



**STATE OF MISSOURI
"I'M PET FRIENDLY"
SPAY AND NEUTER
GRANT CHECKLIST**

The components of the application must be arranged in the following order:

- _____ 1. Application Form
- _____ 2. Organizational Structure
- _____ 3. Financial Statement
- _____ 4. IRS letter (nonprofit) or statement of authorization (governmental agency)
Nonprofit organizations should only submit the IRS letter. Do not submit other documentation

The original application and three (3) copies shall be submitted to:

Mailing Address:

Missouri Department of Agriculture
Division of Animal Health
"I'm Pet Friendly"
Attention: Rachel Heimericks
P.O. Box 630
Jefferson City, MO 65102

Physical Address for deliveries:

Missouri Department of Agriculture
Division of Animal Health
"I'm Pet Friendly"
Attention: Rachel Heimericks
1616 Missouri Boulevard
Jefferson City, MO 65102

- _____ **NOTE:** DO NOT submit applications in binders notebooks, etc.
Each of the three (3) sets is to be stapled.

Please submit only the documents requested.

Applications must be postmarked or hand delivered to the Department of Agriculture no later than February 15, 2012.

Faxed or e-mailed materials will not be accepted.