

MISSISSIPPI BOARD OF ANIMAL HEALTH

ANIMAL CARE FUND

"I CARE FOR ANIMALS" CAR TAG PROGRAM

- An application with an original signature must be mailed to us.
- We also prefer that an electronic copy of the document be emailed to us. This saves us a great deal of time and speeds up the application process.

- Mail original application to:

James Watson, D.V.M.

Board of Animal Health

P.O. Box 3889

Jackson, MS 39207

- Also email applications to beth@mdac.state.ms.us

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

•The word limits are **suggestions only**, use whatever words are necessary to get your point across.

2.B – 150 words or less (*brief history of organization, date of origin, number of members, goals*)

2.C – 150 words or less (*significant past projects*)

2.E – Complete contact information is needed – Name, Address, Phone

3.B – See the Business Plan Example, which is easy and we recommend this format. This business plan example is for a spay/neuter project. We realize you may not know how many male or female animals you will alter – please just estimate this number. Add a 50 words or less paragraph describing the project.

3.C – Complete contact information is needed for each person/business listed – Name, Address, Phone

4.B – 200 words or less

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

1. IRS Tax Exempt Determination Letter. This should be an updated letter within the last 3 years.
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. By-Laws
4. Recent Audit and/or Financial Statement. You may use the previous year's numbers or numbers from the last 6 months. This should be broken down into how you spent your money. Example:

Vet Services - \$\$\$

Electric Bills - \$\$\$

Food - \$\$\$

Salaries - \$\$\$

5. If you have a newsletter or an article of interest, please include it. If you include a newsletter that is not scanned into the computer, please include 7 copies.

Date received in office _____

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

FUND GRANT APPLICATION

Date _____

1. Name of applicant

Address _____

City _____ Zip code _____

Telephone (_____) _____ Contact person _____

Email contact _____

2.A. Signature of person authorized by applicant to execute binding documents

2.B Non-profit tax exempt number _____

(PLEASE PROVIDE AN UPDATED COPY OF IRS TAX EXEMPT DETERMINATION LETTER)

2.C Describe the history of the non-profit (date of origin, number of members, organization goals)

(PLEASE PROVIDE ARTICLES OF INCORPORATION, BY-LAWS, AND RECENT AUDIT OR FINANCIAL STATEMENT)

"I CARE FOR ANIMALS" CAR TAG PROGRAM

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FUND GRANT APPLICATION page five of five

An incomplete grant application will not be reviewed and will be returned to the organization or governing authority. The awarding of grants is at the discretion of the board of animal health.

See miss. code ann. §69-15-19 and the animal care fund regulations (attached) for more information. (see http://www.sos.state.ms.us/ed_pubs/mscode/. enter §69-15-19 in the search field.)

Applications must be submitted a minimum of 30 days before a scheduled meeting of the board of animal health (please contact the mbah to get meeting schedule information).

The applicant will be notified when the board of animal health has completed its review and decision. Mail applications to:

JAMES WATSON, D.V.M., DIRECTOR
JIMW@MDAC.STATE.MS.US
BOARD OF ANIMAL HEALTH
P.O. BOX 3889
JACKSON, MISSISSIPPI 39207
TELEPHONE: (601) 359-1160
FAX: (601) 359-1177

If possible, also email applications to beth@mdac.state.ms.us

The following should be included in this package:

- Grant Application with signature**
- IRS Tax Exemption Letter (dated within the last 3 years)**
- Articles of Incorporation**
- By Laws**
- Financial Statement or Audit from the last year or of the last 6 months**
- Newsletter or articles of interest (limit to 2), if these are not scanned into the computer we'll need 7 copies of the newsletter**

ANIMAL CARE FUND REGULATION

Pursuant Miss. Code Ann. 69-15-19 the Mississippi Board of Animal Health is charged with administering those funds collected from the "I Care For Animals" car tag program. Accordingly, these rules have been developed to implement the Animal Care Fund program.

1.
 - a. Any person or other entity (hereinafter "Applicant") desiring to acquire monies from the Animal Care Fund (hereinafter "the Fund") shall complete and submit an application to the Board of Supervisors of the county, or the governing authority of the municipality, in which the project is to be constructed or conducted (hereinafter referred to as ("local authority")), with a copy to the Mississippi Board of Animal Health (hereinafter "the ("MBAH")).
 - b. The application shall require the Applicant to specify the name of the project/activity or event (hereinafter "Project"), on which the funds are to be used and the details of the Project, such as expenses, costs, completion dates, locations of planned activities and other necessary requirements. Applications must be submitted at least thirty (30) days prior to a board meeting of the MBAH in order to be placed on the agenda. The MBAH. shall then decide whether or not to recommend that an applicant shall receive a grant from the Fund.
 - c. Those Projects requesting monies from the Fund for spay/neutering activities shall receive priority by the Board over other applications, in its consideration of the distribution of monies from the Fund.
 - d. Applications shall contain a signature of the person authorized by the applicant to execute binding documents. Also attached to the application for a private applicant shall be a copy of the organization's articles of incorporation, the IRS tax-exempt determination letter (or documentation of its pending status), a list of officers and directors (with addresses and telephone numbers), and a copy of any reports, newsletters or other information of the organization's activities.
 - e. The MBAH. shall then advise the local authority of its recommendation. The MBAH shall then deliver funds to an organization in accordance with the wishes of the local authority. Under no condition are monies distributed from the Fund to be used for euthanasia activities.
2.
 - a. There shall be no appeal process for those Projects or organizations which were determined by a local authority to not warrant funding.
 - b. Both the MBAH and the local authority shall provide written notification of their decisions on a project to the applicant.
3. The transfer of Funds through which a Board of Supervisors or Municipality shall donate Fund monies to a private organization shall be limited to only those organizations or groups recognized as legal entities under Mississippi law and approved as a tax exempt organization by the Internal Revenue Service status.
4. The MBAH shall create an Animal Care Fund Advisory Group (hereinafter "the Advisory Group") comprised of individuals who represent various animal care and volunteer organizations from areas located throughout the state. The MBAH shall have complete discretion in selecting these individuals and shall make every effort to select said individuals from organizations located at each geographic region of the state of Mississippi. The purpose of this group is to meet with the State Veterinarian (or designated person) to review the applications and to provide a recommendation to MBAH as to acceptable allocations from the Fund. Such recommendations shall be advisory only.
5. At no time shall a local authority allocate the entirety of the monies held in the Fund.
6. Within 60 days of completion of a Project, a brief report providing information on the Project's successes, difficulties and recommendations for improvements, shall be submitted to the MBAH by the grant recipient for inclusion in the Project file.
7. Any approved organization receiving funds through a Board of Supervisors or Municipality, shall retain all records and documentation associated with the awarded Project, for a period of no less than three years. MBAH shall have the right to audit these records, upon reasonable notice, to verify and certify that all funds were expended as designated by the Project.