

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

*updated February 2013*

•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 a copy of application to:

Beth Adcock at [beth@mdac.ms.gov](mailto:beth@mdac.ms.gov)  
**(electronic copy is required)**

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**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.

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*) – examples: Adoption Event with results, Fund-raiser with results, Humane Education Programs, etc.

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

3.B – This spreadsheet example is for a spay/neuter project. We realize you may not know how many male or female animals you will alter – please 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 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. If you need an updated letter, call the number listed on the top right hand side

of your current letter and they will guide you through the quick process. You should receive the letter within two weeks after request.)

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 a DETAILED Financial Statement from the previous year or last 12 months.

**Financial Statement Example**

**Revenue:**

Donations - \$\$\$

Fund-raising - \$\$\$

    Cookbook sales, Dog walks, etc.

Grants - \$\$\$

Membership Dues - \$\$\$

TOTAL REVENUE - \$\$\$

**Expenses:**

Vet Services - \$\$\$

    Spay/Neuter, Vaccinations, etc.

Utility Bills - \$\$\$

    Electric, Water, etc.

Pet Food - \$\$\$

Advertising - \$\$\$

Fund-raising - \$\$\$

Salaries - \$\$\$

TOTAL EXPENSES - \$\$\$

5. If you have a newsletter, an annual report, or an article of interest, please include it.
- Applications must be submitted a minimum of 30 days before a scheduled meeting of the Board of Animal Health. The Board meets in January, March, May, July, September and November.
  - You will be notified by letter if the Board of Animal Health awards your organization a grant.