



STATE OF MISSOURI

**DEPARTMENT OF AGRICULTURE
DIVISION OF ANIMAL HEALTH**

**1616 MISSOURI BOULEVARD, P.O. BOX 630
JEFFERSON CITY, MISSOURI 65102
CALL FOR GRANT PROPOSALS**

**“I’M PET FRIENDLY” SPAY AND NEUTER
GRANT PROGRAM**

**CALL FOR PROPOSALS
AND
APPLICATION INFORMATION**

INTRODUCTION

The Missouri Department of Agriculture, Division of Animal Health announces a call for grant proposals for funding to support low cost spay/neuter programs in Missouri. Funds are generated through the sale of the “I’M PET FRIENDLY” specialty license plates and will be dispersed for Fiscal Year (FY) 2012. Pursuant to Section 301.3087 RSMo Supp. 2007, these funds are designated for grants to eligible organizations that provide low-cost spaying and/or neutering of dogs and cats for individuals who could not normally afford those services.

The enclosed application contains eligibility criteria that all applicants must meet to be considered for funding. **Failure to document eligibility or to submit a complete application may result in disqualification of the applicant for the current funding cycle.**

PLEASE READ ALL MATERIALS BEFORE PREPARING AND SUBMITTING THE APPLICATION.

GOAL

The goal of the “I’M PET FRIENDLY” specialty license plate fund is to provide grants to non-profit organizations or governmental agencies to enable low-cost spaying and neutering of dogs and cats in order to reduce the surplus of these animals in Missouri.

ELIGIBILITY CRITERIA

Grant recipients must be:

- Non-profit organizations qualified as a charitable organization under Section 501 (c)(3) of the internal Revenue Code;

- Or**

- Governmental agencies or private organizations regulated by sections 273.400 to 273405, RSMo that operate an animal shelter.

AVAILABLE FUNDS FY 2012

The specific dollar amount awarded to each applicant depends on the merit and scope of the spay/neuter program. Only one (1) grant will be awarded per agency for the spaying and/or neutering of dogs and/or cats. Depending on the number of qualified proposals, efforts will be made to disburse funds proportionally.

Grants will begin **April 1, 2012** and ending **June 30, 2012**.

USE OF FUNDS AND REIMBURSEMENT

Funds are awarded for low-cost spay/neuter procedures only and cannot be used for any other project. Funds will only be awarded to existing spay/neuter programs. All funds must be used within Missouri, exclusively.

Grant recipients must submit supporting documentation for each procedure performed and provide the facility permit number and the veterinary license number of the veterinarian that performed the surgery. Invoices must be submitted in accordance with guidelines established by the state of Missouri.

REVIEW OF APPLICATIONS

The Missouri Department of Agriculture is the sole contact regarding “I’M PET FRIENDLY” Grant Applications. Grant applications will be reviewed and approved by a **Governor** appointed *volunteer* board of three (3) Missouri residents who are from separate congressional districts; appointed for a 3-year term; and consist of the following:

1. Two administrators of local municipal animal shelters
2. One administrator of a humane society

To assure an objective, unbiased evaluation of each application, the Missouri Department of Agriculture staff may only confirm receipt of an application and are not permitted to discuss the application or its review prior to completion of the review process.

Applications will be rated on:

1. Completeness of Application
2. Description of Target Population/Documentation of Financial Need
3. Cost per animal spayed/neutered during the previous year.

APPLICATION DEADLINE AND SUBMISSION

A. Application Deadline

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

APPLICATIONS RECEIVED AFTER THE APPLICATION DEADLINE WILL NOT BE CONSIDERED.

B. Submission

Applications should be organized 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 (each set stapled) shall be submitted to:

Missouri Department of Agriculture
Division of Animal Health
“I’M PET FRIENDLY”
Attention: Rachel Heimericks
P.O. Box 630
Jefferson City, MO 65102

The physical address for overnight and personal deliveries is:

Missouri Department of Agriculture
Division of Animal Health
“I’M PET FRIENDLY”
Attention: Rachel Heimericks
1616 Missouri Boulevard
Jefferson City, MO 65102

The Department of Agriculture will not accept application by facsimile or e-mail

Applications may be mailed or hand-delivered to the Department of Agriculture program address prior to the application deadline.

ESTIMATED TIME TABLE

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

Contracts will be developed and sent to Grantees after the review process is completed. Contracts should be signed and returned to the Department of Agriculture as soon as possible. **Contracts will be set up to begin April 1, 2012 and end June 30, 2012.**

Once the contracts are signed by the state, the state will send to the Grantee one signed copy.