

SAVING PAWS AND HOOVES IN CENTRAL FLORIDA

Director of Administration Manual	Date: 12/1/2016	Approved by:
Rules for Applying & Approval	Policy:	Revised:

Purpose: There needs to be clear rules and guidelines in order for the approval of funds to be as honest, unbiased and fair allocation of funds. This way no matter which individual has the opportunity to approve and allocate grants, the process will be the same.

Rules for Application:

1. Patient must be seen by a veterinarian
 - a. This helps our community of veterinarians
2. Veterinarian or representative of Veterinarian must fill out application
 - . Not the owner or part related to ownership of patient
 - a. Must be filled out in full
3. Veterinarian must sign application
4. Application must be received by email or fax
5. Everyone must apply - even if it was for the President's dog :)
- . It is important to maintain proper paperwork as the state requires documentation

Rules for Approval:

1. Based on availability
2. Must be life or death situation
3. Must have a fair to good prognosis
- a. If poor prognosis then \$50 can be allocated to help with euthanasia cost
4. Grants are capped at \$250
5. 25% of funds available for grants must go to patients NOT associated with MAH or PEVS
 - . These can be either large or small animal
6. 25% of funds available for grants are designated for large animal
7. 50% of funds available for grants are designated for small animal

If application is not approved, response will be “SPAHS does not have funds available at this time for this particular situation.” or something like that

Rules for Distribution:

1. Invoices must be submitted within 10 days
2. Verification all documentation for the grant is completed
3. Verification of approval