Grant Title/Project Name:	Orphan Kitten Club
Department:	Animal Services
Requestor:	Misty Valenta
Contact Email:	mvalenta@wilco.org
Contact Phone Number:	512-943-3597
Start Date:	4/1/2021
End Date:	9/30/2021
Please select request category:	Personnel
Describe the purpose of the grant in detail to include all requirements.	The purpose of this grant is to fund a seasonal temporary employee during our busiest months of kitten intake (April - September). This temperary employee will work directly with some of our most vulnerable animals, kittens.
Select the type of grant your department is applying for:	Private Foundation
What is the amount of the grant?	$15,000.00
Please provide a breakdown of the total cost above.	Funding the entire cost of a seasonal temporary position.
Is there a match requirement?	No
What is the source of the match?	
Does the grant cover the cost of the request 100%?	Yes
If not, how much is left unpaid?	
What is the plan to obtain grants/funds for the remaining amount?	
List other similar assets in the County and/or region and if they are available for use?	
How is this asset request different from any similar assets currently in the County and/or region?	
What types of events/purpose would this asset be used for that cannot be accomplished with a current County asset?	
How often do these events occur?	
Identify the number of personnel required to operate this asset and/or be available for the function where it is to be used? How much time is required of those personnel? What is the cost of the personnel?	
Where will the asset be stored?	
What is the useful life of the asset?	
Will a replacement be requested from general funds when useful life has been exhausted?	
Will other agencies be billed for the use of this asset (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	
Does this asset require insurance coverage?	
If yes, what is the estimate of asset insurance	

coverage?	
Will this asset require on-going maintenance? Please describe the maintenance required along with an estimate for these costs.	
How will this asset be funded when the grant ends?	
What is the impact if the grant is not received?	
New Personnel position is:	Full Time
Where will this position office?	Animal Shelter Kitten Nursery
Who will this position report to?	Erin Duran
What tasks will this position perform? Include the five primary functions and the percentage of time spent to be spent on each function.	1. Providing work up examinations of kittens younger than 12 weeks of age. - 50% 2. Working with Foster/Volunteer Coordinator to identify and place kittens into foster homes. - 5% 3. Feeding bottle baby kittens as needed. - 10% 4. Providing standard kennel care in the Kitten Nursery and the Cat Maternity Ward including cleaning, feeding, and daily rounds. - 30% 5. Assisting with other kitten needs as necessary. - 5%
Will this position take over tasks from current County employee?	No
If yes, please explain the impact to current employee.	
How will this position be funded when the grant ends?	Fundraising through the animal shelter's donors and donations taken during the intake of orphaned kittens and pregnant mother cats.
Does this position or a similar position currently exist within the department?	No
If "yes" how many of these similar positions exist	
Describe any alternatives considered to achieve desired outcome in lieu of a position (i.e. equipment, software, technology or change in business practice).	Receiving a kitten into an animal shelter requires a skilled individual to assess the kitten and provide the care needed. The cat staff does a remarkable job assisting the cats through most of the year. When the monthly cat intake jumps from 242 (Jan. 2020) to 423 (June 2020), having an individual to assist is lifesaving to those almost 200 additional cats and kittens.
Describe how workload will be accomplished/re-allocated should grant not be approved.	The temporary position will work in line with fellow cat staff members. They will also act as a liason from the cat team to the Foster/Volunteer Coordinator to seamlessly link the two programs.
List other similar items in the County and/or region and if they available for use?	
How is this item request different from any similar assets currently in the County and/or region?	
What types of events/purpose would this item be used for that cannot be accomplished with a current County asset?	
Identify the number of personnel required to operate this item and/or be available for the function where it is to be used?	
Please explain how this item will create the need for more or less personnel (or mark n/a for no	

change)?	
Where will the item be stored?	
What is the useful life of the item?	
Will other agencies be billed for the use of this item (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	
Does this item require insurance coverage?	
Will this item require any form of licensing?	
Will this item require on-going maintenance? Please describe the maintenance required along with an estimate for these costs?	
How will this item be funded when the grant ends?	
What is the overall budgetary impact? (i.e. revenue generation, expense reduction, etc.)	All donations raised by this position will help fund its future.
Please identify any additional equipment needed/required (now or in the future) should the grant/asset is awarded.	$0
What is the cost and frequency to maintain/update the additional equipment?	$0
What is the impact of this grant application on other internal/county departments?	Internally at Animal Services, this grant will provide us with an extra temporary staff member during our busiest season. This will allow staff to properly care for each individual and to handle the influx of kittens during the summer.
If yes, what is the estimate of that license fee?	
If yes, what is the estimate of insurance coverage?	
Will a replacement be requested from general funds when useful life has been exhausted? (OR)	
If yes, how much is the match amount?	
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