



# AMERICAN HUMANE

*Protecting Children & Animals Since 1877*

## **Meacham Foundation Memorial Grant Application Instructions**

**Please Read These Instructions Prior to Completing Your Application**

Administered by American Humane, the Meacham Foundation Memorial Grant was established in 1969, in memory of Ms. Tressa Meacham, to provide financial assistance to agencies for shelter expansion or improvement.

### **Eligibility for Awards**

To be considered for the Meacham Foundation Memorial Grant, an organization must have all of the following:

- Be a nonprofit agency approved by the IRS as a 501(c)(3) entity, ***or*** be a public (local government) entity. Nonprofit agencies must be incorporated as a nonprofit in the state or territory in which they are located.
- Be an agency member of American Humane.
- Operate and be located within the United States of America or its territories.
- Have or plan to have a physical plant (structure) within which animals are sheltered.
- Shelter an animal population primarily comprised of dogs, cats, and/or horses.
- Place animals in private homes by means of an adoption program.

### **Types of Projects**

Meacham Grants are awarded only for animal environment enrichment, construction, physical or capital improvements, equipment for veterinary care, or equipment that directly impacts the welfare of animals in the shelter.

Meacham Grants may not be used for supplementing an agency's operating budget, reducing deficits, purchasing vehicles, fundraising (e.g., gift shops, thrift stores), or for performing routine maintenance.

Agencies receiving grants for construction or improvements must either: 1) own the property on which such improvements will be made; or 2) hold a long-term lease, with a minimum of five years remaining on the property and/or facility.

### **Accountability**

Organizations receiving funds for any purpose are accountable to American Humane for use of the grant monies as designated in the proposal. At the completion of the project, or one year after the date of the award (whichever comes first), the grantee must submit a report indicating the disposition of funds and photographic or other evidence of the construction, improvement, or equipment provided by the grant. A plaque or other permanent acknowledgement of the award must be displayed by agencies that receive awards from this grant. Agencies will be requested to forward copies of receipts, invoices, and other documents in support of their report.

## **Decisions are Final**

All decisions of American Humane concerning the award of Meacham Foundation Memorial Grants or other shelter grants are final. The review process may take up to six months. All applicants will receive written notification of the decision of the review committee.

## **Assistance**

Due to the overwhelming inquiries about Meacham, we ONLY take e-mail or regular postal correspondence (no phone calls). If you have questions after reviewing the materials, please e-mail us at [info@americanhumane.org](mailto:info@americanhumane.org). It is recommended that you contact American Humane with questions by **February 15** to allow time for any adjustments that might be needed before the deadline.

## **Required Attachments**

The items listed below must be submitted with the completed Meacham Foundation Memorial Grant Application for the current year. If any items are not applicable, please explain in writing. Your request may be denied if any supporting documentation is missing without an explanation.

- The completed and signed Meacham Foundation Memorial Grant Application Form. All proposals must include the form designated for the specific year's cycle.
- A one- to two-page cover letter describing the project and how it will impact the care of animals in your shelter and/or community.
- A copy of the organization's latest financial statement. For municipal or tribal agencies, please include the "line item" from the city or county budget relating to the animal control department.
- A report of activities (e.g., programs, statistics, etc.) and supporting documents (e.g., newsletters, annual reports, and/or other publications) indicating the scope of your organization's activities.
- A list of building(s) and/or property owned or leased by your organization and their use.
- Current photographs (see details below).
- A detailed budget for the project, including any price quotes or cost estimates.
- Documentation detailing how the grant monies will be used, including:
  - For new construction or improvements, include plans or drawings of proposed new construction or improvements.
  - For equipment or other projects, include catalog pictures and pricing, contractor quotes, or other pertinent documents.
- Information on additional funding, specific as to the source, amount, and how it will be raised.
- For private nonprofit agencies:
  - A copy of your organization's Articles of Incorporation, certified under seal by the Secretary of State. If such a copy is unavailable, the secretary of your Board of Directors should sign and date the Articles and affix the corporation seal
  - A copy of the organization's nonprofit 501(c)(3) letter of confirmation from the Internal Revenue Service (no substitutions allowed).
  - A list of the names, addresses, and phone numbers of your current officers and board members.
- For public (local government) agencies:
  - A letter of confirmation, on official government letterhead, verifying your agency's status as a public animal care or control agency.
  - A list of the reporting hierarchy for the department and city, county, or other applicable local governmental agency.

## **Photographs**

Photographs are an integral part of the grant application. Photographs taken with a film camera (not Polaroid) and developed directly into prints are highly preferred. Photos taken with a digital camera must be printed on photo-quality paper and be a minimum of 300 dpi.

1. If your organization is currently sheltering animals, photographs of **both** the exterior and interior of the facility **must** be included, even if the request is for equipment only or for a new shelter. Although special attention should be given to the area where improvements will occur, photographs should provide a visual tour of all animal-housing areas.
2. If your organization does not have a building, include pictures of the lot on which you are building, adjacent lots, and the curb or approach area to the building as well as any locations where you are currently fostering animals.

Mount or print pictures on letter-size paper (8.5 x 11). Include captions or notations explaining the photographs, as well as the date or dates the pictures were taken. **Failure to submit photographs meeting these requirements will cause your request to be denied.**

## **Organization of Proposal Information**

Please send one copy only of your proposal. Grant proposals may be organized in a packet or binder with tabs or page numbers for easy reference. A table of contents is helpful.

## **Deadline**

**Applications should be submitted between January 1 and February 28.** Proposals must be postmarked by February 28 to be considered.

## **Submission**

It is not necessary to send your application by priority or overnight shipment. However, use of a traceable shipment method is recommended.

All materials, including photographs, become the property of American Humane and will not be returned to the submitting party.

**Submit completed and signed application, along with all required supporting documentation to:**

**American Humane Association  
Attn: Meacham Review Committee  
63 Inverness Drive East  
Englewood, CO 80112-5117**



# AMERICAN HUMANE

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## **Meacham Foundation Memorial Grant 2009 Application**

Organization must be an Agency member of American Humane to be considered for grant requests. For membership information, please visit [www.americanhumane.org](http://www.americanhumane.org), e-mail [info@americanhumane.org](mailto:info@americanhumane.org), or call 303-792-9900. Please complete all four pages (either page 7 or page 8 – see instructions on page 6) of the grant application to prevent disqualification from the grant review process.

Agency Name: \_\_\_\_\_ is (check one):

- Currently an agency member of American Humane (must be in effect as of or through February 28, 2009)
- Submitting an agency membership application and dues at this time

If your agency is a current or lapsed member of American Humane, please indicate your ID number: \_\_\_\_\_

Agency Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Agency Phone: \_\_\_\_\_ Agency Website: www. \_\_\_\_\_

Head of Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Primary contact for Grant  
(if different from above): \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Please state your agency's mission statement:

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Summarize in 20 words or less the specific purpose for which you are requesting funds:

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Amount of funds requested (up to \$4,000): \_\_\_\_\_

Total estimated cost of project, construction, or capital campaign: \_\_\_\_\_

Estimated timeframe/date of completion of project, construction, or capital campaign: \_\_\_\_\_

Agency's last completed fiscal year:

1. Operating budget: \_\_\_\_\_

2. Number of paid full-time staff: \_\_\_\_\_ Number of paid part-time staff: \_\_\_\_\_

3. Number of active volunteers: \_\_\_\_\_

4. Average volunteer hours/week: \_\_\_\_\_

5. Population served: \_\_\_\_\_

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**If your agency utilizes the Asilomar Guidelines for reporting shelter statistics, please complete Page 7.**

**If your agency does not utilize the Asilomar Guidelines for reporting shelter statistics, please complete Page 8.**

**Do NOT complete both pages.**

## ANNUAL ANIMAL STATISTICS TABLE

		DOGS	CATS	TOTAL
A	BEGINNING SHELTER COUNT (Date: )			
INTAKE (live dogs and cats only)				
B	From the public			
C	Incoming transfers from organizations within community/coalition			
D	Incoming transfers from organizations outside community/coalition			
E	From owners/guardians requesting euthanasia			
F	Total intake [B + C + D + E]			
G	Owner/guardian requested euthanasia (unhealthy and untreatable only)			
H	ADJUSTED TOTAL INTAKE [F minus G]			
I	ADOPTIONS			
J	OUTGOING TRANSFERS to organizations within community/coalition			
K	OUTGOING TRANSFERS to organizations outside community/coalition			
L	RETURN TO OWNER/GUARDIAN			
DOGS AND CATS EUTHANIZED				
M	Healthy (includes owner/guardian requested euthanasia)			
N	Treatable – Rehabilitatable (includes owner/guardian requested euthanasia)			
O	Treatable – Manageable (includes owner/guardian requested euthanasia)			
P	Unhealthy and Untreatable (includes owner/guardian requested euthanasia)			
Q	Total euthanasia [M + N + O + P]			
R	Owner/guardian requested euthanasia (unhealthy and untreatable only)			
S	ADJUSTED TOTAL EUTHANASIA [Q minus R]			
T	SUBTOTAL OUTCOMES [I + J + K + L + S] Excludes owner/guardian requested euthanasia (unhealthy and untreatable only)			
U	DIED OR LOST IN SHELTER/CARE			
V	TOTAL OUTCOMES [T + U] Excludes owner/guardian requested euthanasia (Unhealthy and untreatable only)			
W	ENDING SHELTER COUNT (Date: )			

To check the accuracy of the shelter data you have compiled, the Beginning Shelter Count (A) plus the Adjusted Total Intake (H) should equal the Total Outcomes (V) plus the Ending Shelter Count (W):  $A + H = V + W$ .

## Intakes and Distributions by Animal Category

Please provide your agency's statistics for the most recent year. Indicate the dates included in the statistics. Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

		DOGS	CATS	HORSES	OTHER
<b>SHELTER/FACILITY</b>		(indicate number for each category)			
1	Total shelter capacity				
2	Average daily occupancy				
3	Average length of stay				
4	Maximum animals housed				
<b>INTAKES Do not count Dead On Arrivals ( DOAs)</b>					
5	Relinquished by owner				
6	Strays – relinquished by public				
7	Strays – impounded by Animal Control				
8	Transferred from other shelter(s) or agencies				
9	Born in shelter or foster home				
10	TOTAL [5 + 6 + 7 + 8 + 9]				
<b>DISTRIBUTIONS</b>					
11	Returned to owner (RTO)				
12	Adopted				
13	Transferred to other shelter(s) or placement group(s)				
14	Died, lost, or other				
<b>EUTHANASIA</b>					
15	Sodium Pentobarbital				
16	Carbon Monoxide				
17	Other (please specify)				
<b>SPAY/NEUTER (S/N)</b>					
18	Number of RTO animals S/N by organization			N/A	
19	Number of adopted/transferred animals S/N prior			N/A	
20	Number of adopted animals that left unaltered			N/A	
20A	Specify Reason 1 for no S/N:				
20B	Specify Reason 2 for no S/N:				
20C	Specify Reason 3 for no S/N:				
20D	Total S/N eventually performed on animals from line 20			N/A	
21	Youngest age of animals routinely S/N			N/A	
22	Location S/N performed (complete 22A - 22D)				
22A	Performed on-site at agency			N/A	
22B	Performed off-site by shelter's veterinarian			N/A	
22C	Performed off-site by adopter's veterinarian			N/A	
22D	Of other, specify or explain:				

		DOGS	CATS	HORSES	OTHER
<b>In the year <u>immediately preceding</u> the year detailed above, your agency received the following numbers of animals:</b>					

**Nonprofit Agencies:** Signatures must be provided by the President of the Board of Directors and the Executive Director. If one person acts as both, supply a signature from an alternate Board Member.

**Public Agencies:** Signatures must be provided by the Director of the Animal Control Agency or Animal Shelter and his/her direct supervisor.

**The information contained in this grant request is, to the best of my knowledge, accurate and complete. I further give permission to American Humane Association to make inquiries about our organization to help in the evaluation of this request.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Type or print title

\_\_\_\_\_  
Type or print title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Disqualification**

Any application received without appropriate signatures and without all documentation listed in the Meacham Foundation Memorial Grant Application Instructions will be considered incomplete and will immediately be disqualified from further consideration. Signatures from two separate parties are required on all applications. Please be sure to provide all pages of the grant application with your submission.

**Deadline**

Meacham Foundation Memorial Grant Applications for the 2009 grant cycle should be submitted between January 1 and February 28, 2009. All proposals must be postmarked by February 28, 2009 to be eligible for consideration.

**Submission**

It is not necessary to send your application by priority or overnight shipment. However, use of a traceable shipment method is recommended.

All materials, including photographs, become the property of American Humane and will not be returned to the submitting party.

**Submit completed and signed application, along with all required supporting documentation (see Meacham Foundation Memorial Grant Application Instructions [www.americanhumane.org/meacham](http://www.americanhumane.org/meacham)) to:**

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