



**RFP#0190 - REQUEST FOR PROPOSALS**

**for the**

**2018-2019 NEW YORK STATE  
COMPANION ANIMAL CAPITAL FUND**

**Competitive Grants**

**Addendum 1: Match Calculation and Budget Formulation**

## Match Calculation

For the purposes of this grant program, **total project cost** may refer to a portion of your overall project. For example, if you are building a new shelter, but are requesting funding for a heating and ventilation system, the total project cost would be the cost of the heating and ventilation system, with the understanding that this is a portion of an overall project.

**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 I.

A large capacity, metropolitan animal shelter that serves many 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 of \$500,000 to subsidize a smaller project within the new facility. For the purposes of this grant program, building a new facility is considered the **overall project**, and the smaller project is considered the **total project**. As a shelter serving multiple municipalities, they must provide a match of 25% of the **total project cost**.

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

**Overall Project Cost:** Approximately \$5,000,000

**Amount of Grant Funding Requested:** \$500,000

**Total Project:** Install an HVAC (heating, ventilation, and air conditioning) system and build and install new kennels and cages in the new facility

**Total Project Cost:** \$800,000

**Minimum Match Required:** 25% of \$800,000 = \$200,000

In the budget section of the Grants Gateway, this shelter will formulate a budget around \$800,000, their **total project cost**. \$500,000 of which will be accounted for by grant funding, \$300,000 of which will be accounted for by match funding, as the total project cost exceeds the minimum of the required match by \$100,000 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 **total project**. Also in the Program Specific Questions, Section 3: Reasonableness of Cost, Question 3E, the shelter will provide documentation that supports the funding of the **overall project**.

**Example II.**

A shelter serving two municipalities 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 \$400,000. In this case, since there is no overarching larger project, the drainage system is both the overall and the total project. As a shelter serving two municipalities, they must provide a 25% match of the total project cost.

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

**Overall Project Cost:** \$400,000

**Amount of Grant Funding Requested:** \$300,000

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

**Total Project Cost:** \$400,000

**Minimum Match Required:** 25% of \$400,000 = \$100,000

In the budget section of the Grants Gateway, this shelter will formulate a budget around \$400,000, their **total project cost**. \$300,000 of which will be accounted for by grant funding, \$100,000 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, including Section 3: Reasonableness of Cost, Question 3E, as well as in the Work Plan, the shelter will discuss the total project, since in this case their total project and overall project is the same.

**Example III.**

A shelter serving one municipality with a population of under two million has several projects to revitalize their current facility. These projects include building new kennels, replacing a leaking roof, and adding an addition onto the facility. The projects are estimated to cost \$1,000,000 altogether, and all three projects as a whole, for the purposes of this grant program, are considered the **overall project**. They hope to apply for \$300,000 toward replacing the roof, which will be considered the **total project** for the purposes of the grant program. As a shelter serving one municipality with a population of under two million, they must provide a match of 50% of the **total project cost**.

**Overall Project:** Include building new kennels, replacing a leaking roof, and adding an addition onto the facility

**Overall Project Cost:** \$1,000,000

**Amount of Grant Funding Requested:** \$300,000

**Total Project:** Replace a leaking roof

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

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

In the budget section of the Grants Gateway, this shelter will formulate a budget around \$600,000, their **total project cost**. \$300,000 of which will be accounted for by grant funding, \$300,000 of which will be accounted for

by match funding, as the total project cost exceeds the minimum of the required match by \$50,000. 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 **total project**. Also in the Program Specific Questions, Section 3: Reasonableness of Cost, Question 3E, the shelter will provide documentation that supports the funding of the **overall project**.

## **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 Addendum 2 for examples of eligible and ineligible costs. Any questions should be submitted in writing via a detailed email to [Alexandra.Chiusano@agriculture.ny.gov](mailto:Alexandra.Chiusano@agriculture.ny.gov).