



Kentucky Cattlemen's Foundation Animal Shelter Assistance Application Instructions

Please read these instructions prior to completing your application

Administered by Kentucky Cattlemen's Foundation, The Animal Shelter Assistance grant was established to provide financial assistance to agencies for shelter expansion, improvement, or general needs to ensure the well being of the animals in the shelter.

Eligibility for Awards

To be considered for the Animal Shelter Assistance, an organization must have all of the following:

- Be a nonprofit agency approved by the IRS as a 501(c)(3) entity, or be a public (local government) entity.
- Operate and be located in Kentucky.
- Have or plan to have a physical structure within which animals are sheltered.
- Actively place animals in private homes by means of an adoption program.

Types of Projects

Animal Shelter Assistance is awarded only for animal environment enrichment, construction, physical or capital improvements, equipment for veterinary care, or equipment/supplies like food or cleaning materials that directly impacts the welfare of animals in the shelter.

Animal Shelter Assistance may not be used for supplementing an agency's operating budget, reducing deficits, purchasing vehicles, fundraising (e.g. gift shops, thrift stores, etc), or for performing routine maintenance.

Agencies receiving assistance for construction or improvement must either; 1) own the property on which such improvements will be made; or 2) hold a long-term lease, with a minimum of five years remaining on the property and/or facility.

Accountability

Organizations receiving funds for any purpose are accountable to Kentucky Cattlemen's Foundation for use of the monies as designated in the proposal. **At the completion of the project, or one year after the date of the award (whichever comes first), the grantee must submit a report indicating the disposition of funds and photographic or other evidence of the construction, improvement, or equipment provided by the grant.** Agencies will be requested to forward copies of receipts, invoices, and other documents in support of their report.

Decisions are Final

All decisions of Kentucky Cattlemen's Foundation concerning the award of Animal Shelter Assistance are final. All applicants will receive written notification of the decision of the review committee.

Required Attachments

The items listed below must be submitted with the completed Animal Shelter Assistance Application for the current year. Your request may be denied if any supporting documentation is missing.

- The completed and signed Animal Shelter Assistance Application form.
- Narrative
 1. Describe the project.
 - a. Problem Statement: what problems, needs or issues will this project address?
 - b. How will this project impact the care of the animals in your shelter and/or community?
- A detailed budget for the project, including any price quotes or cost estimates.
- Documentation detailing how the monies will be used, including:
 - For new construction or improvements, include plans or drawings of proposed new construction or improvements.
 - For equipment/supplies, include catalog pictures and pricing, contractor quotes, or other pertinent documents.
- Information on additional funding, specific as to the source, amount, whether it is received or committed, or how it will be raised.
- The application MUST be signed by a local cattlemen's association member before being mailed. If you need help finding someone in your area, call 859-278-0899.

Deadline

Applications should be submitted by June 14, 2019. Applications must be postmarked by June 14th to be considered. Applications will be reviewed by a committee and announcements will be made by July 15, 2019.

Submit completed and signed application, along with all required supporting documentation to:

**Kentucky Cattlemen's Foundation
Attn: Animal Shelter Assistance
176 Pasadena Drive
Lexington, KY 40503**

Kentucky Cattlemen's Foundation

Animal Shelter Assistance 2019 Application

Agency Name: _____

Agency Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone: _____ Website: _____

Head of Agency: _____ Phone: _____

Title: _____ Email: _____

Primary Contact (if different from above): _____

Title: _____ Phone: _____

Email: _____

Please state your agency's mission statement: _____

Summarize in 20 words or less the specific purpose for which you are requesting funds: _____

Amount of funds requested: _____ Cost Share Available? _____

Total estimated cost of project: _____

Number of paid full-time staff: _____ Number of paid part-time staff: _____

Number of active volunteers: _____

Total shelter capacity: _____ Dogs _____ Cats _____ Horses _____ Other

Average Daily Occupancy: _____ Dogs _____ Cats _____ Horses _____ Other

Both signatures required

The information contained in this grant request is, to the best of my knowledge, accurate and complete.

Signature (Agency Representative)

Signature (Local Cattlemen's Group)

Type or print name

Type or print name

Type or print title

Type or print title

Date

Date

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