

MISSISSIPPI BOARD OF ANIMAL HEALTH
"I CARE FOR ANIMALS" CAR TAG PROGRAM

Updated July 2018

•Grant applications should be submitted to the following:

I. Mail original application with your original signature to:

Mississippi Board of Animal Health
Attn: Dr. Jim Watson
P.O. Box 3889
Jackson, MS 39207

2. Email application to:

Beth Adcock at beth@mdac.ms.gov
(electronic copy is required)

Suggestions:

•Easy to read bulleted points are better than paragraph style answers.

•The word limits are only suggestions; use whatever is necessary to get your point across.

1. Brief history of organization, date of origin, number of members, mission, goals – 200 words or less.

2. Significant past projects and accomplishments from the previous year – 200 words or less. Examples: Adoption numbers, Animal Transport numbers, Adoption Event with results, Fund-raiser with results, Humane Education Programs, etc.

3. Complete contact information for your Officers and Board of Directors – Name, Address, Phone, Email

4. Name of Project

5. The spreadsheet example is for a spay/neuter project. We realize you do not know how many male or female animals you will alter – please estimate this number. Add a 200 words or less description detailing your project.

6. Complete contact information for each person/business listed – Name, Address, Phone, Email

7. Number of animals involved. (This number should match your spreadsheet from number 5.)

8. Requested grant amount. (This number should match your spreadsheet from number 5.)
Email Beth Adcock at beth@mdac.ms.gov to find out the amount of grants currently being awarded. This number fluctuates depending on how many car tags have been sold and how many grants have been awarded.)

•Double-check you have copies of the following attached to the application:

1. IRS Tax Exempt Determination Letter
2. Articles of Incorporation (The old version of this document is very long and we only need the front page which has the organization's name, date and secretary of state signature.)
3. Current Certificate of Registration from the Mississippi Secretary of State's Office. The Secretary of State requires registration annually, unless you are exempt. Check with their office to see what is required of your organization.
4. IRS Form 990 from previous year.
5. A newsletter, annual report or article of interest.

• Applications must be submitted a *minimum* of 30 days before a scheduled meeting of the Board of Animal Health. The Board meets Wednesday of the first full week in January, April, July, and October.

• You will be notified by letter if the Board of Animal Health awards your organization a grant.