

RFP0311

REQUEST FOR PROPOSALS

for the

2023-2024 NEW YORK STATE
COMPANION ANIMAL CAPITAL PROJECTS FUND

Competitive Grants to Municipal and Incorporated Not-for-Profit Pounds, Shelters, Humane Societies, and Rescue Facilities

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

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 large capacity, metropolitan animal shelter that serves several municipalities has been using the same facility for 50 years. The shelter has \$5,000,000 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 this grant program, building a new facility is considered the **overall capital project**, and the HVAC system is considered the **Project**. The shelter must provide matching funds equal to at least 10% of the **total project cost**.

Overall Capital Project: Build a new shelter facility.

Overall Capital Project Cost: Approximately \$5,000,000.

Project: Install an HVAC system in the new facility.

Total Project Cost: \$550,000.

Minimum Match Required: 10% of \$550,000 = \$55,000.

Amount of Grant Funding Requested: \$495,000.

In the budget section of the Grants Gateway, this shelter will formulate a budget around \$550,000, the **total project cost**, \$495,000 of which will be accounted for by grant funding, \$55,000 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**. 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 serving an individual municipality 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 \$225,000. In this case, since there is no overarching larger project, the drainage system is both the **Overall Capital Project** and the **Project**. The shelter must provide matching funds equal to at least 10% of the **total project cost**.

Overall Capital Project: Install a new drainage system.

Overall Capital Project Cost: \$225,000.

Project: Install a new drainage system.

Total Project Cost: \$225,000.

Minimum Match Required: 10% of \$225,000 = \$22,500

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 \$225,000, the **total project cost**. \$200,000 of which will be accounted for by grant funding, \$25,000 of which will be accounted for by match funding since the award amount cannot exceed \$200,000. 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." Please include detailed, itemized (where applicable) lists in the Capital Budget portion of the application. Larger concepts and goals, such as planned construction, 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 note that labor or installation completed by shelter management,

employees, or volunteers will not be covered by this grant program. Project oversight by shelter management 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.