

Animal Services Trust Fund Community Grant Guidelines

Grant Eligibility

- Agency or group applying for grant must be Orange County based (Principal office of applicant must be located in Orange County)
- Applicant must be a registered neighborhood organization or a 501(c)(3) non-profit organization
- Grants are reimbursable only (original receipts need to be submitted)
- Grant amount is \$500-\$2,000
- Total amount for this program in 2007 is \$10,000 based on a **first-come first-served basis**
- “Funded by Orange County Animal Services Trust Fund” needs to be reflected/posted in the project. (i.e if you create a neighborhood brochure about pet care, that phrase needs to be stated somewhere in the brochure).
- Education materials or brochures to be purchased with grant funding must be submitted with the application for approval
- Grant applies to Orange County domestic pets only as defined by the Orange County Code, chapter 5-50.
- Applicants can only request funding once every 12 months.

Application Process

- Please complete the application and include a detailed proposal.
- Once the application is received, it will be reviewed by the Orange County Neighborhood Services Division for verification of neighborhood or non-profit status.
- The application will be forwarded to the Animal Services Division for criteria eligibility.
- Animal Services will then present all applications to the Animal Services Advisory Board on a monthly basis for approval.
- Each project approved by the Advisory Board will receive final approval from the Orange County Administrator.
- You will be notified in writing if your project was approved for funding.
- Please note- you must receive notice of the award before starting your project. Expended funds prior to grant approval will result in loss of grant.
- Once you receive the award letter, you must complete and submit receipts for reimbursement within 120 days, failure to do so will result in loss of grant.
- Along with your receipts, you will be required to submit a summary report as to how the money was utilized.

Please mail applications to:

Orange County Animal Services
Attn: Animal Services Trust Fund Community Grant
P.O. Box 1393
Orlando, FL 32801

IMPORTANT: It is prohibited for any grant recipients to receive financial benefit from this grant. It is the responsibility of the grant recipient to notify the County of any relationships that do not meet the County’s definition of an Arms Length Transaction. These grants are subject to audit by the Orange County Comptroller’s office and any evidence of violation, misrepresentation in the terms of this grant, or conflict of interest will result in loss of grant and/or repayment of funds to Orange County.

Animal Services Trust Fund Community Grant Project

Ideas

Eligible Projects

Non-Eligible Projects

- **Spay/Neuter Program** *example: non-profit group pays for 10 spay and 10 neuter surgeries for seniors on a fixed income*
- **Pet Microchips** *example: provide free microchips for 100 neighborhood pets*
- **Responsible Pet Care** *example: teacher purchases education kit from ASPCA or HSUS for distribution to classroom*
- **Rabies Information and vaccination campaign** *example: church hires a veterinarian to give out 200 rabies vaccinations to congregation members' pets*
- **Benefits of Adopting a Shelter Pet Information**
- **Emergency Preparedness** *example: non-profit group purchases pet first aid kits, portable carriers or crates to give out during hurricane season*
- **Pet Law Education** *example: neighborhood purchases a dog pot station and places sign stating pet waste must be picked up*
- **Bite Prevention Education** *example: Homeowner Association purchases bite prevention coloring books for neighborhood children*
- **Other pet supplies (leashes, water & food bowls)**
- **Pet Food**

- **Pet Toys**
- **Dog Park Construction or improvement**
- **Pet Training Classes**
- **Pet Grooming**
- **Boarding Fees**
- **Pet Clothing & Accessories**
- **Pet Treats or baked goods**
- **Non- Domestic animals (Livestock or exotic pets)**
- **No resale or fundraising items**

Orange County Animal Services
Trust Fund Community Grant Application

Applicant Information (must be an Orange County based agency to qualify for funding)

Applicant Organization Name: _____
Project Contact Person: _____
Mailing Address: _____
Day Phone: _____ Evening Phone: _____
Email: _____

Neighborhood Association Information

Tax Identification Number (TIN) _____

Non-Profit Organization Information

Name of Non-Profit Organization: _____
Is your organization a 501(c)(3) organization? ___ YES (documentation required) ___ NO

Description of Project & Requested Funding

Description of Project *(this summary should provide an overview of the entire project. You may submit separate document if necessary)*

Total Amount Requested for Reimbursement: \$ _____

I am enclosing a copy of the education material/brochure for which we are requesting funding.

Have you ever applied for other grants? _____ Explain: _____

Have you received money from organizations? _____ Explain: _____

Applicant Signature

Date



Orange County Animal Services
Trust Fund Community Grant Application (Optional Section)

This grant is being funded by generous donations made to the Orange County Animal Services Trust Fund by caring people and organizations. If you are interested in learning how you can contribute to this fund, please take a moment to look at the choices below:

- Please see my enclosed check donation made out to Orange County Board of County Commissioners. I know this money will be assessed to the Animal Services Trust Fund for the welfare of animals. (Please indicate this is a donation by writing “*donation*” on the memo field of your check).
- I will personally bring a donation to Orange County Animal Services located at 2769 Conroy Rd. Orlando, FL. 32839
- I am unable to make a contribution to the Animal Services Trust Fund at this time.



Orange County Animal Services
Pet Rescue and Adoption Center