

Virginia Federation of Humane Societies
Spay/Neuter Grant Program
REQUEST FOR PROPOSALS



Virginia Federation of Humane Societies
Spay/Neuter Program
Grant Guidelines and Criteria

ELIGIBILITY

The Virginia Federation of Humane Societies is making funding available for non-profit animal welfare organizations for use in targeted programs that meet one of the following two criteria:

- 1) Programs that target spay and neuter of dogs and cats prior to adoption;
- 2) Programs that target trap/neuter/return (TNR) of free roaming cats.

Applicants must be:

- A non-profit 501(c)(3) humane organization, with operations in the state of Virginia, working within the community to assist companion animals. Funds may only be used to assist Virginia animals.

Applicants may include spay/neuter clinics that meet the above criteria and have a targeted program to assist with spay and neuter within a community for animals being adopted from pounds, shelters, rescues, and/or other community organizations, or for free roaming cats within a community.

DEADLINE

Proposals must be postmarked no later than February 27, 2010. The original and six (6) copies must be included. Proposals should be mailed to:

Virginia Federation of Humane Societies
P.O. Box 50058
Arlington, VA 22205-9998

We will send an acknowledgment e-mail within two weeks of receiving an application. For questions during the application process, please e-mail jbennett@vfhs.org and/or call 703-294-4949. PLEASE NOTE: Failure to meet the deadline or mail the original and six copies will result in disqualification.

CONTRACT TERMS AND CONDITIONS

The maximum term of an award is one year. If awarded a grant from the Virginia Federation of Humane Societies, the grantee will be expected to sign an agreement/ letter of understanding abiding by certain terms and conditions, including:

- A preliminary report is due 60 days prior to the end of the grant period, as well as a final report detailing expenditures of funds and project results within 60 days of project completion. (The preliminary report may also serve as the final report if you have used your funds 60 days prior to the end of the grant period). We reserve the right to request documentation such as receipts. We will send you the form to be filled out for both of the above reports.
- Grantees are required to acknowledge the receipt of the grant in their facility, newsletter, website and in any other practicable manner.

- In all printed matter, press releases, and other local announcement regarding this project, grantees shall acknowledge the funding support provided by the Virginia Federation of Humane Societies.
- Grantees agree that the Virginia Federation of Humane Societies may use the grantee's name, project description, photos and project results as part of its own publicity of the Spay/Neuter Program and the impact of that Program in the grantees' communities and statewide.
- Monies not used for the purpose intended shall be returned to the Virginia Federation of Humane Societies.

PROPOSAL EVALUATION PROCESS

The Virginia Federation of Humane Societies will screen and evaluate proposals. We will notify applicants by March 31, 2010. Any proposal lacking the required information or documentation may be disqualified. The criteria that will be used to evaluate proposals include:

Goal/Scope: The proposal should state the specific problem the grant funds will be used to address. The proposal should contain specific goals and demonstrate how those goals will be met and how the target population (both human and animal) will be impacted. Proposals that focus on feral cats should specify how attempts will be made to impact the entire colony/population/community.

Need: The proposal conveys a good understanding of a particular need in the targeted area and adequately describes how the proposed project addresses it.

Project Design: The project should define and quantify the pet overpopulation problem in the community, be well thought out and present a clear method/strategy to reduce pet overpopulation. Successful proposals will document the particular overpopulation sources in the community targeted, and clearly define a plan to address those issues in the most cost-effective and practical manner. Proposals should pay special attention to preventing the often overlooked contributions to pet overpopulation by animal organizations, and making use of methods to prevent these through pediatric spaying and neutering, spaying pregnant animals and spaying and neutering prior to adoption.

Collaboration: The proposal should consider any possible collaboration (with animal shelters, veterinarians, educational outreach providers) that can effectively help reach the proposal's goals, provide additional services, or lower the cost of surgery per animal. Organizations that show a collaborative effort will be given priority.

Assessment: The proposal should explain what measurable criteria will be used to determine if your organization reaches its objectives. How will you measure the success of your proposed program?

Continuation/Sustainability: The proposal should address how the applicant will attempt to continue its project after the grant term.

Budget: It is expected that proposed project will have funding sources other than a VFHS grant. Therefore, the project description and budget should reflect the organization's ability to match fifty percent (50%) of the funds requested with other funds. Grants will generally be in the range of \$3,000-\$4,000. Please keep that in mind when submitting your request.

ENCLOSURES

Please include only the below requested items. Additional attachments should not be sent.

1. Copy of your 501(c)(3) determination letter.
2. Documentation of registration with the Commonwealth of Virginia as a nonprofit organization.
3. List of your Board of Directors or other organizational leadership.
4. Annual Report, brochure or other promotional material relevant to evaluation of your proposal.
5. Your Form 990 or 990EZ for the last fiscal year.
6. Your most recent Animal Record filed with Virginia Department of Agriculture and Customer Services. <http://www.vdacs.virginia.gov/animals/>.
7. Grant Request Summary and Information About Applicant (use the attached forms).
8. Proposal Narrative (use the attached form or attach a separate document, not to exceed two typed double-spaced pages)

A written statement is required to explain the omission of any of the documents listed in 1 through 6 above.

2010 GRANT REQUEST SUMMARY

ORGANIZATION NAME:

ADDRESS:

CONTACT PERSON: _____

TITLE: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

WEBSITE: _____

BRIEFLY DESCRIBE THE PROJECT:

AMOUNT REQUESTED: _____

TOTAL PROJECT COST: _____

INFORMATION ABOUT APPLICANT

1. Is the applicant a non-profit organization: Yes No

2. What is the region served (city/town/county, etc.):

3. What is the annual budget, not including salaries:

4. Please provide your mission statement:

5. What is the estimated number of homeless/stray animals in your community?

Cats _____ Dogs _____

6. Are you currently offering spay/neuter services? Yes No

(If "no", skip to 9 below)

- For how long have they been offered? _____

- For whom? (please check all that apply):

Homeless/shelter cats _____

Homeless/shelter dogs _____

"Owned" cats _____

"Owned" dogs _____

Feral cats _____

Other (please describe) _____

- What is the total number of animals spayed/neutered in 2009: _____

- Total expenses for spay/neuter in 2009: _____

- Where are your services provided? _____

- Cost per animal: Cat spay \$ _____ Cat neuter \$ _____

- Dog spay \$ _____ Dog neuter \$ _____

7. Do you provide pediatric spay/neuter: Yes No

- If no, why not?

- If yes, at what age/weight: _____

8. Do you spay pregnant animals? Yes No

- If no, why not? _____

- If yes, are there any restrictions? _____

9. Do you operate a shelter or rescue program? Yes No

- If yes, please describe services (use additional sheet of paper if necessary):
- If "no", skip to Question 10.

- Do you have a city/county contract? Yes No
If yes, please explain:

- Number of animals taken in during 2009:
Cats _____ Dogs _____ Other _____
- Number of adopted or returned to the owner in 2009:
Cats _____ Dogs _____ Other _____
- Number of animals euthanized in 2009:
Cats _____ Dogs _____ Other _____
- Do you adopt out any animals unaltered? Yes No
If yes, please describe your spay/neuter compliance program:

10. If you have a spay/neuter program, how are funds currently raised?

11. What percentage of your annual budget is spent on spay/neuter services?

12. If you are not offering spay/neuter services currently, why not?

BUDGET INFORMATION

(You may attach a separate piece of paper to explain any expenses in greater detail)

AMOUNT REQUESTED BY CATEGORY:
Cat spay: (_____ animals @ \$ _____)
Dog spay: (_____ animals @ \$ _____)
Cat neuter: (_____ animals @ \$ _____)
Dog neuter: (_____ animals @ \$ _____)
Transportation. Describe here:
Supplies. Describe here:
Personnel. Describe here:
Educational material. Describe here:
Other. Describe here:
TOTAL AMOUNT REQUESTED: