



The City of Winnipeg
Animal Services Agency

FIXIT Spay/Neuter Grant Program

Application & Guide



Questions & Answers

What is the FIXIT Program?

FIXIT is a grant program designed to encourage non-profit community organizations, Veterinary Clinics, Animal Hospitals and Educational Institutions to undertake quality programs (referred to as the “Program” or “Programming”) to spay/neuter high volumes of cats at a low cost to the community.

Who can apply?

- Non-profit community organizations that have an affiliation with a veterinarian

For the purpose of FIXIT, the definition of a “non-profit organization” shall be: “a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive. Any profit that is made is used to further the goals or undertaking of the organization. Profits must not be used by the individuals involved for their own personal financial gain”.

- Veterinary Clinics/Animal Hospitals
- Educational Institutions that can provide veterinary services

Selection criteria

- The applicant must be:
 - a non-profit community organization that has an affiliation with a veterinarian, or
 - a Veterinary Clinic/Animal Hospital, or
 - an Educational Institution that can provide veterinary services.
- The applicant must also be a valid and existing corporation, duly incorporated under the laws of the Province of Manitoba.
- The applicant must provide a detailed program description which demonstrates how the proposed Program will provide quality high-volume, low-cost spay/neuter surgeries for cats.
- The applicant must provide a calculation showing the total costs per spay surgery and total costs per neuter surgery.

Total costs must reflect all costs to deliver the Program, including any overhead costs. Overhead costs can only include those costs that are directly attributable to the Program, such as administrative or salary costs and surgery materials.

Total cost per spay/neuter surgery (grant request amount divided by number of surgeries) is a key criterion that will be used by the Agency to award funding.

- The Program provided by the applicant must apply to Winnipeg residents only.
- The applicant must publicly support cat licensing and provide proof thereof (i.e. newsletters, social media, direct marketing, media releases, etc.).
- The applicant must guarantee that any funding provided by the City for the Program will not be used for general operations.
- The Programming provided by the applicant must be initiated and completed within one (1) year of award.
- Cost shared (organization/cat owner (if owned)/City funding) programming requests are encouraged in order to maximize funding dollars.
- Programs involving owned cats must target low-income participants.
- Programs involving feral cats on commercial and public areas may be considered.
- The facility housing the Program may be subject to inspection(s) by The City of Winnipeg Animal Services Agency staff.

Does everyone get approved?

Applicants are evaluated using the selection criteria. As funding is limited, not all Programs which meet the criteria will be approved.

Applicants should not assume approval of their application until notified in writing.

What are the financial limits of the grant?

The total City of Winnipeg funding contribution is based on the total number of cat licenses sold. The amount of funding available for each Program will depend on the available funds and the total number of selected applicants.

What are the deadlines?

Applications are accepted throughout the year. Applications are reviewed, evaluated and considered for funding by The City of Winnipeg Animal Services Agency.

Programs must be initiated and completed within one (1) year of award. As a result, applications should be submitted in accordance with these timelines.

How does the grant work?

If the application is approved, a confirmation letter will be provided, followed by a meeting with the applicant and The City of Winnipeg Animal Services Agency. The requirements and process for accessing the grant will be discussed in detail.

The first 50% of the grant will be issued to approved applicants subsequent to the meetings between the approved applicants and The City of Winnipeg, and after formal agreements have been signed. Once this amount has been spent on the approved Program, a progress report, in a form acceptable to The City of Winnipeg, is required to be submitted by the applicant in order for The City of Winnipeg to release the remaining 50%. A final report, in a form acceptable to The City of Winnipeg, will also be required to be submitted by the applicant within one (1) year of award of the grant.

ALL funds not spent and reported on by the applicant within one (1) year of award must be reimbursed to The City of Winnipeg.

Program costs

Total program costs should reflect all costs the organization expects to incur to provide the proposed Program.

Ineligible costs

Ineligible costs include but are not limited to:

- General operational costs
- Additional surgery charges
- Advertising
- Costs related to fundraising activities
- Feasibility studies
- Financing charges
- Legal fees
- Meals
- On-going maintenance
- Promotions
- Shipping fees
- Travel



FIXIT Grant Program Application Form

This application will be photocopied; please print in ink or type.

1. Legal name of the corporation				
2. Permanent mailing address of the corporation	Address		City/Town	Postal Code
	E-mail		Phone	Fax
3. Names of corporation's representatives who will be overseeing the Program	Primary Contact		Title	
	Business Phone	Home Phone	Email	
	Secondary Contact		Title	
	Business Phone	Home Phone	Email	
4. Year the corporation was formed				Year
5. FIXIT requested amount			\$	
6. How many spay/neuter surgeries were completed in the previous 2 years?		Year: #	Year: #	
7. How many additional spay/neuter surgeries will be completed with implementation of the Program?				
8. Total Program cost			\$	
9. Total costs per surgery	Spay surgeries		\$	
	Neuter surgeries		\$	
10. List other sources of Program funding including other grants; funds on hand; and proposed fundraising. Indicate whether or not each source of funding is confirmed. Include your organization's contribution if any.	Source	Amount	Confirmed	
	1.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	2.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	4.	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Has this Program received prior funding through the FIXIT Grant Program?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Program name Assign your Program an accurate, descriptive name to be used in all correspondence.				
13. Program Address			Property owned by:	
14. Anticipated Start & End Dates	Start Date		End Date	
15. Detailed Program Description: Attached on separate sheets or use the space on back of this form. Provide a detailed description of the Program which addresses the selection criteria. Please include a description of the Program objectives and how the Program will accomplish those objectives as well as the total cost per spay surgery and the total cost per neuter surgery. Without the inclusion of this information, the application will not be considered.				
APPLICANT SIGNATURES I/we hereby certify that I/we am/are the authorized signing officer(s) of the applying corporation and this application is accurate to the best of my/our knowledge.				
Signature of authorized signing officer		Title/Position		Date
Signature of authorized signing officer		Title/Position		Date

Additional Requirements

Upon approval of funding, The City of Winnipeg requires that the following conditions be met:

1. The Program must proceed in accordance with the final plans and specifications as approved by The City of Winnipeg Animal Services Agency. Any revisions must receive prior approval from The City of Winnipeg Animal Services Agency. Changes which significantly alter the nature or intent of the Program must be referred back to The City of Winnipeg Animal Services Agency for consideration.
2. The applicant must provide evidence of liability insurance, satisfactory to The City of Winnipeg Corporate Finance Department.
3. The applicant must enter into a formal agreement in a form satisfactory to the City Solicitor, prior to the start of the Program and prior to funds being distributed.
4. The Program must be initiated and completed within one (1) year of award.

Results of the Program's success are required to be reported to The City of Winnipeg Animal Services Agency, in a form acceptable to The City of Winnipeg, prior to the second disbursement of funds and again at the completion of the Program. Results reported must include:

- Total number of surgeries completed through the Program.
- Total number of surgeries completed in the following categories:
 - Total Spay surgeries
 - Owned
 - Feral
 - Total Neuter surgeries
 - Owned
 - Feral
- Contact information of participants in Program including: name, address, phone number and email.
- Proof of cat licensing support (newsletters, social media, direct marketing, media releases, etc.).

ALL funds not spent and reported on within one (1) year of award must be reimbursed to The City of Winnipeg.

If the Program received funding through the FIXIT Grant Program in the preceding year, approval of future grants is subject to receipt of final reporting.

Approval Process

Applications will be reviewed by The City of Winnipeg Animal Services Agency and applicants will be contacted within 30 days.

Application Procedure

Submissions must include:

- Application form
- Detailed Program description

Submit completed application forms to:

**FIXIT Program
Animal Services Agency
1057 Logan Ave.
Winnipeg, Manitoba R3E 3N8**

Or email to animalservicesagency@winnipeg.ca

Require further information? Email us at animalservicesagency@winnipeg.ca