

City and Borough of Sitka  
ANNUAL GRANTS FROM GENERAL FUND  
SUMMARY SHEET

Name of Organization: Friends of the Sitka Animal Shelter

Alaska State Business License Number (if applicable): 2145125

Name of Contact Person: Susan Jones

Phone: [REDACTED] Email: [REDACTED]n

Mailing address: [REDACTED]

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- Annual Grant:
  - Human Services or
  - Cultural and Educational Services or
  - Community Development
- Special Emergency Grant

Dollars Requested: \$5,000

Match Dollars Committed: \$1,000 Percentage: 20%

Sources of Matched Dollars: individual donors

Brief Description of the Purpose of the Grant: To promote community development, health and welfare by facilitating adoptions and providing resources and education to adopters.

I, Susan Jones, do hereby certify that all information provided for this grant application is accurate and complete to the best of my knowledge.

DocuSigned by:  
Name: Susan Jones  
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Title: Friends of Sitka Animla Shelter Board Member Date: 8/16/24

**FRIENDS OF THE SITKA ANIMAL SHELTER**  
**PROMOTING ADOPTION WITHIN SITKA (PAWS)**



Detailed Project Description Overview

Friends of the Sitka Animal Shelter (FOSAS) is applying under the Community Development Category.

FOSAS is dedicated to providing quality care to animals in need while offering resources, services, and education to community members. FOSAS aims to improve the lives and well-being of animals that live at the Sitka Animal Shelter as well as provide community engagement, outreach, education and support to the pet owners of Sitka and surrounding communities. The support we give to our community is supplemental to the Sitka Animal Shelters normal services.

The animal shelter is, at times, overrun with feral cats and kittens captured, or domestic cats surrendered, and the occasional abandoned dog as well. FOSAS mostly works with Sitka Residents; however, a few animals have been adopted out to other communities in Southeast Alaska. As a relatively new organization, we are excited to offer new programs and services to the community to facilitate adoptions and promote the human-animal bond. The Sitka Animal Shelter usually has 10 - 20 cats and 1-5 dogs at any given time and while they do receive some care while at the shelter, we know it is best for their mental and physical health and well-being to be placed in a home as soon as possible. Because of this, promoting adoptions within Sitka is one of our top priorities that will benefit the health and welfare of both the animals and citizens of our community.

We will use the funds to promote community health and welfare by facilitating adoptions and providing resources and education to adoptees through providing adoption kits. We will assemble and distribute 100 adoption kits, reaching 100-400 people depending on family size. Each kit will provide food, treats, toys for the adopted animal and educational information for the owner on how to effectively welcome a new pet into their home. We will also provide vouchers for free obedience classes for our canine adoptions, providing new owners with the tools and skills needed to care for their new pet and create a smooth transition from shelter life to home life. The items inside the kits are purchased locally which will stimulate the local economy by supporting local business and services related to pet care. Adoption kits will be assembled and delivered by FOSAS board members and local volunteers.

The service will be provided within the next year.

FOSAS has not previously received a CBS General Fund Grant.

## FRIENDS OF THE SITKA ANIMAL SHELTER

### PROMOTING ADOPTION WITHIN SITKA (PAWS)



#### Expected Outcomes

FOSAS will measure success by the number of animals adopted over the grant cycle period and the success rate of each adoption. For each adoption, there will be a check in following one month to make sure the adopter and adoptee are a good fit. The educational resources placed in the kits will help support the community members during the first stages of welcoming a new pet into their home, reducing the chance of the animal being returned to the shelter. In addition, properly adopted and cared-for pets are less likely to contribute to the issues that spread diseases. FOSAS will ask the adopter to complete a short survey to find out if the adoption kits were useful and if there is any other way they can be supported throughout the adoption process to make sure both the animal and the owner feel successful.

#### Statement of Need

Successful animal adoptions can have a significant positive impact on community development in several ways:

*Promotes Social Responsibility:* When individuals engage with adopting efforts, they contribute to a culture of empathy and responsibility. This compassion can extend to other aspects of community life, fostering a more caring and cooperative community.

*Reduces Strain on Animal Control Services:* By supporting successful adoptions, communities can reduce the number of animals in shelters and decrease the strain on the animal control officer. This helps ensure that resources can be allocated to other animal control duties.

*Encourages Volunteerism:* Engaging in animal adoption efforts can inspire community members to volunteer the time and skills, which can have a ripple effect, encouraging more wide-spread community service.

FOSAS will leverage other funds in the amount of \$1,000 which will be donated directly by the Board Members of FOSAS.

**FRIENDS OF THE SITKA ANIMAL SHELTER**  
**PROMOTING ADOPTION WITHIN SITKA (PAWS)**



Organizational Capacity

FOSAS has been the fortunate recipient of several grants to nonprofits in our first two-plus years of operation. In each case we have assigned at least one board member to oversee execution and reporting to ensure appropriate use of funds, and reporting on outcomes. We have also taken great care to apply national standards when relevant, and to involve local artists and vendors where possible. Donors have included The White Elephant, the Sitka Chapter of Rotary International, the Sitka Legacy Foundation and Alaska Community Foundation. Outcomes have included production of adoption kits, renovation of shelter spaces, production and placement of a new shelter sign, and production of a calendar to highlight shelter animals and their need for forever homes. Where called for we have applied FOSAS-raised matching funds, and looked carefully at issues of sustainability and responsible stewardship. Our board draws from government, small business, veterinary, volunteer organization and international business, as well as nonprofit experience.

Community support comes in many different forms, but we would like to highlight our robust volunteer group which consists of Coast Guard members and their families, local high school students, children and their parents, visiting veterinary technicians, AmeriCorps volunteers, and students attending the Outer Coast College. Just as the animals benefit greatly from the care they received, our volunteers and visitors to the shelter benefit greatly from the positive interactions they have with the animals.

FOSAS Board meets on a monthly basis. Board Members: Kristina Tirman - President, Rhea Ehresmann - Vice-President, Dusty Kidd - Secretary, Susan Jones, Evann Kegley, Claire Turner, and Chris Kowalczowski.

Budget – Refer to Attachments

Required Documentation – Refer to Attachments

# Friends of Sitka Animal Shelter NEW

## Statement of Activity

January - December 2023

	TOTAL
<b>Revenue</b>	
Contributed income	
Corporate & Foundation Grants	11,000.00
Donation Income	27,541.08
Donation Income (Board)	385.00
Donation Income (Events) (deleted)	7,277.00
<b>Total Contributed income</b>	<b>46,203.08</b>
Fundraising Income	506.67
<b>Total Revenue</b>	<b>\$46,709.75</b>
<b>GROSS PROFIT</b>	<b>\$46,709.75</b>
<b>Expenditures</b>	
Advertising & Marketing	1,458.11
Contract & Professional fees	715.00
AmeriCorps Service Fee	656.81
Veterinary Care	6,542.32
<b>Total Contract &amp; Professional fees</b>	<b>7,914.13</b>
Event Expense	350.00
Fundraising Expense	1,641.38
Grant Expense - PAWS (deleted)	4,585.88
Grant Expense - Teacher's Pets (deleted)	5,000.00
Insurance	1,130.00
Licenses & Fees	75.00
Office Expenses	
Bank fees & service charges	0.00
Credit Card Fees	137.21
<b>Total Bank fees &amp; service charges</b>	<b>137.21</b>
Memberships & subscriptions	410.38
Office Supplies	581.07
Printing & photocopying	123.38
Shipping & postage	216.00
Software & apps	119.25
<b>Total Office Expenses</b>	<b>1,587.29</b>
Supplies	2,213.83
Travel	719.08
<b>Total Expenditures</b>	<b>\$26,674.70</b>
<b>NET OPERATING REVENUE</b>	<b>\$20,035.05</b>
Other Revenue	
Interest Income	12.72
<b>Total Other Revenue</b>	<b>\$12.72</b>
<b>NET OTHER REVENUE</b>	<b>\$12.72</b>
<b>NET REVENUE</b>	<b>\$20,047.77</b>

## FOSAS 2024 Operating Budget

<b>Expense</b>	<b>Budgeted</b>	<b>Year to Date Spent</b>
Contracted Services	2000	1876.6
Veterinary Care	12000	6614.61
Events	350	0
Insurance	1130	1130
Licenses & Fees	50	35.31
Memberships & Subscriptions	500	147.22
Office Supplies	100	41.48
Printing & Photocopying	150	0
Software & Apps	400	350.6
Shelter Supplies	2000	407.09
Animal Transport	1500	657.62
Volunteer Appreciation	600	373.23
<b>Total expenses</b>	<b>20780</b>	<b>11633.76</b>

<b>PAWS Grant Expenses</b>	<b>Budgeted</b>
Supplies for adoption kits (100 kits)	3000
Coffee with Cats adoption events (12 events)	1000
Obedience training vouchers (for up to 20 dogs)	1000
<b>Total expenses</b>	<b>5000</b>



**Friends of Sitka Animal Shelter  
Past and Pending Grants**

Title of Project: Promoting Adoptions within Sitka (PAWS)

Funder: Sitka Legacy Foundation

Amount: \$4,000

Start Date: October 2022

End Date: October 2023

Title of Project: Teacher's Pets

Funder: Alaska Community Foundation

Amount: \$5,000

Start Date: November 2022

End Date: November 2023

Title of Project: Compassionate Care Fund

Funder: First Bank

Amount: \$5,000

Dates: Pending, application sent August 2024



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

FRIENDS OF SITKA ANIMAL SHELTER  
[REDACTED]

Date:  
02/25/2022  
Employer ID number:  
[REDACTED]  
Person to contact:  
Name: Customer Service  
ID number: [REDACTED]  
Telephone: 877-829-5500  
Accounting period ending:  
December 31  
Public charity status:  
170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
November 30, 2021  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
[REDACTED]

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business, and Professional Licensing  
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

**Friends of Sitka Animal Shelter**



owned by

Friends of Sitka Animal Shelter

is licensed by the department to conduct business for the period

August 1, 2024 to December 31, 2024  
for the following line(s) of business:

81 - Other Services (except Public Administration)



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Julie Sande  
Commissioner

907 738 6453 -Dusty

## General Fund Grants for Non-Profit Organizations for Fiscal Year 2025

### CBS Liabilities Form

Complete and submit this form with your Non-Profit Grant Application.

Organization Name: FRIENDS OF SITKA ANIMAL SHELTER

- Property Tax

Justin Harris  
Justin Harris, Supervisory Senior Accountant  
747-1853

- Sales Tax

Justin Harris  
Justin Harris, Supervisory Senior Accountant  
747-1853

- Municipal Leases

Melody Andaluz  
Melody Andaluz, Procurement Specialist  
747-1852

- Loan/Promissory Note

Brooke Volschenk  
Brooke Volschenk, Controller  
747-1801

- Utilities

Chelsey Dumag  
Chelsey Dumag, Utility/Harbor Billing Clerk  
747-1843

*CBS Department signatures must be complete to verify your organization is current on all CBS liabilities.*