

Animal Rescue Fund

Supporting Pet Rescue in
Edmonton, Alberta

2016

Submit to:

Community Relations Advisor
City of Edmonton, Animal Care and Control
13550 163 St
Edmonton
AB T5V 0B2

Telephone: 780-495-0327

Email: tanya.laughren@edmonton.ca




The logo for the City of Edmonton, featuring the word "Edmonton" in white text on a blue square background.

Animal Rescue Fund (ARF)

The Animal Rescue Fund (ARF) is a grant provided to not-for-profit pet rescue organizations. These grants are specific for rescue animals in need of medical attention that aligns with the Animal Care and Control missions, such as, spay and neuter, vaccinations, microchipping, dental and surgeries that result in an increased adoptability rate for the animal.

Below is information to help you submit a full and complete application for an ARF grant. Be sure to read all the contents carefully for your best chance at approval.

Important Deadlines

-  Applications are accepted quarterly beginning **January 1** of the current year. One application per quarter, per rescue.
-  Applications are accepted until **November 30** of the current year (while allocated funds are available).
-  All Final Reports must be submitted by **December 15**, of the current year.

How do I get started?

1. Read through all material provided in the grant application. Please be aware that there are **two parts** to the submission - the application (Part A) and the final report (Part B). Each must be completed in full and as instructed in order to be accepted and reviewed.
2. Determine your biggest need that will help the most animals. Grant applications should be related to animals that have been rescued from within Edmonton city limits, ideally have been transferred from the Animal Care & Control Centre (ACCC) or Edmonton Humane Society (EHS). A definite link to how the animal came in to your rescue's care, should be made clear.
3. Complete the application form (including all signatures and information requested) and submit to Citizen Services Department, Animal Care and Control by the deadlines stated above.

Guidelines:

Who Can Apply?

1. Rescue groups that have a home base of Edmonton, Alberta with special consideration given to groups who support Animal Care and Control and Edmonton Humane Society.
2. Rescue groups that are registered as a non-profit company with the business goal of pet rescue, pet adoption and humane animal care.
3. Groups that carry liability insurance of not less than \$2 million inclusive limit for any one occurrence.
4. Rescue groups that ensure their dogs and cats are spayed or neutered prior to being adopted.
5. Organizations that are committed actively promote City of Edmonton/municipal pet licensing as part of their adoption process.
6. Rescue groups that support the rescue AND adoption of pets within Edmonton city limits. If a rescue's target community is not Edmonton based, these funds can be utilized for animals who were in care at Edmonton's Animal Care & Control Centre and transferred to the Edmonton Humane Society, prior to being transferred to the rescue.
7. Rescues that are in good standing with the City of Edmonton, Animal Care and Control, Edmonton Humane Society and Alberta SPCA.

Who Cannot Apply?

1. Individuals or for-profit businesses.
2. Rescues that do not reside within Edmonton city limits (special consideration will be given to rescues from outside of Edmonton that support the adoption or care of animals from Animal Care and Control Centre and Edmonton Humane Society).
3. Rescue groups in arrears of payments and bylaw with the City of Edmonton at the time of the review of application shall not be recommended for the Animal Rescue Fund (ARF).
4. Rescue groups that are under investigation by the Animal Care and Control Centre, Edmonton Humane Society and/or Alberta SPCA.

What is the funding limit?

Applicants may apply for up to **\$2,000.00** of funding per grant submission. Please outline your request and how the funds will be used in the enclosed application package.

The City of Edmonton considers the request, the budget, and the stated benefits to the community which must be included in the application. Up to one grant submission is allowed per group per quarter subject to the availability of funds.

What qualifies for an ARF grant?

1. Targeted spay/neuter initiatives.
2. Applications for the care of animals rescued from directly within Edmonton city limits.
3. Applications for the care of animals transferred from Edmonton's Animal Care & Control Centre (ACCC) directly to the rescue.
4. Applications for the care of animals who were in care at Edmonton's Animal Care & Control Centre and transferred to the Edmonton Humane Society, prior to being transferred to the rescue.
5. Funds can be used to increase the adoptability of rescue pets from Edmonton and area through medical care, dental care, spaying/neutering, permanent I.D. (microchipping or tattooing), vaccinations, and transportation to/from other communities.
6. Applications require proof of matched funds, partnerships, community in-kind contributions, volunteer participation or donations.

What does NOT qualify for an ARF grant?

1. Hiring of organizational staff
2. Long-term projects
3. Duplicate programs
4. Event or workshops
5. Costs associated with building maintenance and/or construction, computer and technology needs, and emergency care for animals already in the care of the pet rescue group
6. Any related honourariums, rebates, or staff costs
7. Applications for animals that are not rescued from within Edmonton city limits.

Appeal Process

All appeals will be heard by the City of Edmonton Citizen Services Department and must be received no later than **14 calendar days** after the date that the Animal Rescue Fund application was denied. One appeal per application is allowed. Decisions on appeals are **final**.

Grounds for appeal of the ARF grant are:


1. Significant information was missing from the original application that was submitted to the City of Edmonton Citizens Services Department.
2. A significant error was made by City of Edmonton staff in interpreting the information provided in the original application.



Please note: Failure to meet eligibility criteria is **not** grounds for appeal.

Checklist


Your application must include all of the documentation requested on this checklist. If your application does not have all of the items on the checklist please call the Citizen Services Department at 780-495-0327 before continuing. *Complete, sign, date, and return the **Use of Funds Agreement** and **Right to Audit Agreement** with your application.*

 **You *must* include all items *each time* you apply for the **Animal Rescue Fund (ARF) grant**.**

Office Use	Attached (Please Circle)		Requested item
	Yes	No	Non-Profit Organization: Proof of registration (including Charitable Number) as a non-profit company with the business goal as being pet rescue and pet adoption.
	Yes	No	Certificate of Insurance: Proof of a policy that covers property damage and bodily injury in an amount of not less than \$2 million inclusive limit for any one occurrence.
	Yes	No	Spay/Neuter Program: As a tenet of responsible ownership, your organization's policy is to spay/neuter pets before they are adopted.
	Yes	No	Pet I.D. and Licensing: You and your organization encourage pet owners to license their new cat or dog with their local municipality and permanently I.D. using a microchip or tattoo.
	Yes	No	Photos: Pictures of the animals in your care that will benefit from the grant funding.
	Yes	No	Budget: An estimated budget has been included for your project.
	Yes	No	Use of Funds Agreement: Sign, date, and include the Use of Funds Agreement form along with your application.
	Yes	No	Right-to-Audit: Sign, date, and include the Right-to-Audit form along with your application.

PART A: Applicant Information

Please complete all of the requested information below along with answering each question in the application package in a clear yet detailed manner.

 **Please Note: If the application does not provide sufficient space for your information, please attached an additional page to this application. Thank you.**

Contact Information

1. Legal Rescue Group Name: _____
2. Charitable Number: _____
3. Website: _____
4. Applicant Contact Information:
 - Name: _____
 - Telephone Number: _____
 - Mailing Address: _____
 - Email Address: _____
5. Alternate Contact Information:
 - Name: _____
 - Telephone Number: _____
 - Mailing Address: _____
 - Email Address: _____

Information about your organization

1. Provide a brief explanation of your pet rescue group:

2. Explain how you support pet rescue and pet adoption in the Edmonton area:

Information relating to your ARF grant request

1. Are you requesting funds to care for animal(s) that were in care at Edmonton's Animal Care & Control Centre and/or transferred to the Edmonton Humane Society, prior to being transferred to the rescue? If no, please state where the animal(s) were found and how they came into your care.

2. Briefly explain how you plan to use the requested ARF grant funds.

- What is the situation?

- How do you plan to utilize the funds to change the situation listed?

- What is the timeline (including the completion date)?

- Who will be involved in the execution of the plan?

Budget

Please provide **BUDGET** information using the outline provided. Indicate partnerships and other contributions including matched funds, donations, and volunteer hours. This can include, but is not limited to, discounts from veterinary clinics, food and post op donations, transfer volunteer time, etc.

Please provide an estimated budget indicating how you are intending to use your requested funds.

Proposed Project Expenses		Proposed Animal Rescue Fund		Proposed In-Kind Donations (Description and Estimated Value of Professional Service)		Proposed Volunteer Equity (Calculate Mileage at \$0.50/hr. and Volunteer labour @ \$15/hr.)	
Total		Total		Total Value		Total Value	

Total Grant Request: _____

Applicant Agreement

Terms of Use

1. The funds applied for shall not be intended or used for a purpose beyond the constitutional objectives outlined by this grant.
2. The Applicant must demonstrate fiscal responsibility and manage its finances accordingly.
3. Any unused funds must be returned to the City of Edmonton along with the **Final Report by December 11, of the current year**. Failure to do so may result in ineligibility for future grants and may impact other City services, funding, or resources to the rescue group.

Use of Funds

Upon signing this Agreement, the applicant agrees to return any unused portion of the **Animal Rescue Fund (ARF)** grant money by December 11, of the current year, along with a **Final Report, Final Expenditure Summary and copies of receipts** to the City of Edmonton Citizen Services Department. Failure to do so may result in ineligibility for future grants and may impact other City of Edmonton services, funding, or resources to the Applicant.

The Applicant agrees to ensure that the funds received from the City of Edmonton's ARF grant shall not be intended or used for any purpose beyond the approved use set out by the City of Edmonton, and as outlined in the grant application documents and the categories submitted by the Applicant approved for funding by the City of Edmonton. The Applicant must demonstrate fiscal responsibility and manage its finances in a responsible manner.

Right-to-Audit Project

1. The City of Edmonton may audit all financial and related records associated with the terms of the contract or agreement including timesheets, reimbursable out-of-pocket expenses, materials, goods, and equipment claimed by the Applicant stated below.
2. The Applicant shall at times during the term of the contract or agreement and for a period of six (6) years after the end of the contract, keep and maintain records of the work performed pursuant to this Contract or Agreement. This shall include proper records of the quotations, contracts, correspondence, invoices, vouchers, timesheets, and other documents that support actions taken by the Applicant. All such records shall be maintained in accordance with generally accepted accounting principles. The Applicant shall, at its own expense, make such records available for inspection and audit (including copies and extracts of records as required) by the City of Edmonton at all reasonable times and without prior notice.
3. The obligations of this Section shall be explicitly included in any sub-contracts or agreements formed between the Applicant and any subcontractors or suppliers of goods and services to the extent that those subcontracts or agreements relate to fulfillment of the Applicant's obligations to the City of Edmonton.
4. Costs of any audits conducted under the authority of this Section and not addressed elsewhere will be borne by the City of Edmonton unless the audit identifies significant findings that would benefit the City of Edmonton. The Applicant shall reimburse the City of Edmonton for the total costs of an audit that identifies significant findings that would benefit the City of Edmonton.

This Section shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City of Edmonton may have by Federal, Provincial, or Municipal law, whether those rights, powers, or obligations are expressed or implied.

_____ (name of the pet rescue group requesting an Animal Rescue Fund (ARF) Grant Program) hereby waives any claim which it may have or might acquire against the City of Edmonton, its employees, agents, or contractors, as a result of any injury, loss or damage to any person or property, where that claim arises out of or is in any way connected with the Animal Rescue Fund (ARF) Grant Program.

Furthermore, _____ (name of the pet rescue group requesting an Animal Rescue Fund (ARF) Grant Program) agrees to indemnify and save harmless the City of Edmonton, its employees, agents, or contractors, from and against all claims made or actions initiated against it, and all resulting losses, damages, expenses and liabilities, arising out of this "Animal Rescue Fund" Grant Program. The Applicant acknowledges that this Animal Rescue Fund (ARF) Grant Form, once completed, forms the agreement between the Applicant and the City of Edmonton relating to the Animal Rescue Fund (ARF) Grant Program and agrees to be bound by all the terms and conditions contained herein.

Name of Organization

Date

Name of Legal Signing Authority (please print)

Position of Authorized Representative

Signature of Legal Signing Authority

FOIP Disclaimer

Your personal information is being collected under the Authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act, and will be used to aid in **maintaining accurate records of agency/group involvement**, to provide contact information for the program, and to administer the Animal Rescue Fund (ARF) Grant Program of the Community Relations Section of the Community Standards Branch with the City of Edmonton. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and protection of Privacy Act. If you have any questions about the collection, contact the Citizen Services Department, the City of Edmonton, Animal Care and Control Centre, 13550 163 St, Edmonton, Alberta T5V 0B2 or 780-495-0327.

We will not share your contact information outside of our organization.

For Office Use Only

Date Received _____

Approved/Denied _____

Date Approved/Denied _____

Project #: _____

Notes: _____

PART B: Final Report

Please provide your **Final Report** to the City of Edmonton by **December 11, of the current year**.
As the Applicant, you have agreed to be accountable for the money received from the City of Edmonton.

Your report must accurately summarize your list of items or services purchased with grant money. Detail how the community/animal benefitted; the results achieved; how grant use was a success; and report any unused grant money. Contact, **Citizen Services Department** at **780-495-0327**, if you have any questions.

Ensure a list of final expenditures and **photo copies of the receipts** are attached using the **Final Expenditure Summary**.

Failure to submit the **Final Report** and the **Final Expenditure Summary**, and any unused funds may result in the Applicant being ineligible for future grants and may impact other City of Edmonton services, funding, or resources to the Applicant.

Please make cheques payable to the **City of Edmonton**.

Include answers to the following questions in your Final Report:

(You can cut and paste this section if that suits you better)

1. Legal Rescue Group Name: _____
2. Charitable Number: _____
3. Website: _____
4. Applicant Contact Information:
 - Name: _____
 - Telephone Number: _____
 - Mailing Address: _____
 - Email Address: _____
5. Alternate Contact Information:
 - Name: _____
 - Telephone Number: _____
 - Mailing Address: _____
 - Email Address: _____

1. Provide a brief summary of how you used this grant:

2. Explain the results you achieved with re-homing the pets that received care based on these funds:

3. Explain how you measured success of the awarded grant:

4. Explain how the animal(s) and/or community of Edmonton benefitted from your use of ARF grant.

Final Expenditure Summary

Please be advised that receipts are now **REQUIRED**. Please attach a photo copy of the receipts associated to the approved grant funding.

 Amount of ARF grant received: _____

 Amount of ARF grant used: _____

 Amount of ARF grant returned: _____

Budget (Final)

Final Project Expenses		Final Animal Rescue Fund		Final In-Kind Donations (Description and Estimated Value of Professional Service)		Final Volunteer Equity (Calculate Mileage at \$0.50/hr. and Volunteer labour @ \$15/hr.)	
Total		Total		Total Value		Total Value	

Name of Organization

Date

Name of Legal Signing Authority (please print)

Position of Authorized Representative

Signature of Legal Signing Authority

FOIP Disclaimer

Your personal information is being collected under the Authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act, and will be used to aid in **maintaining accurate records of agency/group involvement**, to provide contact information for the program, and to administer the Animal Rescue Fund (ARF) Grant Program of the Community Relations Section of the Community Standards Branch with the City of Edmonton. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and protection of Privacy Act. If you have any questions about the collection, contact the Citizen Services Department, the City of Edmonton, Animal Care and Control Centre, 13550 163 St, Edmonton, Alberta T5V 0B2 or 780-495-0327.

We will not share your contact information outside of our organization.

Submit Completed Final Report and Any Unused Funds to:

**Community Relations Advisor
City of Edmonton, Animal Care and Control
13550 163 St
Edmonton
AB T5V 0B2**

**Telephone: 780-495-0327
Email: tanya.laughren@edmonton.ca**

For Office Use Only

Project # _____

Date Report Received: _____

Notes: _____

Frequently Asked Questions

1. Can one rescue group apply for more than one ARF grant?

- Yes. A rescue group who meets the criteria can apply once per quarter up to four times in one calendar year.
- For those rescue groups with an extraordinary circumstance that arises, special considerations may be made. Please contact Citizen Services Department at 780-495-0327.
- ARF grants will be reviewed on a first come first serve basis.

2. Can a rescue group apply to an ARF grant if they do not live within the City of Edmonton boundaries?

- No. New criteria require the rescue to have a home base of Edmonton, Alberta.

3. How much funding is available per year?

- Funding for the program is received annually and is dependent on the City of Edmonton budget allowance and availability of funds. For 2016 the amount available is \$30,000.00.

4. How much money can I expect to receive per grant application?

- You can expect to receive a maximum of 2,000.000 per application per quarter.

5. Why is the ARF grant funding restricted to \$2,000.00 per application?

- There are limited funds available for the ARF grants and we want to ensure that we give as many pet rescue groups the opportunity to receive funds – to help as many animals as possible.

6. Do we have to send in ALL of the required documents such as proof of insurance, charitable status, etc. with each application?

- Yes. It is up to you to always present all of the information required per application. Failure to send all information may result in your application being denied or delayed in processing.

7. What kind of projects qualify for an ARF grant?

- Funds for care of animals transferred from Edmonton's Animal Care & Control Centre (ACCC).
- Funds to increase the adoptability of rescue pets from Edmonton through medical care, dental care, spaying/neutering, permanent I.D. (micro chipping

or tattooing), vaccinations, and transportations to other communities. (Must also list the number of animals that have come from the ACCC and related to the project/ application and how these animals will be adopted/fostered back into the City of Edmonton.)

- Funds requested to be used for quality, high volume, low cost spay/neuter clinics in dense neighbourhoods in and around the City of Edmonton.
- Targeted spay/neuter initiatives
- Projects with matched funds, partnerships, community in-kind contributions, volunteer participation or donations are ideal.

8. What does NOT qualify for an ARF grant?

- Hiring of organizational staff
- Projects, programs, events or workshops
- Costs associated with building maintenance and/or construction, computer and technology needs.
- Any related honourariums or rebates
- Applications for animals that are not rescued from within Edmonton city limits.

9. How do I estimate costs?

- You identify the need and estimate the costs based on partnerships, expenses, volunteers, donations, etc. Talk to professionals, retail providers, vendors, etc. and estimate based on that conversation.
- Be sure to include volunteer time, trips, mileage, amount of time, etc.

10. What qualifies as an in-kind donation/contribution?

- Vet discounts (\$ or %), providers that off-set costs, donation of supplies.

11. What is Volunteer Equity?

- The worth of your volunteer hours calculated by the time used on a project (*what it would have cost you had you used a staff person and paid for the services your volunteers do for free*).

12. What is covered by volunteer equity?

- Hours and mileage
- Donations

13. What hourly rate do I associate Volunteer Equity with?

- \$15 per hour regardless of type of job

14. **How much mileage can I claim on my volunteer equity amounts?**

- \$0.50 per kilometer

15. **How much detail do I need to provide for the Final Report portion of the application?**

- Please follow the template provided. We appreciate as much detail as you can provide.
- Receipts are also needed as proof of payment

16. **Do we need to keep and submit receipts as proof?**

- Yes. Please be advised that you should keep your receipts as proof of purchases, etc. in the event of a City of Edmonton audit.

17. **Do we have to use the document as a template or can we create our own?**

- Please use the document template as provided or a word document if you do not have enough space.

18. **If information is missing or deemed unclear, will that automatically mean you will deny our application?**

- No. We will call to try to assist you in completing your application. No application is outright refused based on missing or unclear information. Our goal is to provide funding for as many grants as possible.
- Be advised however, that if your application is not complete upon submission it will delay your application review.

19. **Can we call and talk to someone if we have questions?**

- Absolutely! If you have questions you can contact the Community Relations Advisor at 780-495-0327

Glossary of Terms

What do we mean by...

- 🐾 **ACCC:** Animal Care & Control Centre (City of Edmonton, 13550 – 163 Street)
- 🐾 **Adoptability:** Capable of being adopted; suitable or eligible for adoption.
- 🐾 **Applicant:** The relevant pet rescue group or society applying for the Animal Rescue Fund (ARF) Grant.
- 🐾 **ARF:** Animal Rescue Fund
- 🐾 **Arrears:** Money that is owed and should have been paid earlier. (Reference Oxford Dictionaries)
- 🐾 **Benefit:** An advantage or profit gained from something (Reference Oxford Dictionaries)
- 🐾 **Capital Projects:** A long-term investment made in order to build upon, add or improve on a capital-intensive project. A capital project is any undertaking which requires the use of notable amounts of capital, both financial and labor, to undertake and complete. Capital projects are often defined by their large scale and large cost relative to other investments requiring less planning and resources. (Reference Investopedia)
- 🐾 **Constitutional objectives:** To create a more efficient and appropriate type of government (the Articles did not work very well). Create a system that will be fair to all. To protect the common person and their family and their rights and their dignities and their pursuit of happiness. Encourage humanity, innovation, etc. Make it so that we are free and all of our descendants (Reference Answers.com)
- 🐾 **EHS:** Edmonton Humane Society
- 🐾 **Impact:** To have an impact or effect on; influence; alter (Reference Dictionary.com)
- 🐾 **In-kind contributions:** Paid or given in goods, commodities, or services instead of money. (Reference Dictionary.com)
- 🐾 **Matched Funds:** Are funds that are set to be paid in equal amount to funds available from other sources. Matching fund payments usually arise in situations of charity or public good. (Reference Wikipedia)
- 🐾 **Non-profit:** An incorporated organization which exists for educational or charitable reasons, and from which its shareholders or trustees do not benefit financially. (Reference InvestorWords)
- 🐾 **Partnerships:** The state or condition of being a partner; participation; association; joint interest. (Reference Dictionary.com)
- 🐾 **Permanent I.D.:** Tattoo or Micro Chip
- 🐾 **Project sustainability:** A collaborative effort focused on developing a system that supports individual choice and self-direction, provides equitable assessment and transparent rate methodology, and above all, is sustainable. (Reference R.I. GOV)
- 🐾 **Responsible pet ownership:** A pet(s) owner who spays or neuters, microchips or tattoos, and licenses his/her pet on an annual and up to date basis.
- 🐾 **Short-term:** Lasting for, relating to, or involving a short period of time (Reference Mirriam Webster)
- 🐾 **Small-scale:** involving few people or things. Or, covering or involving a small area (Reference Mirriam Webster)
- 🐾 **Tenet:** A principle, belief, or doctrine generally held to be true; *especially:* one held in common by members of an organization, movement, or profession. (Reference Mirriam Webster)
- 🐾 **Volunteer Equity:** The amount of time, miles, energy a volunteer provides free of charge to help run a charity of organization.