



Orange County Animal Services Trust Fund Community Grant



GRANT DESCRIPTION



Orange County Animal Services Community Grant provides financial assistance to local county based organizations. It is a reimbursement program intended to offset costs incurred promoting the proper care and treatment of animals.

Section 5-47 of Orange County Code establishes an Animal Services Trust Fund for the purpose of accepting contributions and disbursing funds for the care and treatment of animals and to enhance the welfare of animals in Orange County.

GRANT ELIGIBILITY AND USE OF FUNDS

- Applicant must be a registered 501(c)(3) non-profit organization based in Orange County
- Applicants can only request funding once every 12 months
- Grants are awarded on a first come first served basis
- Grant amount may not exceed two thousand five hundred dollars (\$2,500.00)
- Funds are reimbursable only; after approval letter has been sent to the applicant, original receipts must be submitted to Orange County Animal Services to receive grant funds
- Groups applying for grant funding must restrict use of grant funds solely to provide for the benefit of domestic animals in Orange County or from Orange County Animal Services (proof of origin may be requested)
- If grant funds are used for an event or project the words: **“Funded in part by Orange County Animal Services Trust Fund”** must be posted on signage or brochures for the event or project
- Education materials or brochures to be purchased with grant funding must be submitted with the application for approval



Inquiries related to the Animal Services Trust Fund Grants should be directed to Program Coordinator Katherine Martinez at 407-254-9146 or Katherine.Martinez@ocfl.net

IMPORTANT: All grants are subject to audit by the Orange County Comptroller’s office and any evidence of violation, misrepresentation in the terms of this grant, or conflict of interest will result in loss of grant and/or repayment of funds to Orange County.

Orange County Animal Services Trust Fund: Community Grant

ELIGIBLE PROJECTS / SERVICES

- Spaying / Neutering Expenses
- Veterinary Care Expenses
- Vaccination Campaigns and Rabies Information
- Pet Microchips
- Responsible Pet Care and Pet Law Education
- Bite Prevention Education
- Pet Care Essentials (Leashes, Bowls, Carriers, etc.)
- Emergency Preparedness for Pets
- Pet Food

NON-ELIGIBLE PROJECTS / SERVICES

- Pet Toys
- Pet Clothing and Accessories
- Pet Training Classes
- Pet Grooming
- Boarding Fees
- Pet Treats or Baked Goods
- Dog Park Construction or Improvement
- Non-Domestic Animals (Livestock or Exotic Pets)
- No Resale Items or Fundraising Items
- Previous Expenses



APPLICATION PROCESS

- Complete the application and proposal for the projects or services that are to be funded and mail to:

Attn: Animal Services Trust Fund Community Grant
P.O Box 1393
Orlando, FL 32801

- Once the application is received, it will be reviewed by the Orange County Neighborhood Services Division for verification of neighborhood or non-profit status
- Then the application with grant coversheet will be forwarded to the Animal Services Division for criteria eligibility
- Animal Services will then present acceptable applications to the Animal Services Advisory Board on a monthly basis for approval
- Each application approved by the Advisory Board must receive final approval from the Orange County Administrator prior to funds being expended
- Applicants will be notified in writing if your request is approved for funding.
- Please note - you must receive notice of the award before starting your project or collecting receipts for services. Expenses incurred prior to grant approval will not be eligible for grant reimbursement
- Once the award letter is received, reimbursable expenses must be incurred within 120 days of grant award approval and all receipts and documentation of reimbursable expenses must be submitted within 120 days after the award
- Along with your receipts, you will be required to submit a summary report

This grant is being funded by generous donations made to the Orange County Animal Services Trust Fund by caring people and organizations. If you would like to contribute to this fund, please make checks payable to Orange County Board of County Commissioners and write "Animal Services Trust Fund donation" on the memo field of the check.

Orange County Animal Services Trust Fund: Community Grant

Applicant Information

Applicant Organization Name: _____

Name of Non-Profit Organization if Different: _____

Contact Person: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____

Email Address: _____

Non-Profit Organization Information

Is your organization a 501(c)(3) organization? NO YES (documentation required)

County of Origin _____ Tax Identification Number (TIN): _____

Description of Project & Requested Funding

Total Amount of Funds Requested for Reimbursement: \$ _____

Describe your future projects or services and how this funding would benefit the welfare of Orange County animals. Previous expenses are not eligible. You may submit a separate document if necessary.

Have you ever applied for other grants from Animal Services? NO YES

If YES, please explain: _____

Have you previously received money from other organization? NO YES

If YES, please explain: _____

Applicant Signature: _____

Date: _____

