**THE KENNETH A. SCOTT CHARITABLE TRUST**

***A KEYBANK TRUST***

**ORGANIZATION FACT SHEET**

 **2023**

(you may provide the information on another sheet using this format)

**Contact Information**

Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Service Area \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Population\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: Street/Box, City, State, ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_www.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Director: Name, Title, Phone, Fax, email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Board President/Chair: Name, Title, Phone, Fax, email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Person transmitting proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (If other than Staff Director or Board President/Chair, provide Name, Title, Phone, Fax, email)

 (Note: Transmittal letter must be signed by President/Chair or Staff Director)

**Organizational Information**

Date of Non-Profit Incorporation?\_\_\_\_\_\_\_\_\_\_\_\_ Is organization: IRS 501(c)(3) Tax-Exempt? (Y/N)\_\_\_\_\_\_\_

 A Type III Supporting Organization under Sec. 509(a)(3)? (Y/N)\_\_\_\_\_\_\_\_

 (Please attach complete copy of your IRS tax-exempt status determination letter)

Governance: Board of Trustees Size?\_\_\_\_\_\_\_\_\_\_\_ How selected?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 How long term of office?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How frequently meet?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Percentage of board members and officers making a monetary contribution to the organization last year \_\_\_\_\_\_\_\_\_

 Total amount of board member and officer contributions to the organization last year $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Are any board members or officers also paid staff, family members of paid staff, or vendors to the agency?\_\_\_\_\_\_\_

 (If yes, please identify and explain relationship in the text of the proposal, and attach conflict of interest policy.)

 (Please attach list of organization officers and board members)

Membership: Number of Members with Voting Privileges\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Non-Voting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Annual Dues/Member: $\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please attach copy of any membership solicitation brochure)

 Do you: Hold an Annual Meeting? (Y/N)\_\_\_\_\_ Publish an Annual Report? (Y/N)\_\_\_\_\_ (Please attach copy)

Finances: What is the end date of the organization's current budget year (month & year) ?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Current Year (2023) Operating Budget: Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Previous Year (2022) Actual Finances: Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please attach copies of current year and previous year budgets, complete most recent available IRS Form 990, and

 independent outside Audit (for annual income $500,000+) or Review (for annual income $250,000- $499,999)

Staff & Volunteers: Number of Paid Staff – Full Time\_\_\_\_\_\_\_\_\_\_ Part Time\_\_\_\_\_\_\_\_\_\_\_\_

 Average weekly number of Volunteers\_\_\_\_\_\_\_\_\_\_\_\_ and estimated total annual Volunteer Hours\_\_\_\_\_\_\_\_\_\_\_\_\_

 Certifications held by one or more staff persons\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Continuing education & training opportunities for volunteers & staff\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliations: List any collaboratives or federations to which your organization belongs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Information** (Check or describe services provided as applicable to your organization)

Adoption of Dogs/Cats: From Shelter\_\_\_\_ From Foster Homes\_\_\_\_ Off-site Adoption Events\_\_\_\_ By Internet\_\_\_\_

Animal Control Contract\_\_\_\_ (w/ which jurisdictions)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Animal Shelter\_\_\_\_ (location if different from mailing address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Opened\_\_\_\_\_\_\_\_\_\_\_\_ Capacity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Policies on Admission & Length of Stay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Average Length of Stay (Dogs/Cats)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Behavior Assessment of Shelter/Foster Animals\_\_\_\_

Behavior Training Classes for Adopters or the Public\_\_\_\_

Educational Animals on Display or Taken Off-Site\_\_\_\_

Emergency Medical Care\_\_\_\_

Equine or Farmed Animals\_\_\_\_ Exotics\_\_\_\_ Other Small Animals (Ferrets, Rabbits, et.al.)\_\_\_\_

Extended Care for Non-adoptable Animals\_\_\_\_

Feral Cat TNR program\_\_\_\_

Fostering Network\_\_\_\_ Number of Active Foster Homes\_\_\_\_\_\_\_\_\_\_

Humane Agent/Officer to Investigate Animal Cruelty\_\_\_\_

Humane or Wildlife Education Programs (on- or off-site)\_\_\_\_

Outreach to Pets of Disadvantaged Social Groups or in Underserved Urban/Rural Areas\_\_\_\_

Pet Food Pantry\_\_\_\_

Public Policy Advocacy\_\_\_\_

Safe Haven Program for Pets of Domestic Violence Victims\_\_\_\_

Spay/Neuter for Shelter/Foster Animals at: In-house Clinic\_\_\_\_ Mobile or Nonprofit Clinic\_\_\_\_ Local Vets\_\_\_\_

 Percentage “Fixed” Before Adoption\_\_\_\_\_\_\_\_\_\_

Spay/Neuter Assist to Public Animals at: In-house Clinic\_\_\_\_ Mobile or Nonprofit Clinic\_\_\_\_ Local Vets\_\_\_\_

Transfer Animals To or From Other Agencies\_\_\_\_

Veterinary Care for Shelter/Foster Animals Provided by: Staff Vet\_\_\_\_ Visiting Contract Vet\_\_\_\_ Off-site\_\_\_\_

 Shelter Medicine Protocols in Place\_\_\_\_

Veterinary Wellness Care for Public Animals at In-house Clinic\_\_\_\_ Veterinary Externs Hosted\_\_\_\_\_

Wildlife Rehabilitation\_\_\_\_

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of Animals Cared for - 2022**

 Dogs/Puppies Cats/Kittens Wildlife Other

 Number Animals Present 1/1/22 \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Animal Intake during 2022:

 Strays/Found \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Surrendered by Owner \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Cruelty/Neglect Seizure \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Injured (Wildlife et.al.) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Rescued/Transfers from

 Other Agencies \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Spay/Neuter Only \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Owner Requested Euthanasia \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Dead on Arrival \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Other \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 TOTAL 2022 INTAKE: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Animal Disposition during 2022:

 Adopted \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Reclaimed by Owner \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Released (Wildlife) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Transfers to Other Agencies \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Euthanized \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Other \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 TOTAL 2022 DISPOSITION: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Number Animals Present 12/31/22 \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

(Note: You may substitute Asilomar Accord or Shelter Animals Count statistics if you record data on that basis) 11/2022