DUPAGE COUNTY
GOVERNMENT

Grant Proposal Notification

GPN Number: 027-25
(Completed by Finance Department)

Date of Notification: 11/05/2025
(MM/DD/YYYY)

Parent Committee Agenda Date: 11/18/2025
(Completed by Finance Department) (MM/DD/YYYY)

Grant Application Due Date: 11/10/2025
(MM/DD/YYYY)

Name of Grant: DAF Marketing Coordinator FY26

Name of Grantor: DuPage Animal Friends

Originating Entity: N/A
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Animal Services

Department Contact: Laura Flamion, Administrator x2806
(Name, Title, and Extension)

Parent Committee: Animal Services

Grant Amount Requested: $ 100,000.00

Type of Grant: Project
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: ☐ Yes ☑ No

Source of Grant: ☐ Federal ☐ State ☑ Private ☐ Corporate

If Federal, provide CFDA: _____ If State, provide CSFA: _____

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1. Justify the department's need for this grant.

   DuPage Animal Friends is a 501(c)3 charity that supports operations at DuPage County Animal Services. It is an all volunteer organization that works closely with DCAS leadership. An increase in workload has made it challenging for the all volunteer board and Foundation Coordinator to keep up with daily marketing and social media tasks. The need for a full time marketing coordinator was identified in 2025. This grant to DCAS is intended for DCAS to hire and manage this position so that the Foundation Coordinator can focus on key tasks related to fundraising and relationship building. Because the total grant amount exceeds the total cost of annual salary and fringe benefits, any remaining unused funds will be carried over into FY27 to continue funding the position.

2. Based on the County's Strategic Plan, which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

   COMMUNITY WELL-BEING: This position will allow Animal Services to stay in constant communication with community members and stakeholders. Through regular marketing and communications, DCAS will be able to share challenges, successes, needs, and impact. Doing so will ideally help prevent animals from entering the shelter system, while increasing positive outcomes for animals that do enter the shelter. FISCAL RESPONSIBILITY: By educating the community on the importance of vaccinating pets for rabies and by educating veterinarians on the importance of promptly reporting vaccines administered, DCAS will increase the number of licensed pets in the community.

3. What is the period covered by the grant? 12/01/2025 (MM/DD/YYYY) to: 11/30/2026 (MM/DD/YYYY)

   3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

   3.1.1. _____ (MM/YY) and _____ (Duration)

4. Will the County provide "seed" or startup funding to initiate grant project? (Yes or No) No

   4.1. If yes, please identify the Company-Accounting Unit used for the funding _____

5. If grant is awarded, how is funding received? (select one):

   5.1. Prior to expenditure of costs (lump-sum reimbursement upfront) ☑

   5.2. After expenditure of costs (reimbursement-based) ☐

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6. Does the grant allow for Personnel Costs? (Yes or No) Yes

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary $77,000.00 Percentage covered by grant 100%

6.1.2. Total fringe benefits $23,000.00 Percentage covered by grant 100%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No

6.1.3.1. If yes, which ones are disallowed?

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): Yes

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time 1 Part-time _____ Temporary _____

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? Yes (Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

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6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No) No

6.3.1. If yes, please answer the following:

6.3.1.1. How many years beyond the grant term? _____

6.3.1.2. What Company-Accounting Unit(s) will be used? _____

6.3.1.3. Total annual salary _____

6.3.1.4. Total annual fringe benefits _____

7. Does the grant allow for direct administrative costs? (Yes or No) No

7.1. If yes, please answer the following:

7.1.1. Total estimated direct administrative costs for project _____

7.1.2. Percentage of direct administrative costs covered by grant _____

7.1.3. What percentage of the grant total is the portion covered by the grant _____

8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost? 0%

9. Are matching funds required? (Yes or No): No

9.1. If yes, please answer the following:

9.1.1. What percentage of match funding is required by granting entity? _____

9.1.2. What is the dollar amount of the County's match? _____

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9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? _____

10. What amount of funding is already allocated for the project? $0.00

10.1. If allocated, in what Company-Accounting Unit are the funds located? _____

10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): No

11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? $100,000.00