

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

SAMPLE PROPOSAL

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

Dear Mr. Avanzino:

The **[name of Lead Agency]** is requesting a \$310,000.00¹ grant from Maddie's Fund to administer the first phase of a spay/neuter (s/n) program in **[name of target community]** involving dogs and cats of low-income people. This program, entitled *Maddie's*[®] *Spay/Neuter Project* for **[name of target community]**, is part of a community collaborative project lead by the **[name of Lead Agency for adoption component]** to end the killing of healthy and treatable shelter dogs and cats in **[name of target community]** by the end of ten years.

Veterinary Hospital Participation

The total number of surgeries to be performed under this program is **[total number of s/n surgeries]**.² The goal for the first year of *Maddie's*[®] *Spay/Neuter Project* will be **5,000 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 **[name of target community]**.

In **[name of target community]**, there are **[total number of veterinarians]** veterinarians, **[total number of private practice veterinary hospitals/clinics]** private veterinary hospitals/clinics, and **[total number of non-profit and government spay/neuter clinics]** non-profit and government spay/neuter clinics. **[If the Lead Agency is a VMA, please add the next sentence.]** The VMA has **[total number of member veterinarians]** member veterinarians in **[name of target community]**. As part of the grant application, the Lead Agency is including baseline s/n surgery statistics from **[number of prospective participants]** s/n groups that are interested in participating in this program.

The baseline statistics from these groups identify the total number of s/n surgeries performed in **[indicate the baseline year for the community collaborative project, LINE 13 of the**

¹ The grant amount for this sample proposal is based on 5,000 s/n surgeries: 1,000 at an average cost of \$70/surgery and 4,000 at an average cost of \$60/surgery (which includes a transaction fee of \$4/surgery to cover administrative costs). The actual number of surgeries to be performed will be based on the number of healthy shelter dogs and cats euthanized in the target community during the baseline year (See Footnote 2 below).

² To determine the maximum number of spay/neuter surgeries to be performed under *Maddie's Spay/Neuter Project*, multiply the total number of healthy shelter dogs and cats euthanized in your target community during the baseline year for your community collaborative project [LINE 17c of the *Adoption Application for a Community Collaborative Project*] by seven (7). The Lead Agency must consult with Maddie's Fund prior to submitting an application to determine the Year One goal for the program.

Maddie’s Fund Adoption Application for a Community Collaborative Project], broken down by species, and the following categories: discount voucher clients and regular clients.

If the project is funded, 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. And all participating s/n groups 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*, (2) as part of any other discount programs, (3) for all clients not included in (1) or (2), with each category broken down according to gender and species. Each participating group will also report the number of deaths of any dogs and cats delivered for s/n surgeries under *Maddie’s® Spay/Neuter Project*.

Target Population

Maddie’s® Spay/Neuter Project will be available to **[name of target community]** residents who receive Medicaid assistance and who have companion dogs and/or 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 dogs and cats per household each year of the project.

S/N surgeries performed on cats and dogs 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 first year of this project is **\$310,000**. Of that, approximately **\$66,000** will be used to pay qualified private practice veterinary hospitals for performing **1,000 s/n surgeries** on dogs and cats of low income people who receive Medicaid benefits (**based on an average cost per surgery of \$66**); and approximately **\$224,000** will be used to pay qualified non-profit and government s/n clinics to perform 4,000 surgeries (**based on an average cost of \$56 per surgery**). Approximately **\$20,000** will be used by the Lead Agency to administer the program (**based on a \$4 transaction fee per surgery performed**).

In addition to the grant funds, the public may asked to make a co-payment of \$20 per dog surgery and \$10 per cat surgery. The Lead Agency is proposing to use grant funds as follows:

Spay/Neuter Fees	Admin Fee (Lead Agency)	MF Surgery Payment				Public Co Pay				Total Payment to Vets/Clinics (inc Public Co-Pay)			
		CATS		DOGS		CATS		DOGS		CATS		DOGS	
	Per Surgery	M	F	M	F	M	F	M	F	M	F	M	F
Private Practice Vet Hosp	\$4.00	\$30	\$75	\$50	\$120	\$10	\$10	\$20	\$20	\$40	\$85	\$70	\$140
Non-Profit & Govt Clinics	\$4.00	\$25	\$60	\$35	\$90	\$10	\$10	\$20	\$20	\$35	\$70	\$55	\$110

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 groups and for each group, a breakdown of s/n statistics identifying the number of s/n surgeries performed: (1) as part of *Maddie's[®] Spay/Neuter Project*, (2) as part of any other discount programs, (3) for all clients not included in (1) or (2), with each category broken down according to gender and species. Each participating group will also report the number of deaths of any dogs and cats delivered for s/n surgeries under *Maddie's[®] Spay/Neuter Project*. 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

[The Lead Agency] 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. **[Please identify the titles of individuals who will be authorized to make transfers and to sign checks.]**

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 **[name of target community]**.

Sincerely,

[Name of head of Lead Agency]

[Title]

[Name of Lead Agency]

SAMPLE BUDGET

MADDIE'S[®] S/N PROJECT

REVENUE

Maddie's Fund Grant	\$310,000.00
TOTAL REVENUE	\$310,000.00

EXPENSES

Payments to the Veterinarians	\$290,000.00
Administrative Expenses	\$ 20,000.00

[You must provide a line item breakdown of the Administrative Expenses.]

Salaries (list the positions)	\$
Benefits	\$
Bank Charges	\$
Legal and Accounting	\$
Promotion/Publicity	\$
Office Supplies	\$
Printing	\$
Postage	\$
Telephone	\$
Rent	\$
Utilities	\$
TOTAL EXPENSES	\$310,000.00