



# Enter Project Title Here-Be Sure to Use Title Case

Project #  
15-003 

**County:** List the county or counties in which your project took place.

**Number of Cats Spayed:** xxx   
**Number of Cats Neutered:** xxx

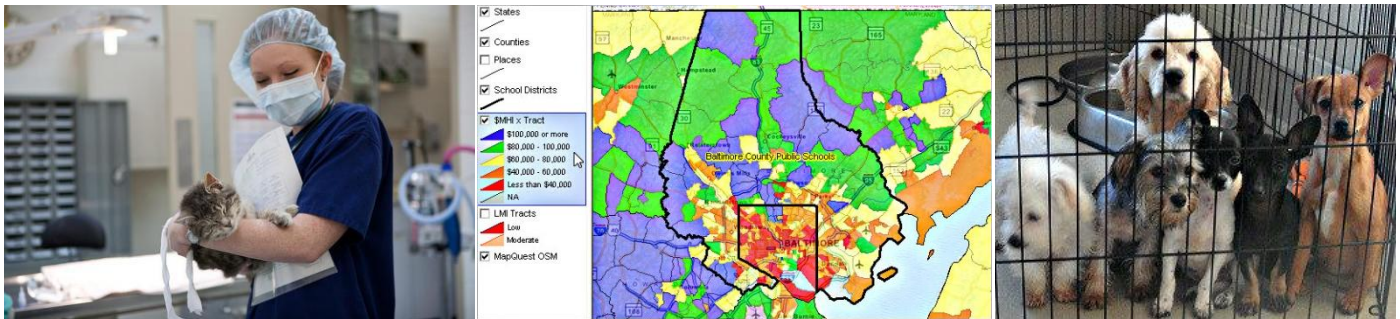
**Number of Dogs Spayed:** xxx  
**Number of Dogs Neutered:** xxx

**Amount Received:** \$xx,xxx.xx 

**Amount Remaining (to be returned to MDA):** \$xxx.xx 

## Project Synopsis:

Describe your project in one or 2 sentences. For example: This Project targeted low-income pet owners in the Baltimore City zip codes 21287 and 21205 and proposed to provide no-cost surgeries to 400 cats and 100 dogs.



## Project Description:

Describe your project. Include a brief description of your organization, your period of performance, the target area, why the project is needed in this area, and what you intended to accomplish in terms of numbers, reduction of shelter intake, and outreach and education.

Be sure to use HARD RETURNS for new paragraphs increase the readability of your text.

## Summary of Approach:

Describe how you went about implementing your project. Include a description of your time-line (when major events took place (Example Outreach: January-February 2015: We posted flyers in neighborhood stores, centers and libraries, gave 3 radio interviews, placed ads in the local newspaper, and posted information on social media).

Be sure to use HARD RETURNS for new paragraphs to increase the readability of your text.

## Accomplishments:

Discuss what you accomplished. In addition to the number of animals that were altered, consider including topics such as outreach and education success, community support, beneficial impacts to shelter intake and euthanasia rates in shelter in your target area, etc. Also include any ways you found to stretch you dollars further or make your project even more successful.

Be sure to use HARD RETURNS for new paragraphs to increase the readability of your text.



**Lessons Learned:**

It is also helpful to hear what unexpected challenges you encountered and how you resolved them or would do anything differently in the future.

This kind of information may help the program develop future updates to guidance and help the Advisory Board during the proposal review process.

**Attachments:**

List the attachments that accompany this report. This should include a list of the animals that you altered, any receipts for capital expenditures not already provided to MDA in your quarterly reports, and any other deliverables you may have listed in your Grant Agreement.

These items need to be attached to your report. They can be in any commonly used format (PDF, Excel, etc).

These items, (in particular, lists with owners names, addresses etc.) will not be included with the report when the report is posted and used as promotional items for the Program.

**For More Information Contact:** 

**Name:**

Primary Point of Contact for the Project, Title

**Organization Name and Address:**

Organization's Name

Address

**Email:** Organization email

