



**RURAL SERVICES**

**APPLICATION PACKET**

**FISCAL YEAR 2021**

**SPAY AND NEUTER PET GRANT PROGRAM**

**ARKANSAS DEPARTMENT OF COMMERCE  
ARKANSAS ECONOMIC DEVELOPMENT COMMISSION, DIVISION OF RURAL  
SERVICES ARKANSAS RURAL DEVELOPMENT COMMISSION**

**For Questions Contact:  
Becca, Rural Services Director  
1 Commerce Way, Suite 601  
Little Rock, AR 72202  
(501) 682.3292 | 1-888-RURAL-AR  
Email: [bcaldwell@ArkansasEDC.com](mailto:bcaldwell@ArkansasEDC.com)  
[www.ArkansasEDC.com/Rural-Services](http://www.ArkansasEDC.com/Rural-Services)**

## **Arkansas Economic Development Commission and the Spay and Neuter Pet Grant Program**

The Spay and Neuter Pet Grant Program (SNGP) was established on May 25, 2020, to provide grant funds to organizations that provide spay and neuter services for cats and dogs.

Pursuant to the authority granted at A.C.A. §15-4-209(a)(1), the Arkansas Economic Development Commission (AEDC) shall administer the SNGP.

The objective of the program is to provide matching grant funds to cities of the first class, cities of the second class, incorporated towns, unincorporated towns, or counties of the State of Arkansas to assist organizations that provide spay and neuter services for cats and dogs that are in animal shelters or municipal shelters. The goal of the grant is to reduce the over population of cats and dogs as well as reducing the number of animals euthanized in shelters. All project expenditures shall be completed within 12 months after the date of the grant award, unless such date has been extended by AEDC at the request of the grantee.

The SNGP is administrated by the Rural Services Division of the AEDC.

### **Spay and Neuter General Information and Eligibility**

The AEDC may utilize any funds legally appropriated and available to the Spay Neuter Grant Program to provide grants to eligible applicants for eligible projects to provide assistance to organizations that provide spay and neuter services for cats and dogs that may be adopted at local animal shelters and municipal shelters.

Applicants may apply for a grant with a minimum amount of \$1,500 and a maximum amount of \$3,000 per fiscal year on a 50/50 matching basis.

The SNGP program requires matching funds of at least 50% of the total project costs. Matching funds may be comprised of local county or municipal funds, private funds, or in-kind goods and/or services. Non-profit organizations that have 501 (c) 3 status, and that are in good standing with the IRS and the State of Arkansas are encouraged to partner with their local government to support an application for SNP funding.

Non-profit organizations wishing to apply for a grant under the Spay and Neuter Grant Program are required to apply through their local governing official's office (either County Judge or Mayor). To be considered eligible, all applications must be signed by the county judge or mayor and approved by the quorum court or city council.

SNGP grants may be awarded, pending availability of funds, at the discretion of the Executive Director of the Arkansas Economic Development Commission, or his or her designee. The amount of the grant award shall be determined by AEDC based upon eligibility criteria, availability of funding, and program demand for funds, which may result in grant offers that are less than application requests.

### **Spay and Neuter Grant Program Funding Availability**

Applicants may apply for a grant with a minimum amount of \$1,500 and a maximum amount of \$3,000 per fiscal year on a 50/50 matching basis, toward a single organization that provides spay and neuter services for cats and dogs.

## Eligible Organizations

Cities of the first class, cities of the second class, incorporated towns, unincorporated towns, or counties of the state of Arkansas.

## Matching Requirement

The Spay and Neuter Grant Program is a 50/50 matching program. This requires that the applicant must be able to match the grant award with a like amount of cash, in-kind labor, donated materials or services.

For purposes of this program, a match is defined as a combination of donated labor, donated materials, or cash to comprise at least 50% of the cost estimate provided by the community. Materials or labor not listed on the cost estimate of the application cannot be used as match. Local donations are defined as gifts given by local residents or locally based businesses for the purposes of the projects outlined in the applicant's grant proposal.

The match must be derived locally and can be:

- Appropriated in full by the local governing body (quorum court or city council);
- Donated by local businesses and citizens;
- Money raised through fund-raisers; or
- A combination of local appropriation, citizen or business donations, or fundraisers.

All matching funds must be pledged at the time of application submission and be immediately available if an award is received. Donated labor cannot count as match if it is executed before the grant is awarded. Debt financing of any kind cannot be used for matching purposes.

It is important to note that the local match does not have to be entirely in cash. In-kind donations of project labor and materials will be accepted based on fair market value estimates provided by applicant and verified by Rural Services staff. For donated labor and materials to be eligible as match, they must be part of the project and must be included in the cost estimate of the project.

## Example of a Proper Match

<u>Cost Estimate:</u>		<u>Funding Source Breakdown:</u>	
Services Provided	\$4,500	*Donated Labor/Materials	\$1,500
Labor	\$750	Cash on Hand	\$1,500
Materials	\$750	Requested from Grant	\$3,000
	<u>\$6,000</u>		<u>\$6,000</u>

The labor should be included on both the cost estimate and funding source breakdown if it is donated. If the applicant has to pay for labor, then it is only part of the cost estimate. Additionally, the applicant has broken down the material cost and labor cost, allowing them to match dollars with donated labor, but still have enough cash to pay for materials.

A total project cost, with match, does not have to equal \$6,000. It can be more or less. However, if the total project cost is more than \$6,000 the applicant should provide proof that the entire project can be funded. For example, if the total project cost is \$15,000, the applicant may apply for \$3,000 but should still show how the additional \$12,000 is being funded. Therefore, an applicant should only apply for what can be completed and funded within the project timeline of one year.

## **Current Allowable Expenses for Donated Services**

If a community chooses to use donated labor or services for all or a portion of the grant match, it must be submitted in quote form by the entity which will be providing this service.

## **Application Process**

The deadline for the Spay and Neuter Grant Program, for Fiscal Year 2021, is May 31, 2021. We will begin accepting applications on July 1, 2020. All applications must be received or postmarked by 4:30 p.m. on the day of the deadline or they will not be accepted. Faxes of applications will not be accepted.

If you are incorporated, you must apply through your mayor. Unincorporated areas must apply through the county judge. This process includes completion of the application form and presentation of it to the local council if applying through the city, or quorum court if applying through the county. The local governing official (county judge or mayor) must affix his/her signature to the following documents for the application to be considered complete:

- Certification letter
- Resolution
- Application

If you are partnering with a non-profit organization, you must submit a letter from the IRS granting approval of their non-profit status, a certificate of good standing from the Secretary of State and a letter from your local governing entity stating you are in good standing as well.

Applicants must submit an original application with original signatures. Faxes of applications will not be accepted. Grant applications will no longer be accepted once this fiscal year's grant funding limit has been reached.

## **Application Review and Awards Presentation**

Applications are numbered and inspected for completeness and eligibility in the order received by the AEDC. Individual proposal consultations can be arranged with staff by appointment. Applicants are encouraged to submit applications well before the deadline to allow AEDC staff time to thoroughly review the application and assist applicants in correcting any deficiencies prior to the deadline.

Applications postmarked after the deadline date will not be eligible for consideration.

After staff review for completeness and eligibility, applications undergo a three step review process. Upon completion of the review process (which will generally take 30 days), a grant award decision will be communicated by mail.

## **Reporting Requirements and Responsibilities**

Project funds must be expended through a fund established on the books of the city or county clerk. A copy of the original proposal and all project expenditures, with invoices attached, will be approved by the mayor or county judge and remain on file in the office of the mayor or county judge for three years or until audited, whichever is later.

All project expenditures must be completed within 12 months after the date of the award. A final report, including canceled checks and receipts of all funds expended, along with any unspent funds, must be submitted by the mayor or county judge to AEDC and subsequently to the Chief Fiscal Officer of the state. This must be done no more than 60 days following the project's completion or within the 12 month period of the grant award, whichever comes first.

# Spay and Neuter Pet Program

---

---

**Community Name**

**Physical Address**

**County**

**Population**

**Incorporated Area?**

**Yes**

**If unincorporated,**

**No**

**closest town/distance**

**Community Partner**

---

**Grant Requested Amount**

**Amount Provided by Community**

**Total Project Cost**

---

## Contact Information

Please provide the information below with persons who are knowledgeable about the application.

**County Judge or Mayor**

**Mailing Address**

**City**

**Zip Phone**

**Number**

**E-mail**

---

**Contact Person**

(application prepared by)

**Title**

**Mailing Address**

**City**

**Zip**

**E-mail**

---

**Veterinarian**

**Phone Number**

**E-mail**

**Mailing Address**

**City**

**Zip**

# Spay and Neuter Pet Program

---

## Project Description

Please list the services your community will be providing if awarded this grant.

Why is this project needed?  
Please include discussion of any urgent needs.

Have you collaborated with any other funding sources to help pay for this project? If so, please list the names and collaboration efforts. (Non-profit organizations, veterinary clinics, etc...)

**State Senator**

**District #**

**State Representative**

**District #**

---

**With my signature below, I do hereby certify that I have read, understand and support the above application for grant funds through the Spay and Neuter Pet Grant Program. I further certify that I have read, understand and agree to abide by the rules and regulations governing the grant program.**

**Primary Contact**

**Printed Name**

**Primary Contact**

**Signature**

**Veterinarian**

**Signature**

**1. Include backup documentation for all items listed on Attachment A "Cost Estimate Breakdown." This includes quotes of all items applied for with grant funding.**

**2. A copy of the current veterinary license of each veterinarian that will perform spay and neuter procedures.**

**3. If an applicant is partnering with a non-profit organization, documentation that verifies the non-profit has 501 (c) 3 status and is in good standing with the IRS, the State of Arkansas, and the local governmental entity.**

Arkansas Economic Development Commission  
Division of Rural Services  
Attn: Becca Caldwell, Rural Services Director  
1 Commerce Way, Suite 601  
Little Rock, AR 72202  
1-888-RURAL-AR | 1-501-682-3998  
bcaldwell@ArkansasEDC.com

# Arkansas Spay and Neuter Grant Program Certification Letter

Date: \_\_\_\_\_

Arkansas Spay and Neuter Grant Program  
c/o Arkansas Economic Development Commission  
1 Commerce Way, Suite 601, Little Rock, AR 72202

Dear Members of the Arkansas Economic Development Commission:

On behalf of the city/county of \_\_\_\_\_, I am writing to request your assistance in securing a state grant under the Arkansas Spay and Neuter Grant Program. Proceeds from the \$\_\_\_\_\_, if awarded will be used for the following project, as outlined in the enclosed application: \_\_\_\_\_  
\_\_\_\_\_.

I designate myself, Mayor/County Judge of \_\_\_\_\_ as the person ultimately responsible for the administration of the state grant, if awarded. Project funds for all sources will be expended through a fund established on the books of the city/county of \_\_\_\_\_ and all project expenditures with invoices and canceled checks attached, in addition to copies of all application materials, will remain on file in the Mayor/County Judge's office for three years or until audited (whichever is later), to assure that funds were used for the purposes for which they were made available.

If additional information is needed concerning this project, please feel free to contact me or the project's primary contact person (name) \_\_\_\_\_ at (phone number) \_\_\_\_\_.

Thank you for your consideration.

Sincerely,

Mayor/Judge: \_\_\_\_\_

City/County: \_\_\_\_\_

Phone Number: \_\_\_\_\_



Arkansas Spay and Neuter Grant Program  
Resolution Passed by City Council/Quorum Court

Date: \_\_\_\_\_

Resolution # \_\_\_\_\_

Be it resolved by the City Council/Quorum Court of \_\_\_\_\_, State of Arkansas a resolution entitled: \_\_\_\_\_.

A Resolution authorizing the Mayor/Judge of \_\_\_\_\_ to apply for a grant on behalf of \_\_\_\_\_.

Whereas, the \_\_\_\_\_ City Council/Quorum Court has determined that \_\_\_\_\_ community meets eligibility requirements necessary to apply for a grant under the Arkansas Spay and Neuter Grant Program, and

Whereas, the \_\_\_\_\_ Community has presented plans to \_\_\_\_\_  
\_\_\_\_\_ (*description of project*); and whereas, Council/Quorum Court of \_\_\_\_\_ recognizes the need for the project, concurs its importance, and supports the \_\_\_\_\_ Community in its efforts to proceed with the same.

Therefore, be it resolved, that the Mayor/County Judge of \_\_\_\_\_ is hereby authorized to submit an application of formal request to the Arkansas Economic Development Commission for purpose of securing state grant funds in the amount of \$\_\_\_\_\_ to aid and assist the \_\_\_\_\_ Community in executing the proposed project described herein and that the Mayor/County Judge or Recorder/Treasurer of \_\_\_\_\_ is further authorized to administer the grant funds for the same project.

THIS RESOLUTION ADOPTED IN REGULAR SESSION \_\_\_\_\_ (*date*).

Approved: \_\_\_\_\_

Signature of Mayor or County Judge

Attest: \_\_\_\_\_

Signature of City or County Clerk

*Note: This is a sample copy of a resolution intended to assist grant writers in knowing what to submit.*

## Cost Estimate Breakdown

Please itemize the cost estimate for the project below as much as possible. You may add extra sheets if necessary. Backup documentation for each line, including in-kind materials and labor, is required (professional estimates, catalog/website pages, letters of intent to donate, etc.)

<u>Item</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL PROJECT COST	\$\$ _____

## Funding Source Breakdown

Must include back-up documentation that shows how the total project will be funded (i.e. bank statements, letters of intent to donate, resolution with appropriation listed, etc.)

Requested from Spay and Neuter Pet Grant Program	\$ _____
In-kind labor	\$ _____
In-kind materials	\$ _____
Community Cash Donations	\$ _____
City or County Appropriation	\$ _____
Other Funding Sources (please list)	\$ _____
TOTAL FUNDING SOURCE BREAKDOWN	\$\$ _____

## Checklist for a Complete Spay and Neuter Grant Program

In addition to the grant application, communities must include the following, in order, for the application to be complete. Failure to submit any of the required documents by the cycle deadline will result in an incomplete application and will not be reviewed by the Arkansas Rural Development Commission for grant consideration. Please use this sheet to double check that all required information is submitted such as:

A signed Certification Letter enclosed with application from the local governing official (mayor for incorporated areas, county judge for unincorporated areas) complete with the correct date and calendar year.

A copy of a signed resolution passed by the city council or quorum court authorizing the local elected official to apply for SNP funds on behalf of the local jurisdiction.

A copy of the current veterinary license of each veterinarian that will perform spay and neuter procedures.

If an applicant is partnering with a non-profit organization, documentation that verifies the non-profit has 501 (c) 3 status and is in good standing with the IRS, the State of Arkansas, and the local governmental entity.