

Animal Friendly Spay/Neuter Grant FY 2025 Application

Please read the following instructions to properly complete the Animal Friendly Spay/Neuter Grant Application for Fiscal Year 2025. If additional space is needed for answers, please limit that to one (1) page. **Incomplete and/or incorrect applications will not be considered for funding. An application is not considered complete unless it contains all the required documentation by the application deadline and all questions on the application have been answered.**

APPLICATION DEADLINE IS: Friday, May 17, 2024 at 4:30 P.M. Central Time

Rules for applying for the Animal Friendly Spay/Neuter Grant for Fiscal Year 2025:

1. The organization applying must provide spay/neuter services for cats and dogs in the state of Tennessee by a veterinarian licensed in Tennessee at a clinic located and licensed in Tennessee.
2. The grant does not cover spays/neuters for feral animals.
3. To be eligible to apply, the organization needs to have been in constant operation for at least one (1) calendar year on or before April 1, 2024.
4. Organizations must be either a government agency or a nonprofit agency to be eligible to apply.
5. Applications and required documentation for the grant must be received by the application deadline listed above and the information contained in the application must be accurate and complete.
6. All required attachments should accompany the application. **Applicants should only include the following requested documentation listed in A or B below.** Additional documentation should only be provided if requested. **Please DO NOT send any of the documentation you may refer to on Question 17 with your application!!!! If it is needed, I will email you and request it. Required attachments include:**
 - A. For Government Animal Shelters:**
 - i. Either an organizational structure chart of the organization/agency or a letter on your organization/agency's letterhead with the board members and directors listed. Other documents or forms with the directors/board members names listed will not be accepted.
 - ii. Attach a letter or statement indicating that the submission of the application is authorized by your local governing agency official (e.g., mayor, county executive, etc.)
 - B. For Nonprofit Entities:**
 - i. Either an organizational structure chart of the organization/agency or a letter on your organization/agency's letterhead with the board members and directors listed. Other documents or forms with the directors/board members names listed will not be accepted.
 - ii. Attach a copy of the IRS letter designating your organization as a 501(c)3. Only the IRS letter should be submitted. DO NOT include other related documentation.
7. Applicants who have never received the grant before and/or have never received state funding in the past **MUST** apply for an Edison account **BEFORE** your application will be accepted. You will be required to provide the confirmation email showing your account has been set up.

To set up an account with Supplier Maintenance, please go to the following website. Any questions related to registering an Edison Account need to be directed to 615-741-9745 or emailed to Supplier.Maintenance@tn.gov:

https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST

8. Applications are accepted via email or by USPS/UPS/FedEx delivery. Applications sent via USPS, UPS, or FedEx must be received in our office by Friday, May 17, 2024 to be eligible.

Photos or faxes of applications will not be accepted as they are difficult to read, please scan them or mail them:

To submit an application via email, send it to: animal.friendlygrants@tn.gov

To send via FedEx/UPS please use:

Tennessee Department of Agriculture
Attention: Animal Health/Latoya Lewis
Moss Building
436 Hogan Road
Nashville, TN 37220

To send via the postal service, please use (Please be aware that USPS is not reliable in our area, so UPS or FedEx is the better option):

Tennessee Department of Agriculture
Attention: Animal Health/Latoya Lewis
P.O. Box 40627
Nashville, TN 37204

Award Notifications:

Applicants will be notified via email when their contracts have been set up if they have been selected to receive funds. Applicants who have not been accepted to the program will be notified via email before contracts go out.

Contracts:

For applicants who are 501(c)3's, you will be required to have your Edison account up to date with the correct address and banking information before you will receive your contract. Any questions related to updating an Edison Account need to be directed to 615-741-9745 or emailed to Supplier.Maintenance@tn.gov. For help with your login information, please call 615-741-HELP.

https://hub.edison.tn.gov/psp/paprd/SUPPLIER/SUPP/h/?tab=PAPP_GUEST

Questions about the grant:

Questions or issues about the application or the grant program need to be directed to Latoya Lewis at the Animal Friendly Grant email address: Animal.friendlygrants@tn.gov or 615-837-5104