



## KETCHIKAN GATEWAY BOROUGH

1900 First Avenue Ketchikan, Alaska 99901

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### COMMUNITY GRANT APPLICATION

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**GRANT APPLICATIONS MUST BE SUBMITTED TO THE KETCHIKAN GATEWAY BOROUGH FINANCE DEPARTMENT BY CLOSE OF BUSINESS DAY **MARCH 12, 2018****

• 1900 First Avenue, Suite 118, Ketchikan, Alaska 99901 • Email: [brendas@kgbak.us](mailto:brendas@kgbak.us) • Phone: 907-228-6614 •

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#### THE PROCESS

In order to provide funding to community based non-profit agencies, the Ketchikan Gateway Borough designed this form to gather information on applicants' programs, projects and/or operations.

The community grant program is subject to annual appropriation by the Ketchikan Gateway Borough Assembly. After the application deadline, the applications will be brought forward during a scheduled Borough Assembly meeting for final determination. Applicants will be notified once the meeting date has been set.





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### GRANT REQUEST

Amount requested: \$ 3,811 - same as 2017

- Other Financial Commitments (total in-kind/cash match, other agency funds, etc.):
- Other Funds Required (not yet committed/identified):

**Program/project title:**

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**Detail the purpose(s) of your request with justification and explanation**

(For the following, use additional pages as needed)

*See attached*

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**Statement of measurable goals and objectives of project(s) or program(s):**

*See attached*

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**Which of the following Ketchikan Gateway Borough areawide powers does your project address (check all that apply)?**

- |   |  |
|---|--|
| <input type="checkbox"/> Economic Development         | <input type="checkbox"/> Recreation      |
| <input type="checkbox"/> Transportation               | <input type="checkbox"/> Education       |
| <input checked="" type="checkbox"/> Animal Protection | <input type="checkbox"/> Other (specify) |



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### STRATEGIC PLAN

Which of the following Ketchikan Gateway Borough goals does your project address (check all that apply)? [KGB Strategic Plan 2018 - 2023](#)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Community Health and Safety | <input checked="" type="checkbox"/> Vibrant Economy |
| <input type="checkbox"/> Transportation                         | <input checked="" type="checkbox"/> Quality of Life |
| <input type="checkbox"/> Organizational Excellence              |   |

### ORGANIZATIONAL INFORMATION

Organization name: *Ketchikan Humane Society*

Address: *228 Martin Street*

City: *Ketchikan*

State: *Alaska*

Zip: *99901*

Telephone: *907-821-0274*

Fax: *☐*

E-mail: *ktnhumane.society@yahoo.com*

Executive director:

*Jerry Patterson (president)*

Telephone: *907-981-3725*

Name of contact person:

*Heather Muench*

Title:

*Secretary / Treasurer*

Telephone:

*821-0274*

Cell phone:

*821-0274*

Total organization budget for current year: \$

*\$43,000*

Date of incorporation:

*2001*

Is your organization tax exempt under section 501(c) (3) or other sections? If no explain:



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### Staff composition in numbers

Paid full-time: 0

Paid part-time: 0

Volunteer: 40+

Interns: 0

Other:

We are an ALL volunteer organization.

**Total**

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**Are there other projects related to or dependent on this project? Is this project dependent on other activities or actions? If yes, describe projects, actions or activities specifying phases where appropriate.**

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**Discuss project management and qualifications.**



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### Other Supporting Materials

- A verification of the organization's or fiscal agent's tax-exempt status under section (c) 3 of the IRS code.
  - A current list of the governing board.
  - Letters of support, Resolutions, and/or reviews (if applicable).
  - What state and/or federal compliance requirements will this project satisfy or correct?
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**Attachments:** *(Please attach in order listed below)*

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### Cover letter

Cover letter

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### Finances

- Audited financial statement for the last fiscal year, if available, or form 990.
- The current year operating budget, to include your project expenses and revenues.
- Annual Salary for Executive Director — None - All volunteer
- List all contractors that are expected to be paid more than \$2,500 per year, and purpose for payment. N/A
- List any funding paid to organizations or entities outside the corporate boundaries of the Ketchikan Gateway Borough, including parent organizations, and the purpose for payments. N/A
- A proposed program budget with narrative.
- A list of other agencies that funded your organization in the last fiscal year, including amounts contributed.
- What is the annual cost and long-term operation and maintenance costs of this project? Provide backup material.

Ketchikan Humane Society  
228 Martin Street  
Ketchikan, Alaska 99901



[ktnhumanesociety@yahoo.com](mailto:ktnhumanesociety@yahoo.com)  
(907) 821-0274

3/12/18

Honorable Mayor and  
Assembly Members  
Ketchikan Gateway Borough  
1900 First Ave.  
Ketchikan, Alaska  
99901

Dear Assembly Members and Honorable Mayor,

Ketchikan Humane Society is an all-volunteer organization that relies on foster homes and local donations to fulfill our mission. Our primary mission is to reduce local animal euthanasia rates, improve community education, and to help abused and abandoned animals have a second chance to find a permanent loving home.

Ketchikan Humane Society has appreciated being the recipient of a Ketchikan Gateway Borough Community Grant for the past 4 years. Our requests help to fulfill the Ketchikan Gateway Borough Strategic Plan's Community Health and Safety, Vibrant Economy and Quality of Life by decreasing the number of unwanted pets by helping to spay or neuter dogs and cats. Altered animals are less likely to bite. We are asking again for a grant, while recognizing the tight budget constraints the KGB is facing this and future years.

A little background of our request. In 2013, the Ketchikan Humane Society started two spay/neuter programs. The Low Cost program that helps people get their dogs and cats altered at an affordable rate and a Catch/Neuter/Release (C/N/R) program for community cat caregiver. In the C/N/R program, Ketchikan Humane Society pays to alter community cats at no charge to the cat caretaker.

This year, KHS has helped to alter 33 animals and has spent \$3,311.34 on these programs. Our goal is to help alter 150 animals in 2018.

Since the inception of these programs, the Ketchikan Gateway Borough has had a dramatic decrease in the number of homeless, unwanted, unadoptable, abused and neglected animals needing to be euthanized at borough expense.

Ketchikan Humane Society is committed to continuing these two programs because they have proven to greatly reduce the amount of needless suffering of unwanted and homeless animals in our community and outlying areas.

Sincerely,



Heather Muench  
Treasure, Secretary

## **2018 Budget**

Estimated Donations including Adoption fees  
\$25,000

Veterinary care and other expenses for rescued animals (Estimated 100 animals in 2017)  
\$25,000

Low Cost and C/N/R programs  
\$15,000 for altering dogs and cats

Fundraising expenses and supplies  
\$3,000

As of January 1, 2018 funds on hand  
\$62,700.00

## **Proposed Program Budget**

Ketchikan Humane Society has set a goal of altering 150-200 animals in the Low Cost and T/N/R program in 2018. As of 2/28/18, 33 dogs and cats have been already altered this year. Costs of altering vary with the sex and species of the animal and location of the clinic performing the surgeries. It is expected to cost \$15,000 to fund this goal. \$3,311.34 has spent on these projects to date altering 33 dogs and cats.

**Detail the purpose(s) of your request with justification and explanation**

In 2013, Ketchikan Humane Society started a low cost spay/neuter program to help families alter their dogs and cats. While many families loved their pets; they could not afford the \$200-\$500 to alter them. As a result, numerous litters of unwanted, unadoptable, abused and neglected puppies and kittens were being abandoned and euthanized. Since this program has been implemented over 650 dogs and cats have been altered and the Ketchikan Gateway Borough has seen a great reduction in the number of animals being euthanized at Borough expense.

In 2013, Ketchikan Humane Society started a Catch/Neuter/Release program for community cat caregivers. The cats are humanely trapped, neutered/spayed and release back into their colonies. This is a free program for caregivers. They agree to continue to provide shelter and feed their colonies. This program has helped reduce the number of kittens being born, decreased the spread of diseases such as Feline Upper Respiratory Infection and prevents suffering.

**Statement of measureable goals and objectives of project(s) or program(s)**

The goal of this request is to spay/neuter dogs and cats at a reduce cost to their owners, thus helping prevent unwanted litters of puppies and kittens that suffer due to the lack of available permanent homes. Also, the goal of the C/N/R program is to help keep community cat colonies healthy and prevent suffering due to overpopulation.

In the first two months 2018, KHS has altered 33 cats and dogs in these programs. Our general goal is to alter between 150 in these programs for the calendar year.

**Are there other projects related to or dependent on this project? Is this project dependent on other activities or actions? If yes, describe projects, actions or activities specifying phrases where appropriate.**

The Ketchikan Humane Society relies on the generosity of the public to fund all our activities. Funding the necessary veterinary care and other expenses for our rescue animals and the low cost and community programs; depend on donations and a successful annual fundraiser.

**Discuss project management and qualifications.**

All the spay/neuter surgeries are performed by State of Alaska licensed Veterinarians at either Stonetree Veterinary Clinic or Island to Island Veterinary Clinic. Families needing financial help are required to complete the Low Cost application and submit it for approval. While this program is based on income, we understand there are other mitigating circumstances that prevent families from the ability to afford altering their dog or cat. The community cat program has no application but the caregiver agrees to continue to feed and provide shelter for their colony.

**Proposed program Budget with narrative:**

Ketchikan Humane Society plans on altering 150 animals in our Low Cost and Community Cat Programs. We expect to spend a total of \$15,000 on these two programs this year. KHS works with both Stonetree Veterinary Clinic and Island to Island Veterinary Clinic.

Jerry Patterson, President  
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**Ketchikan Humane Society**  
**Grant Resolution**  
**February 12, 2018**

Ketchikan Humane Society approved applying for the Ketchikan Gateway Borough Community Grant February 12, 2018.

Where: as the Low Cost spay/neuter and the Catch/Neuter/Release programs has altered over 650 animals since started in 2013.

Whereas: These programs have proven to reduce the number of unwanted, homeless, abused and neglected animals in the Ketchikan Gateway Borough

Whereas: Ketchikan Humane Society is committed to continues these programs to make every animal a wanted and well care for animal in Southern Southeast Alaska

Whereas: The Ketchikan Gateway Borough has experience a large reduction in animal euthanasia in our community

It is here by declared to apply for the Ketchikan Gateway Borough Community Grant in the amount of the 2017 grant of \$3811.

Jerry Patterson, President  
Laura Jackson, Vice President  
Heather Muench, Secretary, Treasurer  
MaryBeth Patterson, Director  
Lee Rogers, Director  
Kathy Ripley, Director  
Melody Thompson, Director