate services free of charge. All providers bill AG directly for services rendered at pre-determined rates.

Please attach a collaboration letter from the lead veterinarian, practice, or association that will provide spay/neuter services. The letter should include a statement describing the fee schedule to be followed and whether the veterinarian(s) are on your staff, on contract, in a spay/neuter clinic, or in private practice. Please list all of the participating veterinarians or veterinary practices below, including address, phone number, and premise permit number (available at www.myfloridalicense.com).

Name	Address	Phone
<u>Brevard Community Animal Hospital - Private Vet VE3619 (the only formal collaborative partner)</u>	<u>3695 Hield Rd. W. Melbourne, FL. 32904</u>	<u>321-725-2455</u>
<u>FL Aid to Animals (FATA) - S/N clinic VE2393</u>	<u>741 Creel St., Melbourne, FL. 32935</u>	<u>321-242-9826</u>
<u>SPCA of N. Brevard - S/N clinic VE2812</u>	<u>455 Cheney Hwy., Titusville, FL. 32780</u>	<u>321-267-8221</u>
<u>Aloha Pet and Bird Hospital - Private vet VE1547</u>	<u>968 E. Eau Gallie Blvd., Indian Harbour Bch, FL. 32937</u>	<u>321-777-6444</u>

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 surgery (including anesthesia and pain control) and not for other items such as vaccines, testing, licensing, and capital purchases.

	Amount Paid by Client	Amount Paid by Project	Total Amount
Range for Male Cats	\$ -35	\$ -35	\$ 25 to \$35
Range for Female Cats	\$ -50	\$ -50	\$ 30 to \$50
Range for Male Dogs	\$ -75	\$ -75	\$ 25 to \$75
Range for Female Dogs	\$ -125	\$ -125	\$ 55 to \$125

Please check each item below to indicate whether additional services are required at the time of surgery and whether the client is required to pay for them.

	Included in Cost	Not Offered	Optional	Required	Amt. Paid by Client
Examination	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$
Vaccination	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 5
Pain Medication	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Parasite Medication	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 5 to \$15
Testing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 15 to \$25
Licensing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$
Ear tipping	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$

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

We only use providers that offer significantly discounted rates but fees do vary a little. All charge additional fees for sterilizing pregnant females and cryptorchid males. Rabies vaccines are required by law. Other vaccines are optional. The provider to which we refer someone, whether to our own clinics or elsewhere, depends upon species, age, urgency, and convenience for the client with limited time or transportation options.

Dr. Mengerling (Brevard County Animal Hospital) is the only formal collaborative partner. The others are providers of low-cost, no-cost, and discounted services.

Animal Guardians usually pays the full cost of sterilization as most of our clients cannot afford to pay anything. Those who can are asked to make a donation. Clients are generally required to pay for all other services. However, if sterilization is contingent upon payment of additional services, Animal Guardians will absorb the cost in order to assure that the animal gets sterilized. Likewise, AG will absorb the cost of a necessary treatment to guarantee that the animal gets sterilized without undue suffering. Sterilization is our primary focus and we do not believe any animal should remain intact because of financial issues.

Is this a voucher program? If so, how will you assure compliance with the program?

No

Other Information:

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

Brevard County is growing rapidly and so is the need for accessible, affordable pet sterilization. Thousands of friendly, healthy cats and dogs never find the lifetime, loving homes they deserve, and are euthanized. Many more unwanted animals live miserable, dangerous lives as strays on the streets. The emotional and moral toll is huge, and the cost to local taxpayers is millions of dollars annually (most of Animal Services' annual budget of about \$4 million is for costs directly or indirectly related to homeless animals).

AG actively seeks out needy people and our members are in an environment where they are frequently encountered (the shelter). Our reputation for helping is established in the animal welfare community. Our programs are designed to meet needs that would otherwise remain unfulfilled. If we are unable to continue operating, there are no alternatives for the client base we serve and the thousands of animals they care for, who will continue to breed unchecked.

Budget:

Total number of sterilization surgeries projected: cats 165 dogs 20

Total budget requested: \$ 8000 Average cost/surgery projected: \$ 43

Budget should not exceed \$20,000.

Describe any expenses that are not included in the grant and how they will be paid for:

Grant funds would be used only for the cost of sterilization. All other fees including vaccinations, tests, treatments, etc, as well as administrative costs (which are extremely low - about 2%), will be paid for from donations and fundraisers.

Timeline:

All projects must be completed within 12 months of receipt of funding. Any unexpended funds must be refunded to Florida Animal Friend within 30 days of the end of the project. Requests for time extensions must be made in writing at least 30 days prior to the end of the project. Funding for accepted projects will be available after August 1, 2008.

Projected start date: 09/03/08 Projected end date: 08/31/09 (MM/DD/YY)

Future Funding:

Explain how the organization plans to fund this program in the future. Having plans beyond “seeking funds from other funders” enhances the chances of receiving this grant.

We are seeking other grants (both new sources and previous contributors) and continue to receive private contributions. We have several donors who contribute regularly to Animal Guardians. We are also the beneficiaries of fundraising efforts by some local businesses, and are seeking sponsorship from others.

Our daily presence at our local shelter has provided many opportunities to meet people who love animals and support activities that will improve their well-being. We have received many contributions through this venue.

Education is an important part of our mission. We display information and offer brochures in public places and provide public service announcements and press releases to the media. We regularly bring information and situations related to the problem of animal overpopulation to the media in an attempt to educate the public. Our mention in articles published as a result has generated contributions. We hope that increased awareness of animal overpopulation will increase demand for a comprehensive plan in our community.

We also bring the issues related to animal overpopulation before our county leaders. We encourage and support others' when they do so. We hope to shift funding from population control through euthanasia to population control through prevention of unwanted litters. Meanwhile, we do what we can to mitigate the problem with the limited resources we have.

Evaluation:

Applicant agrees to complete the Grant Follow-up Report and return it to Florida Animal Friend within 12 months of receipt of funds.

Promotion of Florida Animal Friend Spay/Neuter License Plate:

Applicants selected for funding are expected to publicize their grant in support of their spay/neuter program via press releases, newsletters, website links, etc. In addition, they are expected to promote the sales of license plates so that additional spay/neuter grants can be funded. Please describe your plan to promote the Florida Animal Friend Spay/Neuter License Plate.

We have promoted the Florida Animal Friend license plate since it was introduced on the Home page of our website, including a link to the Florida Animal Friend site. We will continue to do so regardless of the outcome of this application.

We would gratefully acknowledge grant funding on the Home page of our website, as well as on our Supporters/Sponsors page. This grant would also be gratefully acknowledged through press releases to the media, in our newsletter, and in those locations (including the shelter) where we have educational displays or presentations.

In addition, we would continue to promote the Florida Animal Friend license plate through example - all vehicles belonging to the Officers/Directors of Animal Guardians have this plate and we all verbally promote it in our daily lives.

By my signature below, I attest that the information provided in this grant proposal is true and that the proposed spay/neuter program complies with local, city, county, state and national ordinances and laws.

Application submitted by:

Signed: _____ Date: 03/16/08 (MM/DD/YY)

Name: Susan L. Goodman Title: Treasurer

CHECKLIST OF ATTACHMENTS AND SUBMISSION INSTRUCTIONS

Organize the completed applications in the following order and complete checklist.

	Nonprofit Agencies	Municipal Agencies
1	Grant application	Grant application
2	Checklist	Checklist
3	Veterinary collaboration letter(s)	Veterinary collaboration letter(s)
4	Current fiscal year agency budget	Current fiscal year agency budget
5	Roster of board of directors	Letter of support from director
6	IRS 501(c)3 determination letter	Media coverage, brochures, PSAs, etc.
7	FL DOACS registration certificate	
8	IRS 990 or 990 EZ	
9	Media coverage, brochures, PSAs, etc.	

For all applicants:

- Completed grant application (hard copies and electronic copy)
- Veterinary collaboration letter for spay/neuter services
- Copies of newsletters, media clippings, public service announcements, brochures, etc. that pertain to the applicant's spay/neuter program (hard copies only, no videos, DVDs, etc).

For private nonprofit agencies:

- Current fiscal year agency budget
- Roster of applicant's board of directors, including address, phone number, email address, occupation and whether board members are compensated for their positions.
- IRS Tax Exempt #37-1427190 (attach determination letter)
- FL Dept of Agriculture & Consumer Affairs Registration # CH-15143 (attach)
- Most recent IRS Form 990 (pages 1-4 & signature page) or 990EZ (page 1-2 & signature page).

For city, county, or tribal entities:

- For city and county governments, attach current fiscal year agency budget, the line item that the funds would be deposited into, a letter from the director of the city or county animal care and control agency on city or county letterhead clearly indicating support for the application of the grant proposal.
- For tribal entities, attach a letter signed from the Tribal Authority of the local Tribal Health Department.

Applications must be received by the due date of **April 1, 2008** to be considered in the current cycle. Applications received after the due date and incomplete applications will be returned without review. It is advisable to use a carrier that offers a guaranteed delivery date. Completed applications, including the grant application form, required supporting documents, and other attachments must be submitted together as a complete packet. Please submit 1 original and 4 identical hard copies of the application and all attachments for review. Each copy should be stapled or compiled with a binder clip. Do not use binders, folders, or other display materials for the applications. Please also email 1 copy of the application (signatures and attachments not required) to the address below.

Send 1 original and 4 hard copies of application or grant submission inquiries to: Florida Animal Friend, Inc., c/o Lois Kostroski, 13153 North Dale Mabry, Suite 105, Tampa, FL 33618, 866-303-3222, info@floridanimalfriend.org.

Send 1 electronic copy or content inquiries to: Julie Levy, levyj@vetmed.ufl.edu, (352) 392-2226 ext 5717