



## TENNESSEE DEPARTMENT OF AGRICULTURE

### CALL FOR PROPOSALS AND APPLICATION INFORMATION

#### **INTRODUCTION**

The Tennessee Department of Agriculture, Division of Consumer & Industry Services - Animal Health announces a call for proposals for funding to support low cost spay/neuter programs in Tennessee. Funds are through the sale of the *Animal Friendly* specialty license plates and will be dispersed for fiscal year (FY) 2019. Pursuant to Tennessee Code Annotated § 55-4-290 and § 55-4-215, these funds are designated for grants to eligible organizations that provide low-cost spaying and/or neutering of dogs and cats for individuals who could not normally afford those services.

#### **GOAL**

The goal of the *Animal Friendly* specialty license plate fund is to provide grants to non-profit organizations or governmental agencies to enable low-cost spaying and neutering of dogs and cats in order to reduce the surplus of these animals in Tennessee.

#### **ELIGIBILITY CRITERIA**

Grant recipients must be:

- Non-profit organizations qualified as a charitable organization under Section 501 c (3), Internal Revenue Code

**OR**

- Governmental agencies that operate an animal shelter

## **AVAILABLE FUNDS FY 2019**

Approximately \$125,000 is expected to be available for spay/neuter program grants. The specific dollar amount awarded to each applicant depends on the merit and scope of the spay/neuter program. Only one (1) grant will be awarded per agency for the spaying and/or neutering of dogs and/or cats.

Currently, there are no funds available for feral cat spay/neuter programs.

Grants will begin July 1, 2018 and end June 30, 2019.

**Maximum amount of a request:     \$5,000**

The maximum amount of an award may be less than the maximum requested depending on the number of qualified proposals, the quality of proposals, and the geographic areas represented. Future funding is dependent upon the availability of funds generated by the sale of the *Animal Friendly* specialty license plates.

## **USE OF FUNDS AND REIMBURSEMENT**

Funds are awarded for low-cost spay/neuter procedures only and cannot be used for any other project. Funds will only be awarded to existing spay/neuter programs. All funds must be used within Tennessee exclusively.

Grant recipients must submit supporting documentation for each procedure performed and provide the facility permit number and the Tennessee veterinary license number of the veterinarian that performed the surgery. **Surgery must be performed in a facility permitted by the Tennessee Department of Health and by a veterinarian licensed to practice in Tennessee.** Requests for reimbursement should only be submitted after surgery has been performed. Invoices must be submitted in accordance with guidelines established by the State of Tennessee.

## **APPLICATION DEADLINE AND SUBMISSION**

### **A.     Application Deadline**

Applications shall be received on or before **3:00 PM, May 18, 2018.**  
**APPLICATIONS RECEIVED AFTER THE APPLICATION  
DEADLINE WILL NOT BE CONSIDERED.**

**B. Submission**

- 1. Application Form**
- 2. Organizational Structure**
- 3. IRS letter (nonprofit) or statement of authorization (governmental agency) – NONPROFIT ORGANIZATIONS SHOULD ONLY SUBMIT THE IRS LETTER – DO NOT SUBMIT OTHER DOCUMENTATION.**

**For the upcoming fiscal year, the application form is a pdf fillable form. Applicants will need to complete all the fields and print the signature page and sign and the signature. The application and required attachments shall be submitted to [animal.friendlygrants@tn.gov](mailto:animal.friendlygrants@tn.gov) by the application deadline.**

The physical address for overnight and personal deliveries is:

Ellington Agricultural Center  
Edward S. Porter Building  
Attention: Tina Rogers  
436 Hogan Road  
Nashville, TN 37220

**ESTIMATED TIMETABLE**

Grant applications will be due in the Tennessee Department of Agriculture, Division of Consumer & Industry Services - Animal Health by 3:00 p.m. on **Friday, May 18, 2018.**

Contracts will be developed and sent to Grantees after the review process is completed. Contracts should be signed and returned to the Department of Agriculture as soon as possible. **Contracts will begin July 1, 2018 and end June 30, 2019.**

Once the contracts are signed by the state, the state will send to the Grantee one signed copy.