

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2024-207**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Keith L. Taul, to approve the grant application for 2024 Kia Pet Adoption Grant with Pet Finder.com, and to authorize the Judge/Executive to sign all documents concerning the grant.

**ADOPTED**, by the Hardin County Fiscal Court in its regular meeting on 22 October 2024.



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Keith L. Taul  
Hardin County Judge/Executive

ATTEST:



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Brian D. Smith  
Hardin County Clerk

**KY59**

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*2024 Kia Pet Adoption Grant*

***Hardin County Animal Care and Control***

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Mr Mike McNutt  
220 Peterson Drive  
Elizabethtown, KY 42701

skelly@hardincountyky.gov  
O: 270-769-3428

***Ms Sharon Kelly***

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220 Peterson Drive  
Elizabethtown, KY 42701

skelly@hardincountyky.gov  
O: 270-769-3428

# Application Form

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## *Dashboard Organization Address*

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### **Organization Mailing Address\***

It is the responsibility of the applicant to provide accurate and current information including the mailing address located within the Organization fields:

- Address Line 1 is meant for the main address details, such as the house number or commercial building number and street name.
- Address Line 2 while part of the address, is intended for any secondary information such as the apartment number, suite number, or floor number that does not fit in Address Line 1.
- I reviewed the "Organization" address on the application form, and it accurately reflects the correct mailing address.
- I acknowledge that if the grant is awarded and the check is mailed to the organization address provided, any inaccuracies in the organization address fields will result in the forfeiture of awarded grant funds.

Select "YES" if you agree to the Organization Mailing Address Terms and Conditions.

YES

## *2024 Kia Pet Adoptions Grant Program Details*

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### **Applicant Requirements and Guidelines\***

- **Accepting Submissions:** We encourage all grantees with grant applications in draft status to promptly complete and submit their applications. This is particularly important for draft applications where the 'Accepting Submissions' date is scheduled for a future date. Submitting your request promptly ensures that it will receive thorough consideration during our vetting process. Waiting until the last minute could result in delays or missed opportunities.
- **Communication:** Applicants must ask questions, concerns, or challenges at any stage - prior to, during, or following the awarding of a grant.
- **Petfinder Membership:** Applicants are Petfinder members in good standing, actively posting adoptable pets on petfinder.com, and maintaining up-to-date listings. If not a Petfinder member, visit <https://www.petfinder.com/register/> to become a Petfinder member.
- **Assistance with Listings:** Need help listing adoptable pets? Email Petfinder at [outreach@petfinder.com](mailto:outreach@petfinder.com) and please include your Petfinder Shelter ID.
- **Email Settings:** Applicants will add [administrator@grantinterface.com](mailto:administrator@grantinterface.com) to email system's safe sender list. This ensures you will receive all alerts and grant results without them being blocked by spam filters.
- **Facebook Participation:** If awarded, applicants agree to create and share at least one post on your organization's Facebook page (more than one social media post is encouraged however, only one is required). The one Facebook post should feature photos and a story of a specific pet who will benefit from any awarded grant. Once you've completed the Facebook post, awarded applicants must update the

Petfinder Foundation Grant-Management System Follow Up Form with the URL of the one Facebook post.

- **Feedback:** Applicants can contact Melissa for feedback on declined results. Suggestions might be offered to strengthen the application to align with grant program terms, guidelines, and requirements. Please be aware that if your application meets all grant terms and conditions but was not chosen due to monthly budgets fulfilled, Melissa might suggest moving the declined application that complies with all grant guidelines and requirements into the next month's applicant pool. This suggestion is only possible upon request for feedback on a declined application.
- **Grant Report:** If awarded, applicants are required to submit an online grant report that includes photos and stories of specific adoptable pet(s) who have benefited from the awarded grant program. Click here for Grant Report Tips.
- **Interim Progress Report:** Applicants will provide other requirements not listed in the grant application or an interim progress report if requested by the Petfinder Foundation.
- **Material Mailing and Email:** Applicants agree not to physically mail a final grant report and agree *not* to include the Petfinder Foundation in any mass mailing services and bulk email systems.

Do you accept the terms outlined in the Applicant Requirements and Guidelines?

YES

### 2024 Kia Pet Adoption Grant Program Terms and Conditions\*

- **Allowable Timeframe:** Apply for grant program funding to cover future expenses for your organization. If awarded, the funds must be spent within three months from the date of receiving the grant check. Note: this grant program does not provide reimbursement for expenses already incurred.
- **Application:** Grant applications left in draft status for over 60 days will be permanently abandoned and cannot be altered or submitted again.
- **Awarded Funding:** Final grant funding varies depending on the number of adoptable cats and dogs your group has listed on Petfinder. Final awarded funding must be spent within three months from the Decision Date.
- **Awarded Grant Check:** If awarded, the check will be issued in your organization's name.
- **Delivery:** It may take up to 30 days from the Decision Date to receive the awarded grant check via mail. If the check does not arrive within 30 days, contact Melissa at melissa@petfinderfoundation.com. Provided that the correct mailing address was given in the grant application, we will begin and oversee the process for the missing check.
- **Direct Funding:** Supports free or fee-reduced adoptions for cats and dogs.
- **Editing or Withdrawing Applications:** If you must edit or withdraw your grant submission, please email your request to melissa@petfinderfoundation.com.
- **Eligibility:** Petfinder members located in the US, Canada, and Mexico.
- **Follow Up Forms:** The applicant (username) who has applied is automatically assigned the Follow Up Forms required.
- **Forfeiture:** If the awarded grant check fails to arrive via mail within 30 days from the Decision Date, *and Melissa is not informed about the missing check*, the awarded funding from the grant program will be forfeited.
- **Frequency:** You may apply for this grant program multiple times throughout the year. However, applicants are only eligible to receive one awarded grant from this program per calendar year.

- File Upload: Provide a file showing in detail how adoption fees are calculated for your cats and dogs listed on Petfinder.
- Grant Results: This grant program is awarded monthly, and it may take up to 60 days from your Submitted Date to receive the grant results via email from administrator@grantinterface.com.
- Grant Program End Date: This grant will remain open until Friday, November 1, 2024, or until all funds are depleted from the program.
- Pet Photos: Two pet photos are required showing pet(s) in your care that will benefit from this grant program.
- Relinquish: If your organization cannot use all or a portion of the awarded grant as intended, you agree to contact melissa@petfinderfoundation.com. Your email must explain why your group cannot use the awarded grant and when the Petfinder Foundation will expect to receive the relinquished grant.
- Species of Pets: This grant program supports adoptable cats and dogs.
- Use of Grant: If awarded, you agree to only use the grant for the purposes you have described within the Use of Grant field.

Do you accept the grant program terms and conditions?

YES

### Allowable Grant Funding

Adoption grant program funding to help cover the expenses for your organization's pet adoptions.

The adoption grant program was designed not to outline a set funding plan. Instead, we review each applicant and consider the following criteria when awarding the amount for free or fee-reduced dog and cat adoption grants:

- The number of adoptable cats and dogs a group has listed on www.petfinder.com. We capture this number at the time of vetting your organization's application.
- The grant application calls for an "Upload Support File Required." Please provide supporting documentation showing how your organization's adoption fees are determined for cat and dog adoptions.

### Unallowable Grant Funding

- Reimburse or offset the cost of past adoption events.
- Advertising costs.
- Food and treats.
- Transport cost.
- Post-adoption supplies.

## Request Details

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### Request Details

- Use of Grant field: Keep this section concise and focused on the problem your organization is facing. Describe how you plan to use the adoption grant funds and what outcomes you hope to achieve. This will help ensure that your application is clear and effective. Please note that this grant program provides support to cover future expenses for your organization and must be spent within three months. Applicants seeking reimbursement for costs that your organization has already incurred will be declined.

- How to strengthen your application: In the Use of Grant field 1) avoid summarizing your organization's purpose and history. 2) include a summary with a specific award amount to estimate how many adoption cats and dogs will benefit from free or fee-reduced adoptions.

### Free or Fee Reduced Adoptions\*

Please select how your organization will apply funding to your pet adoptions.

FREE Cat and Dog Adoptions

### Use of Grant\*

Tell us how the adoption grant will be spent within three months and the expected final results.

Our shelter's adoption costs are \$90 for dogs and \$60 for cats. A projected cost of adoption fees for in-house animals currently is \$6720.00 [\$5760 for dogs (64 dogs total) and \$960 for cats (16 cats total)].

## Adoptable Pet(s)

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### Pet Care\*

- **Housing or Caging**: We ensure that our pets have adequate space.
- **Safety**: We prioritize the physical safety of our pets and take measures to minimize fear and stress.
- **Food and Water**: We make sure that food and water are always accessible.
- **Biological Needs**: We maintain appropriate body temperature, allow for natural bodily functions with prompt waste removal, and manage reproduction as necessary.
- **Cleanliness**: Depending on the species' needs, we keep our pets clean and dry.
- **Restraint**: We avoid unnecessary physical restraint.
- **Behavior**: We create an environment that encourages our pets to display species-specific normal behavior.
- **Veterinary Care**: Under the supervision of a veterinarian, we provide disease prevention and treatment. Any pet that is injured, in distress, or showing signs of illness receives timely medication under veterinary medical care.

Does your organization meet the necessary pet care requirements?

YES

### Adoptable Pet Guidelines\*

- Pet Photos: To strengthen your application, submit two well-lit and focused photos that are uploaded as a file, not embedded in a Word or PDF document. Acceptable formats for the uploaded photos are jpeg or JPG.
- Petfinder Page: Your organization is actively participating on [www.petfinder.com](http://www.petfinder.com), listing pets available for adoption.
- Photos: Your group permits us to share pet photos from your grant application with the public, our donors, the media, and partners of the Petfinder Foundation.

- **Number Pet(s) Benefit:** This is the total number of pets in your care that will benefit from this grant in the year 2024.

Does your organization agree with the Adoptable Pet Guidelines?

YES

### Length of Stay\*

Provide the average number of days adoptable pets stay in your care.

40 (dogs) and 30 (cats)

### Number of Pet(s) Benefit\*

80

### Photo of Pet(s)\*

.seal.jpg

### Additional Photo of Pet(s)\*

adonis.jpg

## Upload Support Files

### Upload Support File Guidelines\*

- Purpose: Documents that reinforce your free or reduced fee adoption grant request.
- Upload Options: You may upload up to two support files, with one upload file required.
- Upload Requirements:
  - Details of how adoption fees are calculated for dogs and cats listed on [www.petfinder.com](http://www.petfinder.com).
  - When uploading a veterinary bill, it must explain how they are part of the adoption fees for cats and dogs. Applications with veterinary bills lacking this detail will be declined.
- Strengthening Your Application:
  - Support files showing adoption details exclusively for cats and dogs.
    - ✦ This can be a simple list and *does not* require a copy of veterinary bills.
  - Including adoption details for other species or your organization's profit and loss statement will result in a declined application.
- File Format:
  - All files must be in PDF format.
  - Consolidate multiple pages into a single file. For example, a 4-page invoice should be uploaded as one file containing all four pages.

Does your group agree with the Upload Support File Guidelines?

YES

### Upload Support File Required\*

Details of Adoption Fees.pdf

### Additional Upload Support File

## Organization Details

### Mission Statement

This field is optional and can be used to briefly describe your organization's purpose and values.

The Hardin County Animal Control Department has a fundamental mission to protect public health and safety, insure the humane treatment of animals and provide quality, professional service to the public. Our department strives to be a leader in animal welfare education, care, and humane standards

### Organization Details Guideline\*

- Petfinder Shelter ID: The Petfinder Shelter ID is a unique identifier assigned to your organization by Petfinder. It consists of your state abbreviation and a number. *To strengthen your application*, avoid using special characters, additional country abbreviations, or spaces between the state abbreviation and the number.
- If an applicant provides an incorrect Petfinder Shelter ID, the application will be declined.
- Active Petfinder members listing pets available for adoption on [www.petfinder.com](http://www.petfinder.com) should have a Petfinder Page. The URL for a Petfinder Page includes the Petfinder Shelter ID.
- If you need help locating your Petfinder Shelter ID, you can reach out to Petfinder directly at [outreach@petfinder.com](mailto:outreach@petfinder.com). Alternatively, you can ask Melissa to search [www.petfinder.com](http://www.petfinder.com) for your organization's Petfinder Page.

Do you agree by the Organization Details Guideline?

YES

### Petfinder Shelter ID\*

The Petfinder Shelter ID is assigned to your group by Petfinder.

KY59

### Average Monthly Numbers

Provide the average monthly numbers for your pet population.

| Monthly Intake | Monthly Adoption |
|----------------|------------------|
| 200            | 110              |



### Describe your organization

|                    |                           |
|--------------------|---------------------------|
| Facility or Foster | Residential or Commercial |
| Facility           | Commercial                |

### Facebook

Our high priority is that the Petfinder Foundation receive Facebook posts from all awarded grant programs. Facebook posts allow us to express our grant program success as we share them with our generous supporters and corporate partners to continue giving grants.

**Applicants must have a presence on Facebook**

- Dedicated to promoting adoptable pets and sharing adoption stories on Facebook.
- Support partnering groups and ask for help on Facebook when in need.
- Announce awarded grant programs or corporate contributions and express gratitude to donors and community supporters.

### Facebook Post Follow Up Form Terms\*

If awarded, your organization will use Facebook to announce the awarded Petfinder Foundation grant program and agrees to:

- *Not* feature photos of the awarded grant check showing the Petfinder Foundation's checking account number and bank routing number.
- Include photo(s) and success stories of specific adoptable pet(s) helped by or will benefit from the awarded grant program.
- Permit us to share photo(s) and stories including relevant images from your website, Petfinder webpages, and social media pages, with the public, our donors, the media, and Petfinder Foundation partners.
- Tag us @petfinderfoundation and include our hashtag #petfinderfoundation.
- Complete the Petfinder Foundation Grant-Management System Facebook Post Follow Up Form by the assigned due date. *The Facebook Post Follow Up is generally due within thirty days of receiving the awarded grant.*
- If your group is ready to post ahead of the scheduled due date, please fulfill the Facebook Post Follow Up requirement without hesitation.
- Contact Melissa at melissa@petfinderfoundation.com if your group is unable to complete the Facebook Post Follow Up Form by the scheduled due date. Your email request must include the reason for the extension and the expected Facebook Post Follow Up Form completion date.
- The applicant (username) who has applied is automatically assigned the Follow Up Form. If there's a need to reassign the Follow Up Form to an alternate username from your organization, it is your group's responsibility to contact Melissa to request this change before the due date.

- *Not* provide a URL link from the mobile Facebook site.

Do you agree to the Facebook Post Follow Up Form Terms?

YES

### Facebook Page URL\*

Please provide your organization's Facebook page URL

<https://m.facebook.com/hardincountyanimalshelterky/>

## Grant Report

The primary focus of our organization is to collect Grant Reports from all the grant programs awarded. These reports enable us to highlight the achievements of our grant programs by featuring them as Success Stories on the Petfinder Foundation website. By sharing these stories with our generous supporters and corporate partners, we aim to ensure continued support for future grants.

### A few helpful tips

- If you need to 'Save For Later' and come back to the grant report, be sure to *write down the grant report link* or check your spam or junk folder for an email with the grant report link.
- You may upload up to eight single photos. We recommend using well-lit focused photos that are at least 1000 x 1000 pixels in size. Please avoid using collages.
- If you would like to include YouTube iframes in your grant report, we will embed it to play in your final grant report.
- Need help completing your grant report, please visit our website for Templates and Guides: <https://petfinderfoundation.com/templates-and-guides/>

### Grant Report Terms and Conditions\*

The final grant report is brief and should only take 5-10 minutes to complete. If awarded, your organization agrees to share success stories and photos about individual pet(s) helped, and permit us to share those stories and pictures. Including relevant images from your website, Petfinder webpages, and social media pages, with the public, our donors, the media, and Petfinder Foundation partners.

### Grant Reports:

- Complete and submit your grant report using the Petfinder Foundation's web-based form: <http://bit.ly/grantreport>
- Share how this grant program helped your organization and the pets in your care.
- Include photo(s) and story of at least one adoptable pet helped by or will benefit from the awarded grant program.
- Your group will permit us to share grant reports, including relevant images and stories, with the public, our donors, the media, and Petfinder Foundation partners.
- If the adoptable pet is still waiting for a home, provide the link to his or her Petfinder profile page.
- Complete the grant report by the assigned due date, within three months of receiving the awarded grant.
- If your group is ready to complete and submit the grant report ahead of the scheduled due date, please fulfill the grant report requirement without hesitation.

- The applicant (username) who has applied is automatically assigned the Follow Up Form. If there's a need to reassign the Follow Up Form to an alternate username from your organization, it is your group's responsibility to contact Melissa to request this change before the due date.
- Contact Melissa at [melissa@petfinderfoundation.com](mailto:melissa@petfinderfoundation.com) if your group is unable to complete it by the due date. Your email request must include the reason for the extension and the expected grant report completion date.
- The grant report undergoes a thorough review before it's published as a Success Story. Additionally, it may take the Petfinder Foundation team up to two weeks from the date your group submitted the report to update the Grant Report URL field in your Grant Report Follow Up Form with your group's published Success Story.

Do you agree to the Grant Report Terms and Conditions?

YES

## *Thank you*

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Your dedication and commitment to animal welfare is truly commendable. Your efforts make a significant difference in the lives of adoptable pets under your care, who are waiting for their forever homes.

We appreciate the time and effort you put into completing your grant application. - The Petfinder Foundation

## File Attachment Summary

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### *Applicant File Uploads*

- .seal.jpg
- adonis.jpg
- Details of Adoption Fees.pdf





Details of how adoption fees are calculated:

Dogs - \$90.00

This fee includes the cost of spay/neuter surgery (which entails the cost for veterinarian and veterinarian technician, anesthesia, surgical supplies and antibiotic and pain medications); vaccinations including rabies, distemper-parvo, bordatella; dewormer; microchip; and county license.

Cats - \$60.00

This fee includes the cost of spay/neuter surgery (which entails the cost for veterinarian and veterinarian technician, anesthesia, surgical supplies and antibiotic and pain medications); vaccinations including rabies, feline distemper; and dewormer.

**HARDIN COUNTY FISCAL COURT  
RESOLUTION NO. 2018-103**

**BE IT RESOLVED**, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to revise the Fee Schedule for services provided by the Hardin County Animal Care & Control Department in conjunction with Ordinance No. 215, Series 2004:

| <u>Revised and New Services</u>      | <u>Current<br/>Rate</u> | <u>Proposed<br/>Rate</u> | <u>Application</u>  |
|--------------------------------------|-------------------------|--------------------------|---|
| Dog License (separate from adoption) | \$ 12.00                | \$ 15.00                 | If spayed/neutered  |
| Dog license (separate from adoption) | \$ New                  | \$ 30.00                 | If not spayed/neutered                                      |
| Kennel License Class A               | \$ 50.00                | \$ 75.00                 | 10 dogs only plus individual license                        |
| Kennel License Class B               | \$ New                  | \$ 150.00                | For 11 to 20 dogs plus individual license                   |
| Kennel License Class C               | \$ 75.00                | \$ 250.00                | For 21 or more dogs plus Individual license                 |
| First Time Reclaim Fee               | \$ 35.00                | \$ 50.00                 | Per Animal, \$30.00 for license if not Licensed             |
| Second Time Reclaim Fee              | \$ 60.00                | \$ 100.00                | Per animal, \$30.00 for license if not Licensed             |
| Third Time Reclaim Fee               | \$ 100.00               | \$ 150.00                | Per animal, \$30.00 for license if not Licensed             |
| Boarding/Quarantine Fee /Day         | \$ 10.00                | \$ 25.00                 | Per animal  |
| Rabies Clinic/ Shot                  | \$ 6.00                 | \$ 5.00                  | Per treatment   |
| Cat Adoption Fee                     | \$ New                  | \$ 60.00                 | Includes spay/neuter and vaccinations                       |
| Owner Release Intake Fee             | \$ New                  | \$ 30.00                 | If already spayed/neutered                                  |
| Owner Release Intake Fee             | \$ New                  | \$ 70.00                 | If not spayed/neutered                                      |
| <u>Services—No Revision</u>          |                         |                          | <u>Application</u>  |
| Cat Adoption Fee                     | \$ 75.00                | \$                       | Includes spay/neuter, Feline Leukemia test and vaccinations |
| Barn Cat Adoption Fee                | \$ 35.00                | \$                       | If spay/neuter is not necessary                             |
| Animal Rescue Pull Fee               | \$ 25.00                | \$                       | If spay/neuter is not necessary                             |
| Animal Rescue Pull Fee               | \$ 50.00                | \$                       | If spay/neuter is necessary                                 |
| Feline Leukemia Aids Test            | \$ 25.00                | \$                       |   |
| Heartworm Test                       | \$ 10.00                | \$                       |   |
| Pain Medication for Spay/Neuter      | \$ 10.00                | \$                       |   |
| Dog Adoption Fee                     | \$ 90.00                | \$                       | Includes spay/neuter, license, vaccinations and microchip   |
| Microchip for Adopted cat            | \$ 20.00                | \$                       | At owner's request  |
| Microchip for Rescued Dog/Cat        | \$ 20.00                | \$                       | At rescue agency's request                                  |
| Rabies Vaccine (1 year)              | \$ 12.00                | \$                       | Per treatment   |
| Rabies Vaccine (3 year)              | \$ 18.00                | \$                       | Per treatment   |
| Kennel Cough Vaccine                 | \$ 8.00                 | \$                       | Per treatment   |

**These fees become effective August 1, 2018.**

**ADOPTED** by the Hardin County Fiscal Court in its regular meeting of 24 July 2018.

  
 Harry L. Berry  
 Hardin County Judge/Executive

ATTEST

  
 Debbie Donnelly  
 Hardin County Clerk