

**MICHIGAN DEPARTMENT OF AGRICULTURE
AND RURAL DEVELOPMENT
ANIMAL INDUSTRY DIVISION
Companion Animal Welfare Fund
Competitive Grants 2011-2012**

PROGRAM OVERVIEW

The Michigan Department of Agriculture and Rural Development (MDARD), Animal Industry Division (AID), is offering grants to promote certain activities related to the spaying and neutering of dogs and cats. These grants are being awarded pursuant to Public Act 132 of 2007, the Animal Welfare Fund Act. Guidelines for activities being supported for this grant period are outlined below. No more than \$10,000 will be awarded to an individual facility. If more applications are received than can be supported by available funding, awards will go to proposals that best meet grant criteria.

PURPOSE OF GRANTS

MDARD's goal of this program is to support projects that increase the number of dogs and cats that are sterilized and adopted in Michigan.

ELIGIBILITY REQUIREMENTS

1. Funds will only be awarded to animal control shelters and animal protection shelters licensed by MDARD pursuant to Public Act 287 of 1969, as amended.
2. Applicants must have submitted their Annual Shelter Activity Report by March 31, 2011.
3. Applicants have not received a compliance related fine from MDARD in 2010 or 2011.
4. Grantee shall provide the following information in their proposal;
 - a. number of dogs and cats sterilized at the time of adoption in the previous year
 - b. number of dogs and cats adopted with a sterilization contract in the previous year

PROJECT ACTIVITIES THAT ARE ELIGIBLE FOR FUNDING

Project activities eligible for funding are described below. The maximum amount of funding that will be awarded to any facility is \$10,000.

Projects that will increase the number of dogs and cats that are sterilized and adopted:

1. Payments to licensed private practitioners veterinarians for reasonable and customary professional services related to sterilization procedures. (Funding may not be used for ancillary procedures such as vaccination, micro chipping, or tests or treatments for conditions or diseases.)

2. Purchase of equipment and supplies to support additional sterilization procedures. Equipment and supplies may be purchased for private practitioner veterinary clinics/hospitals, or for use in animal shelter surgical suites.

GRANT APPLICATION PROCESS

Grant proposal(s) should contain the following:

1. **Cover page** – Include the organization name, grant dollars requested, contact person, address, telephone number, FAX number, Employer Identification Number (EIN), and e-mail address. If you are not already registered with the state of Michigan as a vendor and set up for electronic funds transfer (EFT), please see the enclosed vendor registration instructions, or visit the link below for directions on how to register. (Please note funds will not be received unless you are registered with the state of Michigan as a vendor and set up for EFT.)

http://www.michigan.gov/budget/0,1607,7-157-13404_37161-179392--,00.html.

2. **Project Purpose** – Clearly state the objectives of the project.
3. **Work Plan** – Describe activities and/or tasks that will be performed to accomplish the objectives of the project. Clearly state who will be conducting the work described, including appropriate timelines for the project and expected date of completion.
4. Verify that no person associated with the animal shelter has a conflict of interest associated with the grant process or grant funding.
5. **Budget Narrative** – Include total estimated cost for the project with a breakdown of grant dollars to be used on this project. In the budget narrative, provide detailed information for the budget categories listed below.

<u>BUDGET ITEMS</u>	<u>COST</u>
Salary	
Equipment	
Supplies & materials	
Services	
Other (describe)	

• **Awarded Grant(s)** will not exceed \$10,000 per grantee.

6. **Expected outcome(s)** – It is important that each outcome provides evidence about the accomplishment of the program objective. These outcomes must be program-focused, measurable, specific, and clear.
 - a. The number of sterilized dogs and cats adopted from the shelter will increase during the grant period as compared to previous years. Specifically, this means that spaying/neutering will occur prior to adoption through a spay/neuter contract.
 - b. Surgeries are performed by a licensed veterinarian in a veterinary clinic/hospital (permanent or mobile) or in a surgical suite at licensed animal shelters, the

primary purpose of which is to perform sterilizations.

PROPOSAL SUBMISSION CRITERIA

- Proposals must be received (NOT POSTMARKED) by **Friday, November 4, 2011, at 5:00 pm** and will not be considered if received after the deadline.
- **Two** complete hard copies of your proposal.

Please send your proposal to:

By Mail - Deb Mulvaney
Michigan Department of Agriculture and Rural Development
Animal Industry Division
P.O. Box 30017
Lansing, MI 48909

OR

Hand Delivered - Deb Mulvaney
Michigan Department of Agriculture and Rural Development
Animal Industry Division
525 West Allegan
Lansing, MI 48933

- Faxed documents **will not** be accepted
- E-mail documents **will not** be accepted
- Applications must be limited to six (6) pages

NOTE: The Director of Michigan Department of Agriculture and Rural Development will have final authority to approve or not approve grant awards, based upon selection criteria, program priorities, and application instructions.

MDARD Contact: Deb Mulvaney, (517) 373-3152, or mulvaneyd@michigan.gov