

Maddie's Fund[®] Spay/Neuter Application for a Community Collaborative Project

In Coordination with Maddie's[®] Pet Rescue Project in Erie County, New York

July 29, 2011

Richard Avanzino, President
Maddie's Fund
2223 Santa Clara Avenue Suite B
Alameda, CA 94501

Dear Mr. Avanzino:

Operation PETS: The Spay/Neuter Clinic of Western New York, Inc. is requesting a \$170,087¹ grant from Maddie's Fund to administer the third phase of a spay/neuter (s/n) program in Erie County New York involving cats of low-income people. This program, entitled *Maddie's[®] Spay/Neuter Project in Erie County*, is part of a community collaborative project led by the Erie County Society for the Prevention of Cruelty to Animals to end the killing of healthy and treatable shelter cats in Erie County within ten years.

Project Goals and Veterinary Participation

The total number of surgeries to be performed under this program is **17,591**. The goal for the third year of *Maddie's[®] Spay/Neuter Project* will be **3,518 s/n surgeries**. These surgeries will be performed in private practice veterinary hospitals, non-profit spay/neuter clinics, and government spay/neuter clinics located in Erie County.

In Erie County, there are 195 veterinarians, 49 private veterinary hospitals/clinics, and one non-profit spay/neuter clinic. As part of the grant application, the Lead Agency is including baseline s/n surgery statistics from seven s/n groups that are interested in participating in this program. To date there are nine active private practice veterinary hospitals participating.

The Lead Agency will collect baseline statistics from all spay/neuter groups that sign up for the program and will submit the information to Maddie's Fund as part of the quarterly reports.

All participating private practice veterinary hospitals will be required to submit monthly reports to the Lead Agency regarding the number of s/n surgeries performed: (1) as part of *Maddie's[®] Spay/Neuter Project*, broken down by low-income cats and feral cats by gender; (2) as part of any other discount programs, broken down by species and gender; and (3) for all clients not included in (1) or (2), broken down by species and gender.

The Lead Agency, as the participating non-profit clinic, will provide monthly reports regarding the number of s/n surgeries performed: (1) as part of *Maddie's[®] Spay/Neuter Project*, broken down by low-income cats and feral cats by gender; (2) as part of any other discount programs, broken down by species and gender; (3) on shelter animals, broken down by species and gender; and (4) for all clients not included in (1), (2) or (3), broken down by species and gender. Each participating group will also report the number of deaths of any cats delivered for s/n surgeries under *Maddie's[®] Spay/Neuter Project*.

¹ The grant amount for this sample proposal is based on 3518 s/n surgeries: 650 private practice surgeries at an average cost of \$52.50 and 2868 non-profit surgeries at an average cost of \$42.50 plus \$4/surgery to cover administrative costs.

Target Population

Medicaid Qualifier

Maddie’s[®] Spay/Neuter Project will be available to Erie County residents who receive Medicaid assistance and who have companion cats. Caregivers participating in this program will present their Medicaid identification card and a picture identification card at the time of the s/n surgery. Participating s/n groups will be required to submit photocopies of the caregiver’s Medicaid and picture identification cards with each reimbursement form. There will be a pet limit of up to six cats per household each year of the project.

It is anticipated that the Year 2 actual will be approximately 2,060. Therefore, we request continued support for Erie County residents who receive Medicaid assistance and who have companion cats in need of sterilization. The Year 3 request is 2,318 which will provide help to Medicaid qualified owners who reside in Erie County.

Feral Cat Qualifier

Maddie’s[®] Spay/Neuter Project is available to Erie County feral cat educated caregivers responsible for colonies of five or more cats. **Targeted areas** include but are not limited to: mobile home parks, junk yards, abandoned buildings, restaurants, inner-city alleys, and barns. All cats will receive a left ear tip and socialized kittens of feral and barn cats will be placed with adoption guarantee agencies. Traps will be available for loan through Feral Cat FOCUS, Inc.

The Year 2 goal was 1,200 surgeries and it is anticipated that the year-end actual will be approximately 1200 feral cat served by this project. Therefore, we request continued support for feral cats in Erie County and request Year 3’s goal to remain 1,200 surgeries which will provide help to feral cats and their caregivers.

S/N surgeries performed on cats residing in animal shelters or otherwise under the care of animal welfare organizations will not be eligible for reimbursement as part of Maddie’s[®] Spay/Neuter Project.

Grant Request

The grant request for the year two of this project is \$170,087.

Of that, approximately \$34,125 will be used to pay qualified private practice veterinary hospitals for performing 650 s/n surgeries on cats of low income people who receive Medicaid benefits and on feral cats in managed colonies (based on an average cost per surgery of \$52.50).

Approximately \$121,890 will be used to pay the qualified non-profit s/n clinic to perform 2,500 surgeries on cats of low income people who receive Medicaid benefits and on feral cats in managed colonies (based on an average cost per surgery of \$42.50).

Approximately \$14,072 will be used by the Lead Agency to administer the program (based on a \$4 transaction fee per surgery performed).

Spay/Neuter Fees	Admin Fee (Lead Agency)	MF Surgery Payment		Public Co-Pay		Total Payment to Vets/Clinics (inc Public Co-Pay)	
		CATS		CATS		CATS	
	Per Surgery	M	F	M	F	M	F
Private Practice Vet Hosp	\$4.00	\$30	\$75	\$10	\$10	\$40	\$85
Non-Profit & Govt Clinics	\$4.00	\$25	\$60	\$10	\$10	\$35	\$70

The Lead Agency agrees that no additional fees, beyond the reimbursements from grant funds and the public's co-payment, will be charged by participating groups for s/n surgeries performed under *Maddie's[®] Spay/Neuter Project*.

Reporting Requirements

The Lead Agency will provide Maddie's Fund with quarterly, semiannual, and annual reports that contain an alphabetical list of all participating clinics and s/n surgeries performed during the reporting period as follows:

For private practice veterinary hospitals, the Lead Agency will report for each month, the number of s/n surgeries performed: (1) as part of *Maddie's[®] Spay/Neuter Project*, broken down by low-income cats and feral cats by gender; (2) as part of any other discount programs, broken down by species and gender; and (3) for all clients not included in (1) or (2), broken down by species and gender. The number of deaths of any cats delivered for s/n surgeries under *Maddie's[®] Spay/Neuter Project* will also be reported.

For the non-profit clinic, the Lead Agency will report for each month, the number of s/n surgeries performed: (1) as part of *Maddie's[®] Spay/Neuter Project*, broken down by low-income cats and feral cats by gender; (2) as part of any other discount programs, broken down by species and gender; (3) on shelter animals, broken down by species and gender; and (4) for all clients not included in (1), (2) or (3), broken down by species and gender. The number of deaths of any cats delivered for s/n surgeries under *Maddie's[®] Spay/Neuter Project* will also be reported.

In addition, the Lead Agency will submit baseline statistics for all new groups participating in the program.

As part of the semiannual and annual reports, the Lead Agency will provide financial information that includes an income statement for grant funds, a balance sheet and a statement of cash flow. The Lead Agency will also include a list of publicity the *Maddie's[®] Spay/Neuter Project* has generated and copies or samples of all collateral materials to promote the program.

Maddie Recognition

Operation PETS: The Spay/Neuter Clinic of Western New York, Inc. understands that specific recognition guidelines have been developed to honor Maddie, the miniature Schnauzer whose lifetime of unconditional love and devotion to the Duffield Family inspired the creation of Maddie's Fund, and that should our project be approved for funding, Maddie's Fund will create a specialized Maddie Recognition Plan. As part of this plan, the project will be named for Maddie, project press materials and veterinarian correspondence will promote Maddie and Maddie's Fund, partner websites will feature a section about Maddie, collateral materials produced by the project will include the Maddie's Fund logo and sponsorship recognition, and public speaking engagements by the Lead Agency will acknowledge sponsorship of Maddie's Fund.

Banking Procedures

To ensure that the grant funds are maintained securely and disbursed properly, the grant funds will be held in an interest bearing holding account. A separate operating account will also be set up with funds transferred from the holding account as needed. Transfers to the operating account will require two signatures with at least one of the signatures being a Board Officer. Checks over \$1,000 written from the operating account will

require two signatures. Checks under \$1,000 written from the operating account will require one signature. Edie Offhaus, President and Linda D. Robinson, Executive Director.

The Role of the Lead Agency

The Lead Agency will be responsible for the administration of this project. That includes:

- Guaranteeing that all participants will agree to: 1) support the core values of Maddie's Fund – honesty, integrity and mutual respect; 2) maintain cordial, professional relations with colleagues, other individuals and groups involved in the care of animals; and 3) carry on public debate without personal attacks or recriminations;
- Distributing grant funds to reimburse participating groups;
- Monitoring the progress of the project to ensure compliance by all participants and the successful achievement of the project goals;
- Obtaining baseline statistics, monthly statistics, and reimbursement forms from the participating groups;
- Providing Maddie's Fund with quarterly, semiannual and annual reports;
- Honoring reasonable requests by Maddie's Fund to participate in regional/national media opportunities and/or to be featured speakers at regional/national conferences;
- Following a special Maddie Recognition Plan developed for the project.

The Lead Agency pledges to honor the philosophy and values of Maddie's Fund and looks forward to working with your organization in the future. Thank you for giving us the opportunity to make a lifesaving difference for the animals of **Erie County**.

Sincerely,

Linda D. Robinson
Executive Director
Operation PETS: The Spay/Neuter Clinic of Western New York, Inc.

Maddie's[®] Spay/Neuter Project in Erie County**REVENUE**

Maddie's Fund Grant	\$170,087
TOTAL REVENUE	\$170,087

EXPENSES

<i>Payments to Private Practice Veterinarians</i>	\$34,125
<i>Payment to Non-Profit/Government Clinics</i>	\$121,890
Total Surgery Reimbursements	\$156,015
<i>[You must provide a line item breakdown of the Administrative Expenses.]</i>	

Salary - Office Manager to track and report \$3,700

Salary - Executive Director/ Board Review \$2,500

Benefits \$150

Bank Charges \$400

Legal and Accounting \$600

Promotion/Publicity \$2,130

Office Supplies \$300

Printing \$1,072

Postage \$300

Telephone \$220

Rent \$2,100

Utilities \$600

Total Administrative Expenses \$ 14,072

TOTAL EXPENSES **\$170,087**