

# The **Miccio Foundation**

## Standard Grant Application

### 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 Information: Organization Name:

Quincy Humane Society

Project Title: Roofing for outdoor dog kennels

Contact Name: Karen Green

Mailing Address: 555 Dog Lane

Address (cont.):

Facility Address: 555 Dog Lane

Address (cont.): Quincy, IA 55555

Phone: ( 555 ) 555 - 5555

E-Mail Address: quincyhumane@org

Current Director Name: Karen Green

Funding Cycle: Month:  May  November Year: xxxx Amount Requested: \$ 5,420

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):

## **Sample of a Miccio Foundation Standard Grant Application**

### **Request for Funds for a Permanent Cover Over Outdoor Dog Kennels**

#### **The Project\***

Quincy Humane Society is seeking a standard Miccio Foundation grant to construct a permanent cover over our outdoor dog kennels. These kennels were redone a few years ago thanks to the Miccio Foundation. Instead of the previous gravel floors, we now have cement floors and individual kennel dividers to keep the dogs separate and allow for more space to exercise. A cover or roof, which we could not afford at the time the kennels were re-built, is our shelter's most pressing need.

The Quincy Humane Society is a private, no-kill shelter located in Quincy, Iowa.\*\* 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.

Most of our funding comes from adoption fees, donations, grants, and fund raising activities. The city of Quincy provides \$1,000 per year. It also gives us \$40 per dog that we take in. This saves the city the cost of euthanizing the dog. Last year we took in 100 stray and unwanted dogs, thus receiving \$4,000 from the city. We also receive \$1,200 per year from the Adams County Board of Supervisors and \$2,400 total per year from the four other local communities (Anson, Creekville, Centerberg, and West Ville) in our county.

The shelter houses approximately 85 cats and 17 dogs. We generally have kennels and space for animals in need though in the summer months we typically take in a lot of kittens and puppies and then use foster homes to house animals.

\*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.

\*\* It is helpful to us if, in addition to describing your immediate project, you provide a brief description of your organization including its structure, funding, and goals. All applications addressing spaying or neutering must include your organization's written policy for those services.

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.

### **The Need for the Project**

There are several reasons why a cover for the outdoor kennels is needed. In general, the problems we have with exposed outdoor kennels are most severe in the winter. When we have snow, the kennels are very difficult to shovel out, and what doesn't get shoveled quickly turns to ice. Our dogs then end up walking around on ice for weeks at a time. We estimate that last year the kennels were iced for 3 periods of ten days each. It then also becomes dangerous for the staff to maneuver inside the kennels and almost impossible for staff to clean the dog waste. The waste gets lodged in the snow and ice. Last winter, despite our best efforts, we were unable to completely dig out dog waste for one week in February. Normally our kennels are cleaned daily. The permanent cover that we wish to build would help alleviate this problem by blocking the snowfall so the kennels would stay dry.\*

Though winter is our major concern, the cover will provide much-needed shade for the dogs on hot, sunny, and humid days. As an alternative to a permanent cover, we have tried putting tarps up for this purpose, but no matter what quality of tarps we buy, they don't last. We've gone through tarp after tarp after tarp; we feel we are simply throwing our money away on them.\*\*

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

\*\*When appropriate, please address alternative ideas that you have considered or tried to solve the problem you are discussing. This helps the board better understand the situation.

Finally, we believe that the permanent cover will help serve as a sound buffer for the outdoor kennels. Our location is in the town of Quincy, next to a city park and many homes are within earshot. This is less than an ideal location for barking dogs. We understand that residents in the vicinity get tired of the noise and we want to be seen as a positive part of the community. We are respectful of our neighbors in the hours that we allow the dogs to be outside and we have constructed sound-barrier fencing around the outside of the kennels to help reduce noise. These strategies have helped but haven't solved the problem completely. We talked with the kennel manager at the Abigail Dog Shelter in Van Buren County. Their shelter recently added a permanent metal roof. The kennel manager believes that the roof reduced the noise level outside the facility so we are confident that a cover will also help us.\*

### **Who Will Carry the Project Out**

We do not have building expertise so we will hire a local contractor (who has given us a low bid) to construct the cover. Our Executive Director, Karen Green, will supervise the project and our board will inspect the final work.

### **Time Frame for Completion**

If we receive this Miccio grant, we will begin construction immediately (assuming the ground is soft) and will have the project completed and inspected by our board within two weeks of completion. This should be approximately June 15 XXXX.

### **Line Item Budget**

The total cost of this project is \$5,420. This amount will cover labor and materials. The cover will be "L" shaped and not attached to the kennels. The dimensions are: 40 feet long x 72 feet wide by 10 feet high. It will be constructed of treated lumber for the framing and an attractive white metal for the roofing. A break-down of the project is included in this application. We have also attached a low bid from a local contractor. In preparing for this application, we talked to three contractors and got bids from each. The contractor we selected (Tom Jefferson Construction) is licensed and fully insured. The metal roofing has a lifetime warranty.\*\*

\*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>

\*\*Please 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 its cost.

Though not the case in this sample application, sometimes some materials are donated and labor is volunteered. When this is the case, please include a description of donated materials and volunteer labor in your application.

## **A Plan for Evaluating the Project and Funding it in the Future**

Billie Red, one of our board members, has some experience with roofing and is willing to assess quality of work and negotiate with the contractor as needed. Our Executive Director, Karen Green, will supervise during actual construction and assure that dogs are safely housed during this time. We will consider this project a success if we are able to remove dog waste on a daily basis in our kennels throughout the upcoming winter.\*

## **How Grant Funds Will be Spent**

Total cost is \$5,420 (includes tax)

White metal roofing 3,700 square feet to be purchased from *Menards* in Des Moines for \$1,420.

Pressurized treated lumber for framing the roof to be purchased from *Menards* in Des Moines for \$1,980.

Labor including pick-up of materials and disposal of debris from Tom Jefferson Construction for \$2,020. Estimated 40 hours labor.\*\*

## **Ongoing Budget or Expenses for this Project and Source of Funding**

In November, 2004 the Miccio Foundation fully funded remodeling of our outdoor kennels allowing us to lay down cement floors. The cost of this was \$3,200.

\*This evaluation is straightforward. Some projects are harder to evaluate. For example, if you are proposing spay-neuter services, think about an evaluation plan that sets a number of sterilizations in a given time period as a success rate and compares this value to previous time periods.

In general consider how you will determine that the process of using the grant monies was a success and that the outcome of the project was also a success. In this example, the process was a completion date for the work and the outcome was cleaner dog kennels.

\*\*Break down the Miccio funding request into logical categories. In this example there were three main categories (labor, roof material, framing material).

## **Funds Available from Other Sources**

We do not have funds available from other sources for this project.\*

## **Geographic Area Served**

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*.\*\*

\*When at all possible, please 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>

\*\*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
<b>Total Income</b>	<b><u>\$83,270</u></b>
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
<b>Total Expenses</b>	<b><u>\$82,910</u></b>
<b>Net Income</b>	<b><u>\$360</u></b>

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.

## **List of Current Board Members**

Quincy Humane Society Board Members

Contact Address for Board

555 Dog Lane  
Quincy, IA 55555

Phone 555-555-5555

E-mail: quincyhumane@org

Web site: www.quincyhumane.org

Sarah White, President

Sandra Brown, Vice-President

John Black, Treasurer

Billie Red

Bobby Orange

Karen Green, Executive Director

## **Letter of Support from Community**

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

## **Current Copy of Iowa Dept. of Agriculture and Land Stewardship License**

See attached.

## **Copy of IRS Determination Letter**

See attached.

\*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 the *PAWS and More Animal Shelter of Washington, IA* for their permission to use text from their grant proposal for this hypothetical Miccio grant application template.

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

April 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 accepts all stray dogs and places almost all of them in loving homes. This saves our city money and saves the lives of these animals.

I wish our city had the money to help fund the requested permanent cover for the dog kennels. I know that the cover will improve the outdoor kennels and make it safer and more pleasant for the shelter dogs as well as for the people who care for them. Though we support the project, unfortunately we can not help financially at this time.

Sincerely,

Phyllis Blue  
Mayor of Quincy

TOM JEFFERSON CONST INC

777 E 3RD STREET  
 QUINCY, IA 55555

NAME/ADDRESS  
 Quincy Humane Society  
 555 Dog Lane  
 Quincy, IA 55555  
 Contact: Karen Green

# QUOTE

DATE QUOTE #

04/08/xxxx 153

			PROJECT
DESCRIPTION	QTY	COST	TOTAL
Labor, materials & disposal of debris for new unattached "L"	1	5,420.00	5,420.00
Shaped 40'x72' x (10' aprox ) roof over exterior dog kennels		\$1,420	
White metal roofing 3,700 square foot		\$1,980	
Pressurized treated lumber for framing		\$2,020	
Labor			
LICENSED & FULLY INSURED THANK YOU		<b>TOTAL</b>	<b>\$5,420.00</b>

POST IN CONSPICUOUS PLACE

NONTRANSFERABLE

STATE OF IOWA  
**DEPARTMENT OF AGRICULTURE & LAND STEWARDSHIP**

FEE: \$ 0.00

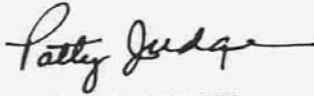
DES MOINES  
ANIMAL WELFARE LICENSE

NO. 00000000

THE AFORESAID, HAVING DEPOSITED THE REQUIRED FEE, IS HEREBY GRANTED THE ABOVE LICENSE PURSUANT TO CHAPTER 162, CODE OF IOWA. THIS LICENSE SHALL REMAIN IN FULL FORCE FROM THE DATE OF ISSUE UNTIL ITS EXPIRATION DATE, UNLESS REVOKED OR SUSPENDED FOR CAUSE BY THE SECRETARY OF AGRICULTURE FOR NONCOMPLIANCE WITH CHAPTER 162, CODE OF IOWA OR RULES PROMULGATED PURSUANT THERETO.

DATE OF ISSUE: NOVEMBER 18, 2000  
EXPIRATION DATE: NOVEMBER 1, 2001

\*\* CLASSIFICATION(S) \*\*  
AS ANIMAL SHELTER



SECRETARY OF AGRICULTURE

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: OCT 31 2000.

Person to Contact:  
Dee Anna Jarmon 31-03084  
Customer Service Specialist  
Toll Free Telephone Number:  
8:00 a.m. to 9:30 p.m. EST  
. 877 -829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
42-1096734

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1978 granted your organization exemption from federal income tax under section 501 (c)(3) of the Internal Revenue Code. That letter is still in effect

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code

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Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990- T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, It is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10.000 In the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

John E. Ricketts, Director, TE/GE  
Customer Account Services