



City of
SANTA CLARITA

ANIMAL CARE GRANT PROGRAM

2025 Grant Information Packet





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Additional Information and Questions, Contact:
Maria Huerta, Administrative Analyst
mhuerta@santaclarita.gov
(661) 255-4964



PROGRAM TIMELINE

Tuesday, April 1, 2025 – Grant Application Packet Released

- Grant Application and Information Packet released

Tuesday, April 8, 2025 – Public Information Meeting

10:00 a.m., Zoom

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

Thursday, May 15, 2025 – 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/

Or Hardcopy to:

City of Santa Clarita, City Clerk's Office

Attn: Maria Huerta

Re: Animal Care Grant Program

23920 Valencia Blvd., Suite 120

Santa Clarita, CA 91355

June 2025 – Interviews (if necessary)

July 2025 – 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 an annual 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.

The Program has an annual budget of \$50,000 to be dispersed to eligible, locally-serving non-profit organizations in the maximum amount of \$10,000 each. 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. Please note that applications expanding access to spay and neuter services will be prioritized in the scoring of 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.

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

Selection Criteria

A five-member Rating Committee 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

Applications that include spay/neuter services and address animal overpopulation will receive priority during the evaluation process.



GRANT REQUIREMENTS

Contractual and Reporting Requirements for Grant Recipients

- Successful grant recipients must 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/ or by hard copy on or before **Thursday, May 15, 2025 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, 2023 (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 **Thursday, May 15, 2025, at 5:00 p.m.**

City of Santa Clarita
Attn: Maria Huerta
Re: Animal Care Grant Program
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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 Rating 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 [\(661\)255-4964](tel:6612554964) or mhuerta@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: Sammy Clarita Foundation
Proposed Project Title: Sammy Clarita Rescue Mission
Requested Amount: \$10,000

	Project Budget	Requested Grant Funds	Grant Line Item Description
INCOME			
A. Contributed			
City of Santa Clarita	\$10,000	\$10,000	City Grant
Individual Contributions	\$2,500		
Fundraising Events	\$200		
Subtotal Income Contributed:	\$12,700	\$10,000	
TOTAL PROJECT INCOME:	\$12,700	\$10,000	
EXPENSES			
Supplies	\$3,000	\$3,000	Purchase of food, bedding, litter, cleaning products, medical supplies (flea/tick prevention, deworming, vaccinations), and enrichment items (toys, training aids)
Contractual Services	\$1,500		
Professional Services	\$5,400	\$6,000	Spay/neuter surgeries for stray and rescued animals, routine wellness exams, vaccinations, and emergency medical treatment for injured or sick animals
Equipment	\$800	\$1000	Purchase of necessary surgical tools (scalpels, forceps, sterilization kits), transport crates for safe relocation, and recovery enclosures for post-surgery care
Subtotal Operating Expenses:	\$10,700	\$10,000	
TOTAL PROJECT EXPENSES:	\$12,700	\$10,000	



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 and the Internal Revenue Service (IRS) website at www.irs.gov/charities-non-profits/application-process.