



STATE OF MISSOURI

**DEPARTMENT OF AGRICULTURE
DIVISION OF ANIMAL HEALTH**

**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 the upcoming fiscal year to start July 1st. Pursuant to Section 301.3087, RSMo, 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 273.405, RSMo that operate an animal shelter.

AVAILABLE FUNDS

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.

USE OF FUNDS AND REIMBURSEMENT

Funds are awarded for low-cost spay/neuter procedures only and cannot be used for any other project. 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 surgeries. 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 evaluated on:

1. Completeness of application
2. Description of target population and model of implementation
3. Cost per spay or neuter procedure
4. Documentation of financial need

The committee may also take into consideration an applicant’s ability to meet spending and invoicing deadlines from previous awards. Organizations which have previously fallen short of carrying out their proposals or utilizing their award in the full amount are encouraged to apply, but the committee may adjust their decision based upon the applicants’ record with past grant awards.

APPLICATION DEADLINE AND SUBMISSION

A. Application Deadline

Applications must be postmarked or hand delivered to the Missouri Department of Agriculture no later than the end of February. 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.** IRS letter (nonprofit) or statement of authorization (governmental agency). Non-profit organizations should only submit the IRS letter.

There are two ways to complete the application form.

1. Access and complete the webform at <https://apps.mda.mo.gov/webforms/spay-grant-application>.
2. Complete the original application and send to:

Missouri Department of Agriculture
Division of Animal Health
"I'M PET FRIENDLY"
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"
1616 Missouri Boulevard
Jefferson City, MO 65109

ESTIMATED TIME TABLE

Grant applications must be submitted electronically, postmarked, or hand delivered to the Department of Agriculture no later than the end of February preceding the fiscal year of the award.