



**ANIMAL CARE &
CONTROL CENTRE**

Animal Rescue Fund Application 2021

Submit application to:

**Community Relations Advisor
Animal Care & Control Centre
13550 163 Street NW
Edmonton, AB T5V 0B2**

Telephone: 780-495-0327

Email: jennifer.bewick@edmonton.ca

Animal Rescue Fund Application

The Animal Rescue Fund (ARF) is a grant program that provides funding to not-for-profit pet rescue organizations in order to benefit animals rescued within the Edmonton area. Up to **one grant submission** is allowed per rescue organization per quarter for each calendar year, subject to the availability of funds. Applications will be assessed on a first come-first served basis each quarter. To ensure a wide distribution of funds, rescue organizations that received an ARF grant in a previous quarter will only be considered for another ARF grant after the other applications for the current quarter have been assessed and if funds are still available.

Important Deadlines

| | DEADLINE TO APPLY | FINAL REPORT DUE |
|--|---------------------|--------------------|
| First Quarter January 1 - March 31 | March 15 | December 15 |
| Second Quarter April 1 - June 30 | June 15 | |
| Third Quarter July 1 - September 30 | September 15 | |
| Fourth Quarter October 1 - December 15 | November 30 | |

Application Checklist

| ARF Grant Application Requirements |
|---|
| <p><input type="checkbox"/> Good Standing: The rescue organization does not owe any outstanding fines or fees to the Animal Care & Control Centre (ACCC). The rescue organization has provided all required final reports from previous ARF grants and repaid the City of Edmonton any funding from previous ARF grants that were not spent (if applicable). The rescue organization is also not under any current investigations by ACCC or Alberta SPCA.</p> |
| <p><input type="checkbox"/> Completed ARF grant application form (Part A, B and C).</p> <p style="margin-left: 20px;"><input type="checkbox"/> Please be advised part A, B, and C, must be completed in their entirety. For section C where we have requested that you provide detail of costs, we require specific amounts. They can be an estimate, but they must be included to have your grant considered.</p> |

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|--|
| <input type="checkbox"/> Proof of one of the following Not-for-Profit statuses whose primary objectives are pet rescue and pet adoption: <ul style="list-style-type: none"> <input type="checkbox"/> Federally Registered Charity - Proof of federal registration (including charitable registration number) as a charitable organization <input type="checkbox"/> Provincially Registered Not-for-Profit - Proof of Provincial registration as a not-for-profit organization or society and a copy of the business license |
| <input type="checkbox"/> Proof Certificate of Insurance: Proof of an insurance policy that covers property damage and bodily injury in an amount not less than \$2 million inclusive limit for any one occurrence. |
| <input type="checkbox"/> Proof of Spay/Neuter Policy: Proof that the rescue organization has a policy to spay/neuter pets before they are adopted. |
| <input type="checkbox"/> Proof of Pet I.D. and Licensing Policy: Proof that the rescue organization encourages pet owners to license their new cat or dog with their local municipality and permanently I.D. the animals using a microchip or tattoo. |
| <input type="checkbox"/> Information on Animals in Care: Information about how the animals that will benefit from the ARF grant came into the rescue organization's care (e.g., surrender contracts, EHS documentation, ACCC ID number, etc.) |
| <input type="checkbox"/> Photos: Pictures of the animals in care that will benefit from the ARF grant funding. |
| <input type="checkbox"/> Project Budget: An estimated budget has been included for the project or initiative that is the subject of this ARF grant funding application. |

Please submit the completed application and all required supporting documents via email or mail to the Community Relations Advisor. Any incomplete applications will not be reviewed.

[Animal Rescue Fund \(ARF\) Guidelines](#)

Who can apply?

Rescue organizations that meet the following criteria are welcome to apply for ARF grants:

- **Acts Locally:** Rescue organization is located in Edmonton, Alberta, and/or primarily provides animal rescue / animal adoption services within the City of Edmonton.
 - Note: If a rescue organization's target community is *not* Edmonton-based, the organization is still welcome to apply for ARF grant funds to support animals that had previously been surrendered by Edmonton residents, in the care of the Edmonton Humane Society or the Animal Care and Control Centre.
- **Non-Profit Organizations:** Registered as federal or provincial charity whose primary purpose involves pet rescue, pet adoption and/or humane animal care. The ARF grants are not available to individuals or for-profit businesses.

- **Insured:** Carry liability insurance of not less than \$2 million for any one occurrence
- **Spay/Neuter Policies:** Have a policy of spaying/neutering their rescue animals prior to these animals being adopted
- **Licensing/Pet ID Policies:** Have a policy of promoting pet licensing / pet identification for all rescued animals
- **Promote Compliance:** In good standing with Animal Care and Control Centre (e.g., no delinquent pet accounts, no outstanding fines/fees, no overdue funds / reports from previous ARF grants, no ongoing investigations by ACCC and/or ASPCA).

What types of initiatives qualify for an ARF grant?

ARF grant funding can be used towards the following types of programs/initiatives:

1. **Medical/Dental Care:** Providing medical care or dental care for rescued animals, including vaccinations or spay/neutering.
2. **Pet Identification:** Microchipping or tattooing rescued animals for identification purposes.
3. **Behavior Training:** Providing behavior training classes for qualifying animals.

Animal(s) that benefit from ARF grant funding should meet at least one of the following criteria:

- (a) The animal was surrendered from a City of Edmonton resident;
- (b) The animal was transferred from the Animal Care & Control Centre to the rescue organization; and/or
- (c) The animal was previously in the care of the Animal Care & Control Centre or the Edmonton Humane Society, and *then* was transferred to the rescue organization.

PLEASE NOTE: A rescue organization can apply for an ARF grant that will benefit multiple animals. However, **only animals that came into the care of the rescue organization during the previous year or current year will qualify for the ARF grant funds.** The rescue organization must provide a documented history for these animals that proves when and how the animals came into care.

What are the application and funding limits?

Each calendar year, up to **one grant submission** is allowed per rescue organization per quarter, subject to the availability of funds. In other words, a rescue organization is allowed to apply for ARF grant funding a maximum of **four times** per year.

Applications will be assessed on a **first come-first served** basis each quarter. To ensure a wide distribution of funds, rescue organizations that received an ARF grant in a previous quarter will only be considered for another ARF grant *after* the other applications for the current quarter have been assessed and if funds are still available.

For each grant application, a rescue organization may apply for up to **\$2,000.00** of funding.

Please note: One grant will be issued per animal unless the needs of the animal are so significant that additional funding is required.

If the latter, the rescue organization will need to reapply completing the application form and providing additional information to be considered for the grant.

| DEADLINE TO APPLY | |
|--|---------------------|
| First Quarter January 1 - March 31 | March 15 |
| Second Quarter April 1 - June 30 | June 15 |
| Third Quarter July 1 - September 30 | September 15 |
| Fourth Quarter October 1 - December 15 | November 30 |

Under Part B and C of the application form, a rescue organization must outline:

- The proposed use of the ARF grant funding
- A budget for the project that is the subject of the ARF grant funds. This includes:
 - **Anticipated expenses** - these are the costs that the rescue organization is requesting funding for through the ARF grant
 - **Anticipated resources** - these are the donations / in-kind contributions / volunteer services and mileage that the rescue organization anticipates it will be able to dedicate to the project. These resources are **not** provided through the ARF grant but through the rescue organization's partners, donors, volunteers, etc.

All applications **must** include evidence of donations / in-kind contributions / volunteer services, etc., that will come from other external sources.

Application approval process

Please be advised that only those grant applications completed in full will be reviewed.

In reviewing an ARF grant application, the City of Edmonton will consider the proposed use of the ARF grant funding, the proposed budget, and the anticipated benefits to the Edmonton community. Approval is at the sole discretion of the City of Edmonton.

Agreement - Once an ARF grant application has been approved, the City of Edmonton will forward a copy of an Agreement setting out the confirmed grant funding amount. **This Agreement must be signed on behalf of the rescue organization by a representative with legal signing authority.**

Final Report and Final Expenditure Summary Submission Deadline: December 15

All rescue organizations that have been approved for an ARF grant are expected to submit a Final Report and Final Expenditure Summary on the use of the ARF grant funds by **December 15** of each calendar year. If you don't anticipate that you can meet this deadline, request for an extension must be received in writing prior to December 15..

A rescue organization is expected to complete a Final Report and Final Expenditure Summary for every ARF grant received, even if that rescue organization has received more than one ARF grant in that calendar year. In other words, if a rescue organization has received three ARF grants, it must complete and submit three final reports.

The Final Report and Final Expenditure Summary must include:

- Information on how the ARF grant money was spent
- A summary of the project's actual expenses / resources.

Copies of all original receipts/invoices must be included with the Final Report and Final Expenditure Summary.

Rescue organizations are also expected to keep the original copies of all their receipts and records relating to the project/initiative that is the subject of the ARF grant for a minimum period of six (6) years after the project/initiative has completed.

Any ARF grant funding that has NOT been spent at the time that the final report is submitted MUST be paid back to the City of Edmonton.

Any failure or delays in submitting the Final Report and Final Expenditure Summary, copies of receipts / invoices, or to return unspent ARF grant funds may impact future applications by a rescue organization for ARF grant funding.

| | | | |
|-----------------------|--|----------------------|--|
| Date Received: | | Applicant No. | |
|-----------------------|--|----------------------|--|

ANIMAL RESCUE FUND GRANT APPLICATION

PART A: APPLICANT INFORMATION

Please complete all of the requested information below. If the application does not provide sufficient space for your information, please attach additional pages to this application.

* Incomplete applications will not be considered.

| ORGANIZATION INFORMATION | | | |
|--|--|----------------------------|--|
| Legal Name of Organization: | | | |
| Charity Registration No.: | | | |
| <input type="checkbox"/> Please attach proof of registration as a non-profit organization. <input type="checkbox"/> Please attach a Certificate of Insurance. | | | |
| Website: | | Organization Email: | |
| Organization | | | |

| | | | |
|-------------------------|--|------------------------------|--|
| Mailing Address: | | | |
| Contact Name: | | Contact Phone Number: | |
| Contact Email: | | | |

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|---|
| 1. Provide a brief description of the pet rescue organization (history, mission, overview of the animals you support, etc.): |
| |

The personal information on this form 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 administer the City of Edmonton's Animal Rescue Fund (ARF) Grant Program. 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, use or disclosure of this information, please contact the Animal Care and Control Centre at 780-495-0327.

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| 2. Explain how the rescue organization supports pet rescue and adoption in the City of Edmonton area (e.g. special services provided, awareness campaigns, etc.): |
| |

- Please attach the rescue organization’s spay/neuter policy.
- Please attach the rescue organization’s pet identification and licensing policy.

PART B: GRANT FUNDING REQUEST

3. Explain the purposes for which the rescue organization is requesting the ARF grant funding. Please provide a detailed description of the project/initiative, applicable timelines, persons/organizations involved in the project’s delivery, and anticipated outcomes:

Detailed Project/Initiative Description (how will use the funds?):

Applicable Timelines:

| |
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| |
| Persons/Organizations involved in the project's delivery: |
| |
| Anticipated Outcomes (if you receive the funding requested, how will your project benefit the animals in your care and the project itself?) |
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| 4. a) Provide information on the animal(s) that will benefit from the use of the ARF grant funding being requested. |
| |

4. b) How did these animals come into the Rescue's care?

Please include photographs of the animals in care that will benefit from ARF grant funding. These can be added directly into the document or provided as an attachment. If submitting multiple animals, please be clear as to which animal will be benefitting and provide names and descriptions wherever possible.

Please include supporting documentation (e.g., surrender contracts, Edmonton Humane Society documentation, etc.) that proves how the animals came into the rescue organization's care

PART C: ANTICIPATED EXPENSES AND CONTRIBUTIONS

ANTICIPATED EXPENSES

Please provide a description of the anticipated expenses that require ARF grant funding.

| <i>Proposed Item/Description</i> | <i>Proposed Cost</i> |
|------------------------------------|----------------------|
| 1. | |
| 2. | |
| 3. | |
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| 16. | |
| 17. | |
| 18. | |
| 19. | |
| 20. | |
| TOTAL GRANT FUNDING REQUEST | |

ANTICIPATED RESOURCES

DONATIONS

Please provide a description (inclusive of monetary value) of the anticipated monetary donations, in-kind donations, volunteer hours and mileage that will be contributed by the Organization, its staff, partners, donors or volunteers for the project/initiative.

In-Kind or Monetary Donations

Please include all monetary donations as well as in-kind donations such as pet food donations, discounts from veterinary clinics, behavioral training discounts, etc.

| <i>Description</i> | <i>Value \$</i> |
|--------------------|-----------------|
| | |
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| | |
| TOTAL | |

Volunteer Labour/Mileage

*Volunteer hours can be calculated at a rate of \$15.00/hour.
Volunteer mileage can be calculated at a rate of \$0.50/hour.*

| <i>Description</i> | <i>Value \$</i> |
|--------------------|-----------------|
| | |
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| | |
| | |
| TOTAL | |

| | |
|---|--|
| FINAL TOTAL OF ANTICIPATED RESOURCES | |
|---|--|