

ANIMAL CARE & FACILITY FUND GRANTS

The Sheltering Committee (Committee) of the New Mexico Board of Veterinary Medicine (Board) is accepting applications for grant funding from the Animal Care & Facility Fund (AC&F Fund). The deadline for submitting an application is April 30, 2021. Funding requests will be accepted via application form only.

Following the application form, FAQs are attached. Please read the application form and FAQs for information about the application process. Application forms should be emailed to: director@nmbvm.org

Click on the link for the interactive application form allowing entry directly on the form. A current version of Adobe Acrobat Reader™ is required.

The Board will approve and award grants based on recommendations from the Committee.



New Mexico Spay and Neuter Assistance Program Application for Funds

Thank you for your interest in the New Mexico Spay and Neuter Assistance Program. This application is for eligible individuals, nonprofit organizations, animal shelters, and euthanasia agencies to receive assistance for dog and cat spaying and neutering from the Animal Care and Facility Fund.

For important instructions and examples in filling out the application, please see the New Mexico Spay and Neuter Assistance Program Frequently Asked Questions (FAQ) document at the end of this application. **Submit applications by 11:59 p.m. Friday, April 30, 2021 to director@nmbvm.org.**

A. ORGANIZATION INFORMATION

Organization Name:

Address:

Phone:

Website:

Fax:

Contact Person Name:

Title:

Address:

Phone:

Email:

Alternative Contact Person Name:

Title:

Address:

Phone:

Email:

Type of Organization:

Nonprofit Rescue

Advocacy Organization

Spay/Neuter Organization

Municipal Animal Shelter

Nonprofit Animal Shelter (with or without municipal contract)

Other

If a nonprofit organization, please attach a copy of IRS 501(c)3 designation letter.

Description of organization's business, mission, or purpose:

Sources of funds for organization (check all that apply):

- Individual Donors
- Major Donors
- Fundraising Events
- Foundation Grants
- Government Grants
- Veterinary Service Fees
- Other

Jurisdictions served:

Median income for the county or counties which your organization serves. List each county, if multiple, and the median household and individual incomes:

B. FACILITY INFORMATION

If your organization houses animals, please provide the following information:

Intake totals for the most recent 12-month period for which there are statistics (provide intake numbers for all that apply):

Dogs:	Cats:	Other:
Stray	Stray	Stray
Owner Surrender	Owner Surrender	Owner Surrender
Transfer In	Transfer In	Transfer In
Other	Other	Other

Outcome totals for the most recent 12-month period for which there are statistics:

Dogs:	Cats:	Other:
Adoptions	Adoptions	Adoptions
Transfers	Transfers	Transfers
Return to Owner	Return to Owner	Return to Owner
Euthanasia	Euthanasia	Euthanasia
Live Release Rate	Live Release Rate	Live Release Rate

If currently providing spay and neuter services, total number of animals spayed/neutered in the most recent 12-month period for which there are statistics:

Dogs

Cats

Community/feral cats

What is your organization's average spay/neuter fee (If applicable)?

C. PROPOSED PROJECT

Please provide a brief description of your proposed project:

Service providers: List the name(s) and location(s) of Veterinarians or Vet Practices expected to provide spay/neuter services for the project.

Project area: Describe the location targeted for spay/neuter services and include justification for choosing that area.

Means testing: Nonprofit organizations are responsible for ensuring that individuals receiving assistance are within the income requirements outlined in Senate Bill 57, which indicates that household income should not exceed 200% of current federal poverty level guidelines. Briefly explain how you plan to verify household income.

Project Information:

List the total number of surgeries you expect to perform or assist in funding:

Dog spays

Dog neuters

Cat spays

Cat neuters

Community/feral cat spays

Community/feral cat neuters

Provide the following information depending on which method you are planning to use to deliver spay/neuter services:

If providing spay/neuter services directly or “in-house,” please provide:

Average cost of cat spay

Average cost of cat neuter

Average cost of dog spay

Average cost of dog neuter

Average cost of community cat spay

Average cost of community cat neuter

Average cost of rabies vaccination

Is there a co-pay for surgery?

Yes

No

If yes, what is the co-pay your organization is charging?

If using a voucher system, please provide:

Will the vouchers have a maximum value?

Yes

No

If yes, what will the maximum value be?

If no, what are the average expected values of the vouchers:

Average voucher amount for one cat spay

Average voucher amount for one cat neuter

Average voucher amount for one dog spay

Average voucher amount for one dog neuter

Average voucher amount for one community cat spay

Average voucher amount for one community cat neuter

Average amount for one rabies vaccination

How many vouchers do you expect to use:

Number of cat spay vouchers

Number of cat neuter vouchers

Number of dog spay vouchers

Number of dog neuter vouchers

Number of community cat spay vouchers

Number of community cat neuter vouchers

Is there a co-pay for vouchers?

Yes

No

If yes, what is the co-pay your organization is charging?

If using a mobile unit, please provide:

Average cost of cat spay

Average cost of cat neuter

Average cost of dog spay

Average cost of dog neuter

Average cost of community cat spay

Average cost of community cat neuter

Average cost of rabies vaccination

Is there a co-pay for surgery?

Yes

No

If yes, what is the co-pay your organization is charging?

D. PROJECT BUDGET

Total amount of funding requested:

Briefly describe project expenses and plans for funds, if awarded. Outline any other budgetary expenses. If funding for staffing, outside of veterinary staff, is part of your budget, please include a detailed breakdown of costs, including salary and justification. Realize that funds for staffing are limited to the duration of the project and will not be given in perpetuity.

List any proposed matching funds (not required) and how they will be spent, and/or any matching in-kind services to be provided:

List other funding sources for spay/neuter services:

E. AWARD REQUIREMENTS

By completing and signing this application you agree to reporting systems to be put in place, including timelines, benchmarks, and reports on funds spent as well as number of surgeries performed.

If awarded funds, your organization must commit to providing the following in order to receive a vendor number and be disbursed funds:

Name of organization

Email or fax number for organization

Position of point of contact for the organization i.e., Director, Board member etc.

Name of point of contact

Point of contact organization name

Point of contact telephone number

Organization payment remittance address

The information should be submitted to **adminasst@nmbvm.org**, which will forward to the Department of Finance and Administration (DFA). Applicant organizations cannot email directly to DFA. Once the vendor number is established, DFA will send the information to the organization via email.

You hereby agree that your electronic signature below constitutes your signature, acceptance, and agreement as if actually signed by you in writing.

Print Name:

Organization:

Signature:

Date:

New Mexico Spay and Neuter Assistance Fund FAQs

by the Animal Shelter Committee,
New Mexico Board of Veterinary Medicine
February 2021

Q: What is the Spay and Neuter Assistance Fund?

A: The passage of New Mexico Senate Bill 57 (SB57) in 2020 provides a mechanism for funding affordable spay and neuter surgeries by qualified providers across New Mexico. The New Mexico Department of Agriculture collects these funds from fees charged to non-exempted pet food manufacturers that sell their products in New Mexico. The New Mexico Board of Veterinary Medicine (NMBVM) distributes the funds annually upon the recommendations of the Animal Shelter Committee (ASC), under the NMBVM.

Q: What is the application process?

A: In general, the disbursement of funds collected through SB57 will be very different from how other spay and neuter funds (tax check-off and license plate fee funds) have been distributed in the past through the Animal Shelter Board (the Animal Shelter Committee's predecessor). The SB57 process will be much like applying for a grant, where entities must fill out an application and request a specific amount of funds in order to complete a proposed number of surgeries.

Q: What is the SB57 implementation timeline? How are awardees decided?

A: The Animal Shelter Committee, under the New Mexico Board of Veterinary Medicine (NMBVM), is responsible for creating the application process. The Committee has the goal of opening the application period in early March 2021. The application will be available for download from the NMBVM website, www.NMBVM.org. Once completed, applications are to be sent to the New Mexico Board of Veterinary Medicine, with a due date of April 30th. The Animal Shelter Committee will review all eligible applications and send its award recommendations to the NMBVM by their July meeting. The NMBVM will make the final award selections and distribute the funds to the awardees. The tentative timeline would include final award selections in July and fund distribution starting in August 2021.

Q: How much funding will be available?

A: The exact amount to distribute is still to be determined. We are expecting an amount of approximately \$200,000 in the first distribution year, 2021. There will be no minimum budget for proposals, but proposals will have a maximum project budget of \$50,000.

Q: Who is eligible to apply for SB57 funds? Are there any residency restrictions?

A: Individuals, nonprofit organizations, animal shelters, and euthanasia agencies may receive assistance for dog and cat spaying and neutering, provided that the assistance to individuals and nonprofit organizations shall only be given to individuals who have, or to nonprofit organizations that shall only provide assistance to serve recipients who have, a household income that does not exceed 200% of the current federal poverty level guidelines, below.

Federal Poverty Guidelines 2021		
<i>Persons in Family/ Household</i>	<i>Poverty Guideline</i>	<i>200% of Poverty Guideline</i>
1	\$12,880	\$25,760
2	\$17,420	\$34,840
3	\$21,960	\$43,920
4	\$26,500	\$53,000
5	\$31,040	\$62,080
6	\$35,580	\$71,160
7	\$40,120	\$80,240
8	\$44,600	\$89,200

Due to the guidelines above, organizations must verify household income for those receiving assistance. A simple way to verify household income is with a filed tax return from the previous year. Other means of verification may include proof of enrollment in other government benefit programs or creating a legal affidavit an individual can use to claim household income.

There are no residence requirements for organizations applying for funds or for practitioners supplying the surgeries. However, all individuals receiving assistance for spay and neuter and all animals receiving the surgeries must be residents of New Mexico.

Multiple organizations may team together and submit a single application that all organizations will be involved with.

Q: What types of projects will be funded?

A: Spay and neuter proposals must meet the purpose of SB57. Proposals should include projects that result in increasing the number of spay and neuter procedures provided and/or building the organization’s capacity to provide spay/neuter services on an ongoing basis.

Projects for spay/neuter can include feral or free-roaming animals. Organizations should be cognizant of local ordinances when dealing with feral or free-roaming animals.

Proposals should contain projects that are 12-18 months in length. Projects should have a specific area to be targeted. Examples include, but are not limited to, a city, zip code, county, neighborhood, etc.

Proposals may contain funding for equipment needed to increase spay and neuter capacity. However, funds needed for capital projects and overhead will not be considered at this time.

Q: What should a proposed budget include?

A: Proposal budgets should include the number of spays and neuters for each species. Price per surgery should be all inclusive of costs associated with that surgery. Rabies vaccines can be included in the cost of surgery. Other vaccination and microchips will not be funded through these funds. However, the cost of such can be listed as matching funds.

Q: What are matching funds?

A: The Animal Shelter Committee encourages groups to use their own funds to “match” in some proportion the funding the Spay and Neuter Assistance Fund provides. Although not required for participation, matching funds increase the total impact of the proposed project. An example of matching funds would be funds from the organization that will cover vaccines, other than rabies, and microchips for animals being spayed and neutered. Matching funds from outside organizations may also be counted if being utilized for the proposed spay and neuter project.

Example Budget:

Dog and Cat Shelter in Anytown, NM seeks funding in the amount of \$3,645 to provide 50 cat spay/neuter surgeries for free-roaming cats and an additional 25 surgeries for owned cats in the Very Nice Mobile Home Park in the 88842 zip code in Anytown, NM. Dog and Cat Shelter will be using TNR methods to capture and then spay and neuter the 50 free-roaming cats using their clinic. The additional 25 surgeries for owned cats in the mobile home park will be completed using a voucher system. Two local veterinary clinics, Vet Services of Anytown and New Mexico Veterinary Clinic, will be accepting the vouchers at a cost of \$100 for cat spays and \$75 for cat neuters. Dog and Cat Shelter will provide matching funds of \$500 to pay for additional vaccines for all of the cats and microchips for the 25 owned cats.

Total number of surgeries to be performed:

Cat spays: 15

Cat neuters: 10

Community cat spays: 25

Community cat neuters: 25

Total number of surgeries performed: 75

Average cost of cat spay: \$30.25

Average cost of cat neuter: \$25.50

No copay for surgery

Expect to issue 25 vouchers:

Number of cat spay vouchers: 15

Average cost of cat spay voucher: \$100

Number of cat neuter vouchers: 10

Average cost of cat neuter vouchers: \$75

No copay for vouchers

Q: What are some suggested voucher costs?

A: While voucher expenditures can vary, organizations should do all they can to negotiate a fair rate. A good range for vouchers for cat surgeries could be \$75-\$125 and for dog surgeries, \$125-\$200. This would be the cost for the actual surgery plus a rabies vaccine (if needed). Surcharges for common issues that create more complicated surgeries would be allowed, for example cryptorchid, in heat or pregnant spays, etc.

Q: What type of records should organizations who are awarded funds be prepared to keep?

A: Organizations who are awarded funds need to be prepared to record the number of procedures and separate by methods (in house, mobile unit, vouchers, etc.), species, and sex. They should also be prepared to track the funds spent and be able to supply supporting documentation.

Progress reports, likely quarterly, will also be required and should contain information such as number of procedures completed, funds spent, funds unencumbered, and reports of any roadblocks or delays in project progress.

Further questions?

Contact Stacie Voss, Animal Shelter Committee Chair: svoss@fmtn.org