

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

Updated January 2015

•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. 200 words or less (*brief history of organization*, date of origin, number of members, mission, goals)

2. 200 words or less (*significant past projects*) – examples: Adoption Event with results, Fund-raiser with results, Humane Education Programs, etc.

3. Complete contact information for your Officers and Board of Directors is needed – 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 is needed 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.)

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

1. IRS Tax Exempt Determination Letter ([NEW](#) - We no longer require this letter to be dated within the last three 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. [NEW](#) - Certificate of Registration from the Mississippi Secretary of State's Office for the year 2014 or 2015 (The Secretary of State requires registration annually.)
4. [NEW](#) – We no longer require a copy of your organization's Bylaws.
5. Recent Audit and/or a DETAILED Financial Statement from the previous year. See sample below:

Financial Statement Example

Revenue: *(What money did you take in?)*

Donations - \$1,000

Fund-raising - \$1,000

 Cookbook sales, Dog walks, etc.

Grants - \$500

Membership Dues - \$500

Adoption Fees - \$2,000

TOTAL REVENUE - \$5,000

Expenses: *(What did you spend?)*

Vet Services - \$3,000

 Spay/Neuter, Vaccinations, etc.

Utility Bills - \$100

 Electric, Water, etc.

Pet Food - \$100

Advertising - \$50

Fund-raising - \$50

Salaries - \$500

TOTAL EXPENSES - \$3,800

- A newsletter, annual report or article of interest may be included, however, is not required.
- 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, March, May, July, September and November.
- You will be notified by letter if the Board of Animal Health awards your organization a grant.