



# **ANIMAL CARE GRANT PROGRAM**

*2024 Grant Information  
Packet*



*City of*  
**SANTA CLARITA**



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**Additional Information and Questions, Contact:**  
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[kdarabedian@santaclarita.gov](mailto:kdarabedian@santaclarita.gov)  
(661) 286-4034



## PROGRAM TIMELINE

### **Thursday, January 25, 2024 – Grant Application Packet Released**

- Grant Application and Information Packet released

### **Tuesday, January 30, 2024 – Public Information Meeting**

10:00 a.m., Zoom

- Information meeting for all interested non-profit organizations
- Includes a thorough overview of the entire grants and application process

### **Monday, March 11, 2024 – Grant Application Deadline**

5:00 p.m. *(Must be received by 5:00 p.m. to be an eligible applicant)*

Online at: [www.santaclarita.gov/community-preservation/animalcare/](http://www.santaclarita.gov/community-preservation/animalcare/)

**Or** Hardcopy to:

City of Santa Clarita, City Clerk's Office

Attn: Karine Darabedian

Re: Animal Care Grant Program

23920 Valencia Blvd., Suite 120

Santa Clarita, CA 91355

### **April 2024 – Interviews (if necessary)**

### **May 2024 – Grant Awardees Notified**

- City Council Meeting for approval of Grants Committee recommendations
- Grant awardees will be notified of status



## FACT SHEET AND OVERVIEW

### Overview

The City of Santa Clarita (City) Animal Care Grant Program (Program) is a new offering, created at the direction of the City Council, to provide direct financial assistance to non-profit organizations serving the general health and well-being of the City's animal population.

On July 11, 2023, the City Council approved the Program design and budgeted a total of \$50,000 annually to be dispersed to eligible, locally-serving non-profit organizations. The main goal of the Program is to help grow the capacity of local 501(c)(3) non-profit organizations and supplement the services being provided through the Castaic Animal Care Center. Priorities include helping to solve animal overpopulation issues through increased spay and neuter services, and helping to provide rescue dogs and cats, or those waiting for adoption, with a safe place to reside, ensuring all of their basic needs are met. According to these priorities, the Program is divided into two sub-categories:

- 1) ***Spay and Neuter Grants*** – maximum award is \$7,500 per non-profit organization. This sub-category encompasses projects that result in additional animals being spayed and neutered (e.g., trap-neuter-release programs, mobile clinics, etc.). A total of \$30,000 will be made available for grants within this sub-category.
- 2) ***General Support Grants*** – maximum award is \$3,500 per non-profit organization. This sub-category encompasses projects that provide non-profit organizations with the supplies necessary to provide a comfortable environment for rescue animals, such as food, medications, veterinary care, and other items needed to improve quality of life. A total of \$20,000 will be made available for grants within this sub-category.

An eligible non-profit organization may seek both a Spay and Neuter grant and a General Support grant, but they would need to be submitted as two distinct applications.

### Eligibility

Organizations must meet the following criteria in order to be considered for funding:

- Be incorporated as a nonprofit agency, recognized by the IRS as tax exempt under Internal Revenue Code section 501(c)(3). Applicants must provide verification of their 501(c)(3) status.
- Primarily focus on animal care, rescue, rehabilitation, or related services.
- Submit a completed application specific to the grant category for which you are applying.

***Funding must be used to serve or support animals residing within, or rescued from, City limits.***

### Selection Criteria

A Rating Committee, comprised of two Councilmembers and three members of City staff, will review completed grant applications and evaluate them based upon:

- Organization's Experience and Track Record
- Proposed Project/Goal and Objectives
- Community Impact
- Future Funding to Sustain Program/Matches
- Project Timeline for Identifying Key Activities
- Estimated Project Line Item Budget



## GRANT REQUIREMENTS

### Contractual and Reporting Requirements for Grant Recipients

- Successful grant recipients must plan to expend the funds within one year.
- Organizations approved to receive funds must enter into a Grant Agreement with the City.
- The City has the option to require insurance certificates with endorsements to complete the Grant Agreement and release the funds.
- The City has the right to conduct a program/fiscal site visit before and/or after award of grant, review all organization records related to the grant, and interview program staff, volunteers, and clients served by the organization.
- The City may request the return of grant funds not expended within the required time limits.
- The City may request additional information on the proposed project and the organization.

### Final Report

- Organizations are required to submit a Final Report within three months of implementing/ completing the project, and no later than one year after execution of the Grant Agreement.
- The Final Report shall contain narrative and quantitative information and documentation of grant expenditures (including all receipts or invoices).
- Receipts for all expenses totaling grant amount must be submitted with the Final Report.
- Failure to submit a Final Report will result in the City requesting reimbursement of grant funds.
- Specifics on the Final Report will be outlined in the Grant Agreement.



## GRANT APPLICATION CHECKLIST

A complete Grant Application will include the Grants Submission Packet and Verification Documents. Grant Applications can be submitted at [www.santaclarita.gov/community-preservation/animalcare/](http://www.santaclarita.gov/community-preservation/animalcare/) or by hard copy on or before **Monday, March 11, 2024, at 5:00 p.m.** Grant Applications received after that date and time will not be considered for funding. No email, fax, or postmarks accepted.

### **Grant Application Requirements:**

#### **1. Grant Submission Packet**

- 1 original of the completed Grant Application Form
- 3-page Project Proposal Narrative
- 1-page Project Line Item Budget

#### **2. Verification Documents**

- Verification of 501(c)3 status (*one copy only*)
- A submitted Federal Form 990 for tax year ending on or after December 31, 2022 (Applicable Federal Form 990, 990-EZ, or 990-N is required of all nonprofit applicants)

For Hard Copy Grant Applications – Do not bind or staple Grants Submittal; paper-clip all submitted documents. Mail or deliver hard copy Grants Submittal with required attachments to the City of Santa Clarita on or before **Monday, March 11, 2024, at 5:00 p.m.**

City of Santa Clarita  
Attn: Karine Darabedian  
Re: Animal Care Grant Program  
23920 Valencia Blvd., Suite 120  
Santa Clarita, CA 91355

### **Please Note:**

- Failure to follow the directions as outlined above may result in grant submittal being rejected.
- Proof of insurance is not needed at this time. If selected to receive grant funds, the City reserves the right to require insurance certificates with endorsements as outlined by the City. Failure to submit required insurance documents by the identified deadline may result in the applicant not receiving funding.
- The Grants Committee will rate the grant submittal and will recommend to the City Council if applicants should be fully, partially, or not funded.
- Applicants are encouraged to direct any questions regarding the application process to (661) 286-4034 or [kdarabedian@santaclarita.gov](mailto:kdarabedian@santaclarita.gov).



## PROJECT PROPOSAL NARRATIVE

The Project Proposal Narrative shall be submitted as part of the application package. The information provided in the Project Proposal Narrative will be used to evaluate grants proposals. The Project Proposal Narrative shall not exceed 3 pages, single-sided, double-spaced, in 12-point font, with one-inch margins.

Use the following headings and letters to organize your Project Proposal Narrative.

**A. Organization’s Experience and Track Record (25-point maximum)**

- Describe the organization’s mission statement.
- Describe past experience and success, as they pertain to animal care initiatives and positive outcomes.
- Describe the organization’s compliance with animal care best practices and all relevant local, state, and federal laws.

**B. Proposed Project/Goals and Objectives (25-point maximum)**

- Provide a detailed description of the proposed project.
- Outline the goals and objectives to be achieved through this grant request and how the organization will accomplish those goals and objectives.
- Provide information describing what is unique and innovative about the proposed project.

**C. City of Santa Clarita Community Impact (20-point maximum)**

- Describe the community need for the proposed project and include any data that identifies and supports the need for the project.
- Identify what the benefit of the proposed project will be to the community and how the community will be made aware of the project.

**D. Future Funding to Sustain Program/Matches (10-point maximum)**

- Outline how the organization plans to sustain this program beyond the current year of grant funding.
- List any dollar or in-kind match that will be made to the proposed project.
- Describe if the proposed program or project would be possible without the grant funding being requested.

**E. Project Timeline Identifying Key Activities (10-point maximum)**

- Outline the proposed timeframe in which the project will be performed. Include specific program benchmarks to be achieved.
- The timeframes should list chronologically all activities necessary to complete the project, and include the start and end dates for each activity.

**F. Project Line Item Budget (10-point maximum)**

- Attach a separate page with a line item budget for the proposed project/program – sample line item budget is enclosed for reference.



**PROJECT LINE ITEM BUDGET**

The line item budget details how the grant funds will be spent on the program/project proposed by a non-profit organization.

*Sample Project Line Item Budget*

**Organization Name:** [Organization Name]

**Proposed Project Title:** [Project Title]

**Requested Amount:** \$5,000

	Project Budget	Required Grant	Grant Line Item Description
<b>INCOME</b>			
<b>A. Contributed</b>			
City of Santa Clarita	\$5,000	\$5,000	City Grant
Individual Contributions	\$1,500		
Fundraising Events	\$200		
<b>Subtotal Income Contributed:</b>	<b>\$6,700</b>	<b>\$5,000</b>	
<b>B. Earned</b>			
Collected Fees	\$500		
Product Sales			
<b>Subtotal Income Earned:</b>	<b>\$500</b>	<b>\$0</b>	
<b>TOTAL PROJECT INCOME:</b>	<b>\$7,200</b>	<b>\$5,000</b>	
<b>EXPENSES</b>			
<b>A. Personnel</b>			
Administrative	\$1,000		
Technical			
<b>Subtotal Personnel:</b>	<b>\$1,000</b>	<b>\$0</b>	
<b>B. Operating Expenses</b>			
Facility Rental			
Supplies	\$1,000	\$1,000	blankets, toys, animal carriers
Contractual Services	\$500		
Professional Services	\$4,100	\$3,600	veterinary care
Equipment	\$600	\$400	tools, supplies
<b>Subtotal Operating Expenses:</b>	<b>\$6,200</b>	<b>\$5,000</b>	
<b>TOTAL PROJECT EXPENSES:</b>	<b>\$7,200</b>	<b>\$5,000</b>	





### **APPLYING FOR 501(c)3 STATUS**

Organizations that would like to learn more about applying for 501(c)3 status should visit the California State Attorney General website at [www.oag.ca.gov/charities](http://www.oag.ca.gov/charities) and the Internal Revenue Service (IRS) website at [www.irs.gov/charities-non-profits/application-process](http://www.irs.gov/charities-non-profits/application-process).