

RFP0290  
REQUEST FOR PROPOSALS  
for the  
2022-2023 NEW YORK STATE  
COMPANION ANIMAL CAPITAL PROJECTS FUND

*Competitive Grants to Not-for-Profit Pounds, Shelters and Humane Societies*

**APPENDIX 2: MATCH CALCULATION AND BUDGET FORMULATION**

For purposes of this program, a *project* may be a portion of a larger overall capital project. For example, if your organization is building a new shelter, you may request funding for only a heating and ventilation system, with the understanding that this is a portion of a larger capital project that you are funding with other resources. The *total project cost* for this program would be the cost of the heating and ventilation system.

**Match Calculation**

Grant funding requests must be at least \$50,000 and cannot exceed \$200,000. Matching funds must equal or exceed 50% of the total project cost.

**NOTICE:** Disregard the match percentage calculated by the Grants Gateway, as this is inaccurate for the purposes of this grant program.

The following match calculation examples are intended to assist you in formulating a proper budget within the Grants Gateway.

*Example 1*

A shelter has \$3,000,000 to build a new facility and will be applying for a grant to subsidize the installation of an HVAC (heating, ventilation, and air conditioning) system within the new facility. For the purposes of the grant application, building a new facility is considered the **overall capital project**, and the HVAC System is considered the **Project**.

**Overall Capital Project:** Build a new shelter facility.

**Overall Project Cost:** Approximately \$3,000,000.

**Project:** Install an HVAC system in the new facility.

**Total Project Cost:** \$600,000.

**Minimum Match Required:** 50% of \$600,000 = \$300,000.

**Amount of Grant Funding Requested:** \$200,000 (maximum award amount).

In the budget section of the Grants Gateway, this shelter will formulate a budget around \$600,000, the **total project cost**. \$200,000 of which will be accounted for by grant funding, \$400,000 of which will be accounted for by match funding, since the maximum award amount is less than 50% of the total project cost. Both grant and match funding must be eligible costs, which are expenses related to the construction, renovation,

rehabilitation, installation, acquisition, or expansion of buildings, equipment, or facilities.

Throughout the Program Specific Questions section of the Grants Gateway application, as well as in the Work Plan, the shelter will discuss the **Project**. However, in the Program Specific Questions, Section 3: Reasonableness of Cost, Question 3(d), the shelter will provide documentation that supports the funding of the **Overall Capital Project**.

### *Example 2*

A shelter hopes to install a new drainage system within their animal housing areas. After receiving an estimate from a contractor, they expect the total project to cost \$300,000. In this case, since there is no overarching larger project, the drainage system is both the **Overall Capital Project** and the **Project**.

**Overall Capital Project:** Install a new drainage system.

**Overall Project Cost:** \$300,000.

**Project:** Install a new drainage system.

**Total Project Cost:** \$300,000.

**Minimum Match Required:** 50% of \$300,000 = \$150,000.

**Amount of Grant Funding Requested:** \$150,000.

In the budget section of the Grants Gateway, this shelter will formulate a budget around \$300,000, their **total project cost**. \$150,000 of which will be accounted for by grant funding, \$150,000 of which will be accounted for by match funding. Both grant and match funding must be eligible costs, which are expenses related to the construction, renovation, rehabilitation, installation, acquisition, or expansion of buildings, equipment, or facilities.

Throughout the Program Specific Questions section of the Grants Gateway application, as well as in the Work Plan, the shelter will discuss the **Project**. In the Program Specific Questions, Section 3: Reasonableness of Cost, Question 3(d), the shelter will provide documentation that supports the funding of the **Project**, since in this case their Project and Overall Capital Project is the same.

### **Budget Formulation**

The only eligible costs under this grant program are for construction, renovation, rehabilitation, installation, acquisition or expansion of buildings, equipment or facilities. The only categories under the Capital Budget section that should be filled out are "Acquisition," "Construction," and "Administration." We will be looking for detailed, itemized (where applicable) lists in the Capital Budget portion of the application. Larger concepts and goals, such as something you are planning to construct, should be explained throughout your application and on the Work Plan, whereas smaller concepts, such as supplies and labor, should be outlined in the budget.

It is recommended to list labor/installation under the "Construction" section of the Capital Budget. Please remember that labor or installation completed by shelter management, employees, or volunteers will not be covered by this grant program. Project oversight by

shelter management or administration may be placed in the “Administration” section of the Capital Budget.

Please see Appendix 1 for examples of eligible and ineligible costs. Any questions should be submitted in writing via a detailed email to [Ana.Colon@agriculture.ny.gov](mailto:Ana.Colon@agriculture.ny.gov).