If a shelter chooses to exclude certain pets in this promotion (i.e. puppies/kittens), these animals must have clear cage cards detailing their exclusion. You are welcome to adopt out these animals that you have chosen to exclude at a rate higher than $50, however these animals must not be reported to BPF in your adoption count or grant report.

GUIDELINES & ELIGIBILITY

Eligibility Requirements
Your organization must:

- Actively help to reduce the number of homeless animals in the community through spay/neuter programs, microchipping, foster care and adoption
- Be a member in good standing of the BISSELL Pet Foundation Partners for Pets (P4P) network- https://www.bissellpetfoundation.org/grant-information/partners-for-pets/

  This includes:
  1. Be incorporated as a nonprofit agency, recognized by the IRS as tax exempt under Internal Revenue Code section 501(c)(3), and qualified to do business in the state or territory in which they are located, or be a public (local government) entity
  2. Be in operation for at least 1 year prior to applying for funding
  3. Operate and be located within the 50 United States
- Spay/Neuter all cats and dogs prior to adoption. Organizations must follow recognized sheltering and veterinary pain management protocols. This includes a minimum of 24 hours of pain management.
- Microchip all animals prior to adoption.
- Ensure all microchips are registered to the adopter before leaving your facility.
- Have a representative attend the pre and post event webinars.
- Read and respond accordingly to all communications - Your review of emails and materials sent is necessary for your participation and success.
  • Please reach out to emptytheshelters@bissellpetfoundation.org for questions regarding exceptions.

  Funding Requirements
  Your organization must:
- Post about the award on social media channels (Facebook and/or Instagram) and tag "BISSELL Pet Foundation" using post provided by BPF.
- Submit all necessary requirements and reporting by their required deadline
- Follow all social media requirements
- Promote and publicly acknowledge BISSELL Pet Foundation's support of the project as requested.
- Agree to provide BISSELL Pet Foundation with photos of the project as requested

• Follow BISSELL Pet Foundation and Cathy Bissell on Facebook and Instagram (copy and paste the link into another tab on your browser):

a.BPF's Facebook Page: https://bit.ly/3cfF5TW

b.BPF's Instagram: https://www.instagram.com/bissellpets/

c.Cathy Bissell's Facebook: https://www.facebook.com/Cathy-Bissell-1888870834671895/

d.Cathy Bissell's Instagram: https://www.instagram.com/cathy_bissell/

- Other requirements as specified in the webinar, project communications & grant agreement.

PROJECT SPECIFIC REQUIREMENTS

BEFORE & DURING THE PROJECT
• Attendance at a pre-event webinar
• Charge the specified adoption fee per pet. Participants are required to charge no more than $50 per pet.
• Complete social media promotional requirements – specific dates detailed closer to event announcement. In general, promotional requirements include using a provided cover photo and sharing our announcement post on Facebook
• Complete necessary reporting throughout the event
• Microchip all pets adopted through the event and ensure all chips are registered to the adopter prior to leaving your facility
• Sterilize all pets prior to their adoption. For exceptions and information on spay/neuter vouchers, please reach out to emptytheshelters@bissellpetfoundation.org
• Collect the adopter survey from the adopter per each pet. Legible email addresses and signatures are a required component of each survey.
• Complete social media requirements communicated during the webinar
• Send us photos and/or stories throughout the event. This can include adoptions, empty kennel areas, etc.

AFTER THE PROJECT
• Attend post event webinar
• Submission of grant report on or before the required deadline
• Submission of adopter surveys on or before the required deadline
• Social media acknowledgment of BPF's support in these efforts
• Send us a couple photos and/or stories later on once a pet who was impacted by this program is adopted

ADDITIONAL INFORMATION

• Refer to the event as "Empty the Shelters" NOT "Clear the Shelters"
• Ensure to keep this event and the dates a secret until BPF has announced on social media first
• No reserving/holding pets
• No other sponsors permitted unless approved by BPF
• Requiring adopters to become pre-approved and letting them enter an hour earlier has worked well for many participants. Consider this option if you plan to perform vet & home checks on event day as many are closed.
• As mentioned, BPF will create all assets including posts and cover photos. These will be distributed on the day we announce, for you to begin announcing as well.

STAFF USE ONLY

Internal Program
Adoption

External Program

Empty the Shelters

Type of Support

Grant (With Active Conduct/Significant Involvement)

Organization Information

ORGANIZATION DETAILS

Organization Name

Collin County

Tax ID

75-6000873

Please select your Tax Status

Municipality

Organization Address
4750 Community Ave.
McKinney, TX 75071

General Organization Contact

Please provide a general contact for your organization

First Name

Janna

Last Name

Benson-Caponera

Organization General E-mail Address

jbenson-caponera@co.collin.tx.us

Organization General/Main Phone

9725484638

Organization Type
Municipal Shelter

Direct link to where the BPF logo is displayed on your website.

https://www.facebook.com/CollinCountyAnimalServices

Intake Type

Open Admission

Prior Year's Total Animal Intake

5773

Prior Year's Total Adoption Outcomes/Impact

2232

Animal Type
Select all that apply.

Dogs
Cats
Rabbits, Hamsters, Rats, Other Small Critters

Do you have an onsite vet?

Yes - Contracted Part Time

Organization Facebook (if applicable)

Collin County

How many adoptions do you average in a typical (non event) week?

Cat Adoptions

10

Dog Adoptions

30

How many adoptions do you average during a special event week?

Cat Adoptions

11

Dog Adoptions

35

COSTS & FEES

Please detail the direct cost to your organization associated with preparing a pet for adoption. (Include sterilization, vaccination, general medical, etc.)

Excluding Operating Costs/Feeding/Housing

Average Cost Per Cat On Intake to Prepare for Adoption
Excluding Feeding/Housing

110

Average Cost Per Dog On Intake to Prepare for Adoption
Excluding Feeding/Housing

135

Comments Regarding Above
Cost may be higher or lower depending on if the animal is vetted on facility grounds or if the animal is taken to the vet clinic for the procedure.

Please detail the average cost to your organization for feeding/housing a pet for an average week.

Please use your best judgement/estimate.

Weekly Operational Costs Per Cat
(Feeding/Housing/Etc.)

70

Weekly Operational Costs Per Dog
(Feeding/Housing/Etc.)

70

Comments Regarding Above
NA

Please detail your organizations average adoption fees per pet type.

Use your organizations age breakdown. Please average your ranges prior to entering.

Senior Cats
NA if None, 0 if Free

25.00

Senior Dogs
NA if None, 0 if Free

25.00

Adult Cats
NA if None, 0 if Free

25.00

Adult Dogs
NA if None, 0 if Free

25.00

Kittens
NA if None, 0 if Free

25.00

Puppies
NA if None, 0 if Free

25.00

Critters
NA if None, 0 if Free

10.00

PAYMENT OPTIONS & BILLING INFORMATION
Mailing address for event payment - use PO Box if applicable and ensure accuracy.

BPF is transitioning to send payments via ACH whenever possible. Please select your preferred payment method.
*Email notifications with award amount & payment date will be sent prior to ACH deposit.

We can accept ACH electronic payments & will include our banking details

Mailed Check

Organization Mailing Address
2300 Bloomdale Rd

City

McKinney

State

TX

Postal Code

75071

Project Primary Contact Last Name
Caponera

IMPORTANT: Checks are sent directly to this address - you must enter your address correctly!!!

ACH Electronic Transfer (Faster)

Organization Name (As it appears on Bank Account)

Bank name

Bank Account Type

Checking

Bank account number

Bank routing number

Bank address

Contact Information

EXECUTIVE DIRECTOR (OR EQUIVALANT) CONTACT INFO

First Name

Janna

Last Name

Benson-Caponera

Title
CEO, Executive Director, etc

Grant Accounting & Reporting Manager

Email

jbenson-caponera@co.collin.tx.us

Mobile Phone
Will only be used in urgent matters

9725484638

PROJECT PRIMARY CONTACT - This is the person who will receive all communications regarding this event.

First Name

Misty

Last Name

Brown

Title

Director

E-mail
Email to which all ETS communications will be delivered

mbrown@co.collin.tx.us

Office Phone

9725487292

Extension

Mobile Number

9725487292

EVENT DETAILS

Event Dates

Project Start Date

5/1/2024

Project End Date

5/15/2024

Project Description

Spring National

Project Title

ETS240501-15

Which option best describes the location where adoptions will be performed during this event?
Adoption Center (shelter operated building)

How many ETS events has your organization previously participated in?
0

What adoption fee do you plan charge your adopters during ETS?
While lower adoption rates such as $0 are acceptable, charging over $50 is not.
10.00

Link to view adoptable pets
www.collincounty.txanimalshelter.com/adoption

How many cats will be available?
Please provide your best approximation.

15

How many dogs will be available?
Please provide your best approximation.

55

Do you expect to have puppies or kittens participating & available on event day?

Both

Select whether or not your organization prefers BPF to pitch on your behalf.
Yes - please continue to pitch directly to my region as best you can

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EVENT LISTING ON BPF WEBSITE (Ensure accuracy as this section will be imported directly to our website)

Event Location Addresses The below format MUST be used for pins to map correctly.

- Location name, Street Address, City, State, Zip
- Multiple locations must be separated by a semi colon (;) NOT entered down onto a new line.
- Any clarifying notes for your adopters can be included in the separate section for "notes" below - this section must be addresses ONLY
- Any mistakes in this section will result in incorrect location pins on your shelter listing on our event website.

Example: East Adoption Center, 1235 Brick Road, Bricktown, OK, 12345; West Adoption Center, 5678 Sunshine Street, Sun City, FL, 56789

Collin County Animal Services Building
4750 Community Ave.
McKinney, TX 75071

Will both cats & dogs be available during this event?
Dogs and Cats

Link for Adopters to Access Additional Information
Where do you want considering adopters to navigate to when clicking on your organization's listing? It can be your main web page, adoptable pets, or the Facebook Event.
https://www.facebook.com/CollinCountyAnimalService

While **HOLDING** *pets for specific adopters until event day is* **not acceptable**, *many shelters have experienced great success with a* **pre-approval program** *where they ask adopters to make contact with them prior to event day to begin the process of contacting prior vets, landlords, etc. Please select below if you plan to use a similar pre-approval process.*

Please select whether or not you will be requiring pre-approval of your adopters for Empty the Shelters.
We do not require pre-approval of our adopters

If yes, what is the deadline for the pre-approval applications to be received by?

Adopter Notes Section (Optional) *This will show on your event listing on our website.

NOTE - We are testing out this notes section. It is optional and will appear on our ETS participant listing website. You could say something like "Kittens are located at the east campus only. You must make an appointment through our website before visiting." or something of the sort.

MICROCHIPPING

It is a requirement to microchip all adopted dogs and cats during Empty the Shelters. In addition, all microchips must be registered to the adopters before leaving your facility.

What brand of microchips do you use?
HomeAgain

Does your organization automatically register microchips to your adopters as part of your normal adoption process?
Yes

*If interested, BPF is offering free microchips to your organization to use at this event. These microchips will be accompanied by a $5 registration fee to the adopter and are to be registered through Petstablished. To receive more information about this offer and to sign up, please select "Yes" below.

Is your organization interested in free microchips provided by BPF through Petstablished? These microchips are only intended to cover the amount of pets you predict to adopt out through this event.
No

CERTIFICATION & SIGNATURE

I am the authorized representative from my organization to complete this form and agree to the terms and requirements stated within this application. Additionally, I agree to notify BISSELL Pet Foundation if my organization does not participate

Electronic Signature