

The Miccio Foundation

Mini Grant Application (Awards up to \$1,500)

Instructions

Enter the requested information into fields below, print this page and attach to the front of your grant application packet ([packet checklist](#)). **Deadlines for applications for grants are May 1 and November 1. Provide SEVEN copies of all your grant material!**

Application

Organization Name:

Project Title:

Contact Name:

Mailing Address:

Address (cont.):

Facility Address:

Address (cont.):

Phone: ()

E-Mail Address:

Current Director Name:

Funding Cycle: Month: May November Year: Amount Requested: \$

Purpose (Check all that apply): Adoption Animal Training Caging Facility Expansion
 Education Emergency Services Equipment Spay/Neuter Start-up Veterinary Care /
 Medical Equipment Facility Maintenance/Remodeling

Other (describe):

Checklist

Please include the following information with your grant application:

- A one to two page summary of your project including a specific statement of the project and plans for evaluation.
- A line item budget, by category, showing how grant funds will be spent including any funds available from other sources (group expenses in logical categories). If the project is ongoing, provide the past source of income and previous budget.
- Geographic area that you serve. (Grant funds are for Iowa animals only.)
- A copy of your most recent audit or **financial statement** specifically as it pertains to your animal welfare goals.
- A letter of support from your community (e.g., local law enforcement, veterinarian, shelter director, etc.).
-

Provide SEVEN copies of all your grant material.

Sample of a Miccio Foundation Mini Grant Application Request for a Feline Colony Control Program in Adams County

One to Two Page Summary of the Project*

The Quincy Humane Society is seeking a Mini Miccio Foundation grant to initiate a feline colony control program in Adams County, Iowa. Funding is requested for veterinary expenses to sterilize and vaccinate 30 animals and to purchase 2 large live traps (for adult cats) and 1 small live trap (for kittens).

Like many rural areas across the state, Adams County has an overabundance of stray, abandoned, and feral cats. The Quincy Human Society receives, on average, 6 calls each month from county residents requesting assistance to control the growth of cat colonies. About 60% of the calls are from individuals living on farmsteads and the remaining calls are from town residents. In both cases, a few “good mousers” have multiplied into large colonies of cats with fighting, in-breeding, and hunger accompanying the increase. Most of the colonies have over 10 animals and some have over 25.**

The Quincy Humane Society will start the feline colony control program in Quincy. This town has a colony of about 25 cats and kittens concentrated around the town’s grain bins. We will capture the animals and transport them to the Quincy Veterinary Clinic where they will be sterilized, ear marked, and given rabies and distemper vaccines. (Iowa law requires that a rabies vaccine be administered to all healthy animals that undergo sterilization.) The animals will be released where they were caught unless they are judged to be adoptable. Several Quincy residents have been providing food and water to the colony and have agreed to continue to do so. Animals that are ill will be treated for their illness prior to their release. We will use Quincy Humane Society general funds rather than Miccio funds for this purpose. Animals that appear to be adoptable will be kept at our shelter or placed in foster homes until permanent homes can be found. The Johnson County Humane Society has been running a successful feral cat colony care and prevention program for several years and we plan to work with them in order to ensure that our program is also successful.***

*Please use the bolded sub-headings as they appear throughout this sample for your Miccio grant application. Using these sub-headings will help us find the information we need to best understand your request. Note the opening paragraph is a specific (and clear) statement of the project.

** To the best of your ability, please try to quantify the problem by providing numerical counts when possible.

***Speaking with individuals who work for other animal welfare groups is often a helpful strategy in clarifying your own needs and possible solutions. For a listing of some of Iowa’s shelters visit: <http://www.petfinder.com/pet.cgi?action=4>

For more information on the Johnson County Humane Society feral cat colony care and prevention program, please email JCHS at jchs@johnsoncountyhumane.org

If we receive this Miccio grant, we will begin the program immediately and continue indefinitely. We plan to spend the Miccio funds to trap and sterilize 30 cats within the first 6 months of the project.*

Spay/Neuter Policy**

On average, we place 500 animals in homes each year (about 400 cats/kittens and 100 dogs/puppies). Our application process for adopting is carefully adhered to and we require spaying or neutering of our animals before they are adopted out. Adopters of animals too young for sterilization are required to sign a contract to agree to have the animal altered when it is of proper age. We follow up with a phone call.

It is the policy of our shelter to provide humane care and treatment to all animals needing protection. We euthanize only when medically or behaviorally necessary.

*Note how you will evaluate the success of your project.

**All applications addressing spaying or neutering must include your organization's written policy for those services.

Line Item Budget

The total cost of this project is \$1,499.36. This amount would cover the cost of spay/neuter veterinary expenses for 30 cats. It will also pay for the purchase of 3 new traps. A copy of the electronic catalog page for the (Tomahawk) traps is attached.*

On average, we receive \$16,000 in donations every year. We plan to use \$1,500 of this money to continue the project after Miccio funds have been used.** This will allow for the sterilization of another 30 cats and provide some additional equipment. In total, we expect to sterilize 60 feral cats in the next calendar year. We will cover the cost of medical care for any ill cats or kittens using money from our general funds.

Project Budget***

Veterinary Expenses: Quincy Veterinary Clinic, Quincy, IA

Sterilization (averaged over spay/neuter, discounted 50%) = \$31.50 per animal

Vaccines (rabies/distemper, discounted 15%) = \$12.75 per animal

30 cats @ \$44.25 each

Sub-total Veterinary = \$1327.50

Equipment Expenses: Tomahawk Live Trap Co., Tomahawk, WI

Model 608 Transfer Trap, 32" x 10" x 12" (adult cats) \$70.83 each, 2 traps

Model 602 Transfer Tap, 16" x 5" x 5" (kittens) \$30.20 each, 1 trap

Subtotal Equipment = \$171.86

Total Proposed Project Budget = \$1,499.36

*Include a copy of the quote or bid for services or materials. If you are purchasing items from a catalog, include a copy of the catalog page that describes the item and cost.

**Please note other sources of income for your project when appropriate. If your project is ongoing, provide past sources of income and your previous budget. Try to match funding or leverage Miccio grants for additional support from other funding sources. For ideas for additional funding support, visit the Iowa Grants Guide at: <http://www.iowagrantsguide.org/index.php?get=home>

***Break down the Miccio funding request into logical categories. In this example there were two main categories (veterinary services and equipment).

Geographic Area Served

The Quincy Human Society is a private, no-kill shelter located in Quincy, Iowa. The shelter houses approximately 85 cats and 17 dogs. We are a non-profit shelter with 501(c)(3) tax status. The shelter was established in 2000 as a caring alternative to the local city dog pound which no longer functions in Quincy. The shelter's staff comprises one full-time paid executive director and two part-time paid employees. The remaining work is done by volunteers. We are governed by a board of four directors elected by community members who belong to the Quincy Humane Society.

The Quincy Humane Society Shelter serves the city of Quincy, Iowa, and the rural area surrounding it in Adams County. Adams County is in south central Iowa. Quincy has approximately 4,000 residents and Adams County is considered primarily rural with approximately 15,000 residents. Nearby communities served by our humane society include Anson, Creekville, Centerberg, and West Ville. We take in animals from these communities as well as our county's rural areas. There is no other animal facility in Adams County. Quincy Humane Society does work with the surrounding south central Iowa counties of Van Buren, Henry, Wapello and Davis. Several of these counties have pounds that are run by the county government. In the past year we have accepted 20 cats and 3 dogs from these other facilities due to their overcrowding. Though we directly serve the animals of Adams County, we try to reach outside our county to facilitate adoptions by holding a pet adoption day once a month in area Des Moines *Petco Stores*. We also maintain a website that is linked to Petfinder.com.*

The community targeted first for assistance using Miccio funds is Quincy and surrounding farmsteads.

*Sometimes telling us about your geographical area doesn't fully explain who you serve. If your organization is doing outreach beyond your geographical area, please share this information with us. As a side note, Petfinder.com is a free web service to link shelter animals to potential adopters. To learn more, visit: <http://www.petfinder.com/>

For US census data for your community, visit: <http://quickfacts.census.gov/qfd/states/19000.html>

Information should also be available to you at your local library or the county seat.

**Copy of Financial Statement
Quincy Humane Society Profit and Loss
January through December xxxx**

Income/Expenses*

Income	
Adoption Income	25,400
Donations	16,110
Fundraising	12,700
Local government contributions	
Adams County	1,200
City of Quincy	5,000
Other townships	2,400
Memorials	2,460
Other Income Investments/Trusts	18,000
Total Income	<u>\$83,270</u>
Expenses	
Advertising	50
Bank charges	30
Consultants	560
Grant and contract expenses	2,000
Insurance-non-employee	650
Maintenance/repairs facility	1,600
Postage, shipping, telephone	170
Supplies including pet food	6,300
Travel	520
Utilities expense	
Gas & electric	6,100
Water	1,200
Internet	100
Waste disposal	850
Veterinary care	15,330
Veterinary supplies	7,450
Payroll expenses	
Wages	36,100
Payroll taxes	3,900
Total Expenses	<u>\$82,910</u>
Net Income	<u>\$360</u>

*Please attach a list of income and expenses for the last year. Note that we do not need nor want your IRS tax return. In general, your list of income and expenses should be a one- to two-page list as it directly pertains to your organization.

The categories in this example are typical of animal welfare organizations though your categories may differ. Please try to itemize for the past year. Finally, if your organization carries a deficit, please include a one- to three-sentence explanation.

Letter of Support from Community

See attached letter from Phyllis Blue, Mayor of Quincy in support of this grant proposal.*

*The letter of support is most helpful to us when it outlines your community's understanding of and support for the specific project being proposed, as well as its general support for your organization. In some situations, you may wish to provide a draft of the letter for your community representative and request that he or she modify it as he/she wishes, for example, adding specifics from the community's perspective.

Miccio Foundation wishes to acknowledge and thank *Safe Haven of Iowa County, Williamsburg, IA and the PAWS and More Animal Shelter, Washington, IA* for their permission to use text from their grant proposals for this hypothetical Miccio grant application template.

City of Quincy
PO 44
4 North Main Street
Quincy, IA 55555

September 25, XXXX

Ms. Kathleen Janz, President
Miccio Foundation
PO Box 522
Iowa City, IA 52244

Dear Ms Janz,

As Mayor of Quincy and Chief Officer in charge of our city's budget, I write to support the Quincy Humane Society's grant application to the Miccio Foundation. The City of Quincy is fortunate that the Quincy Humane Society is part of our community. The board, paid staff, and volunteers within the Humane Society are tireless in their quest to improve the lives of companion animals in Quincy, as well as to serve the people who love these animals. Of specific interest to our city government, is the fact that the Quincy Humane Society is willing to address the public health and nuisance issues that feral cats create in our community.

I wish our city had the money to help fund the feline colony control program. I know that the program will improve the lives of feral cats and make it safer and more pleasant for the volunteers who care for them and the greater community. Unfortunately we can not help financially at this time; however we support the project and will cooperate in the trapping and transporting of these animals as needed.

Sincerely,

Phyllis Blue
Mayor of Quincy

<http://www.livetraps.com/>

http://www.livetraps.com/cgi/search.cgi?user_id=29028&database=dbase1.exm&template=products.shtml&2_option=1&2=Deluxe+Transfer+Traps#List

Tomahawk Live Trap



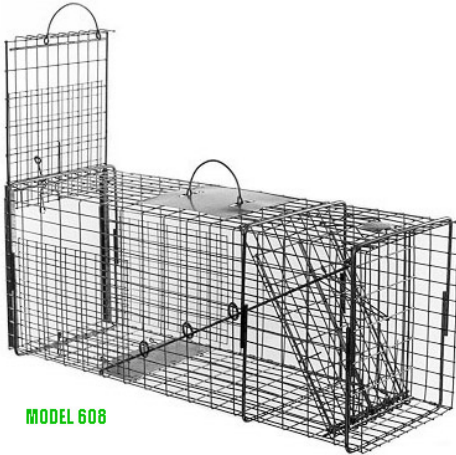
PO Box 323 Tomahawk, WI 54487
Order Toll Free: 800-272-8727
Customer Service: 715-453-3550
24 Hour Fax: 715-453-4326

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Model #602

16 x 5 x 5

Rat/chipmunk transfer trap \$30.20

Model #608

32 x 10 x 12

Raccoon/feral cat transfer trap \$70.83