



# Orange County Animal Services Trust Fund Rescue Partner Grant



## GRANT DESCRIPTION

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Orange County Animal Services Pet Rescue Grant provides financial assistance to pet rescue organizations registered with Orange County Animal Services. It is a reimbursement program intended to offset costs incurred for veterinary care, spaying/neutering expenses, pet food, and pet micro-chipping.

Section 5-47 of Orange County Code establishes an Animal Services Trust Fund for the purpose of accepting contributions and disbursing funds for the care and treatment of animals and to enhance the welfare of animals in Orange County.

## GRANT ELIGIBILITY AND USE OF FUNDS

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- Applicant must be a registered 501(c)(3) non-profit organization
- Applicant must be a registered rescue partner with Animal Services
- Applicant must provide copy of current Form 990 and registration with the Division of Consumer Affairs
- If applicant's rescue organization is based out-of-state, a copy of foreign not for profit corporation from the Florida Department of State Division of Corporations is required
- Applicants can only request funding once every six months
- Grants are awarded on a first-come first-served basis
- Grant amount may not exceed two thousand five hundred dollars per application (\$2,500.00)
- Funds are reimbursable only; after approval letter has been sent to the applicant, original receipts must be submitted to Orange County Animal Services to receive grant funds
- Pet rescue organizations applying for grant funding must restrict use of grant funds solely to provide for the care of homeless domestic animals rescued in Orange County or from Orange County Animal Services (proof of origin may be requested)
- Informational material provided from the rescue group to adopters must include the words: **"Care funded in part by Orange County Animal Services Trust Fund"**
- If grant funds are used for an event or project the words: **"Funded in part by Orange County Animal Services Trust Fund"** must be posted on signage or brochures for the event or project
- Education materials or brochures to be purchased with grant funding must be submitted with the application for approval
- Inquiries related to Animal Services Trust Fund Grants should be directed to [AnimalServices@ocfl.net](mailto:AnimalServices@ocfl.net)

**IMPORTANT:** All grants are subject to audit by the Orange County Comptroller's office. Any evidence of violation, misrepresentation in the terms of this grant, or conflict of interest will result in loss of grant and/or repayment of funds to Orange County and may be grounds for termination of rescue contract.

## Orange County Animal Services Trust Fund: Rescue Partner Grant

### ELIGIBLE PROJECTS / SERVICES

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- Spaying / Neutering Expenses
- Pet Training Classes
- Veterinary Care Expenses
- Vaccination Campaigns and Rabies Information
- Pet Microchips
- Responsible Pet Care and Pet Law Education
- Pet Food
- Emergency Preparedness for Pets
- Pet Care Essentials  
(Leashes, Bowls, Carriers, etc.)
- Bite Prevention Education

### NON-ELIGIBLE PROJECTS / SERVICES

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- Pet Toys
- Pet Clothing and Accessories
- Pet Grooming
- Boarding Fees
- Pet Treats or Baked Goods
- Dog Park Construction or Improvement
- Previous Expenses
- No Resale Items or Fundraising Items
- Non-Domestic Animals  
(Livestock or Exotic Pets)



### APPLICATION PROCESS

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- Complete the application and a detailed proposal for the projects or services that are to be funded and mail to:

**Attn: Animal Services Trust Fund Community Grant  
P.O Box 1393  
Orlando, FL 32801**

- Once the application is received, it will be reviewed by the Orange County Neighborhood Services Division for verification of neighborhood or non-profit status
- Then the application with grant coversheet will be forwarded to the Animal Services Division for criteria eligibility
- Animal Services will then present acceptable applications to the Animal Services Advisory Board on a monthly basis for approval
- Each application approved by the Advisory Board must receive final approval from the Orange County Administrator prior to funds being expended
- Applicants will be notified in writing if your request is approved for funding
- Please note – you must receive notice of the award before starting your project or collecting receipts for services
- Expenses incurred prior to grant approval will not be eligible for grant reimbursement
- Once the award letter is received, reimbursable expenses must be incurred within 120 days of grant award approval and all receipts and documentation of reimbursable expenses must be submitted within 150 days after the award
- Along with your receipts, you will be required to submit a summary report

**This grant is being funded by generous donations made to the Orange County Animal Services Trust Fund by caring people and organizations. If you would like to contribute to this fund, please visit:**  
<http://ocnetpets.com/GetInvolved/Donate.aspx>

**Orange County Animal Services Trust Fund: Rescue Partner Grant**

**Applicant Information**

Applicant Organization Name: \_\_\_\_\_

Name of Non-Profit Organization if Different: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Necessary Documentation Section**

Is your organization a 501(c)(3) organization?  NO  YES (documentation required)

County/State of Origin: \_\_\_\_\_  Tax Identification Number (TIN) \_\_\_\_\_

- Applicant must provide copy of current Form 990 and registration with the Division of Consumer Affairs
- If applicant's rescue organization is based out-of-state, a copy of foreign not for profit corporation from the Florida Department of State Division of Corporations is required

When did you become a registered rescue partner with Orange County Animal Services? \_\_\_\_\_

What other shelters do you partner with? \_\_\_\_\_

**Description of Project & Requested Funding**

Total Amount of Funds Requested for Reimbursement: \$ \_\_\_\_\_

Describe your future projects or services and how this funding would benefit the welfare of Orange County animals. Previous expenses are not eligible. You may submit a separate document if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied for other grants from Animal Services?  NO  YES

If YES, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you previously received money from other organizations?  NO  YES

If YES, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Intake and Outcome Data**

These reporting measures in alignment with Shelter Animals Count. Please complete for the 12 calendar months prior to your grant application. For example, if applying in March, please provide data for March of the previous year through current February. Data to be provided for all species.

For definitions, [please visit Shelter Animals Count](#).

**Timeframe Represented**

<b>LIVE INTAKES</b>	<b>Adult</b>	<b>Up to 5 Months</b>	<b>Age Unknown</b>	<b>Total</b>
Stray/At Large				
Relinquished by Owner				
Owner Intended Euthanasia				
Transferred in from agency (in state)				
Transferred in from agency (out of state)				
Transferred in from agency (international)				
Impound/Seizure				
Other Intakes				
<b>TOTAL LIVE INTAKES</b>				

<b>LIVE OUTCOMES</b>	<b>Adult</b>	<b>Up to 5 Months</b>	<b>Age Unknown</b>	<b>Total</b>
Adoption				
Returned to Owner (RTO)				
Transferred out to agency (in state)				
Transferred out to agency (out of state)				
Transferred out of agency (international)				
Returned to Field (RTF)				
Other live outcomes				
<b>TOTAL LIVE OUTCOMES</b>				

<b>OTHER OUTCOMES</b>	<b>Adult</b>	<b>Up to 5 Months</b>	<b>Age Unknown</b>	<b>Total</b>
Died in Care				
Lost in Care				
Euthanasia				
Owner Intended Euthanasia				
<b>TOTAL OTHER OUTCOMES</b>				

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_