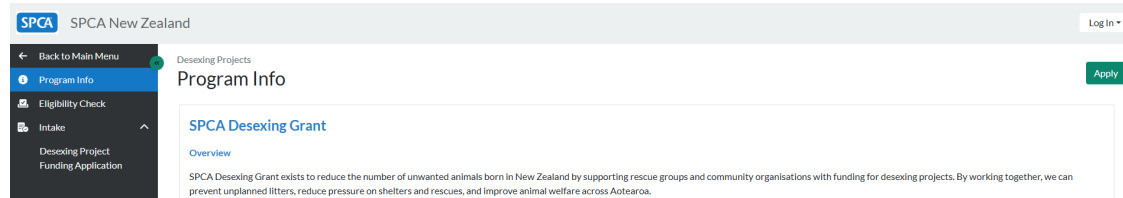


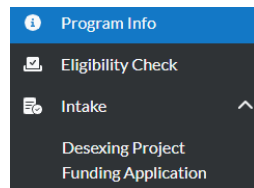
SPCA Desexing Grant Application Guide

Click [here](https://spca-nz.wizehive.app/program/desexing-project) to go to the Grant website or visit <https://spca-nz.wizehive.app/program/desexing-project>

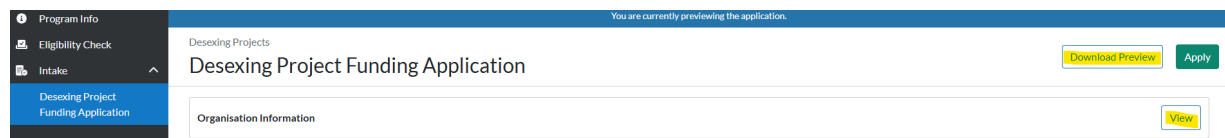
When you first arrive on the SPCA Desexing Grant website you'll see the Program Info page which provides an overview of the Grant, including application requirements.



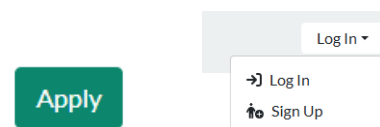
The menu on left hand side of the page allows you to navigate between the pages on the website.



Optional: Can you preview the full application before starting. To do this, select “Desexing Project Funding Application” from the menu and then click “View” on each section of the application. You can also click “Download Preview” if you prefer.

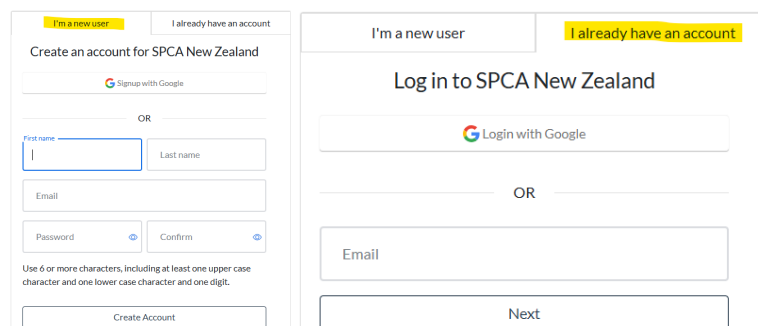


Once you're ready to start the application process click “Apply”. Alternatively, you can click “Log In” at the top of the screen then click “Sign Up”.

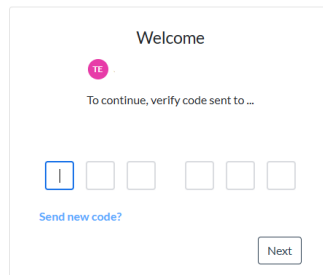


Regardless of which option you click (apply or log in) you will be taken to the same screen.

If this is your first time applying for an SPCA Desexing Grant through this website, you'll need to create an account as a “new user”. If you're a returning applicant (2026 onwards), you'll select “I already have an account” and log in.



Once you have created a new account, you will be prompted to enter a code to verify your email address. The code will be sent to the email address you used when creating your account.



Welcome

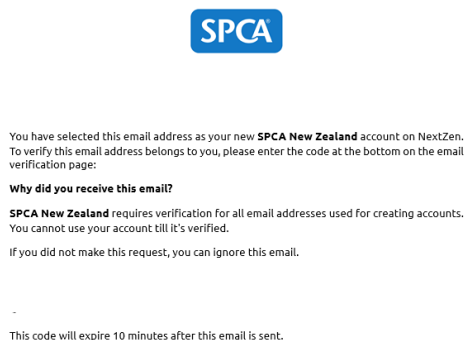
To continue, verify code sent to ...

1 [] [] [] [] []

[Send new code?](#)

[Next](#)

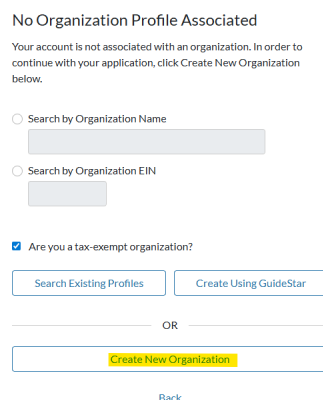
Please check your junk/spam folder for the verification email if you don't see it appear in your inbox within a few minutes. The email will look like this:



If you're a returning applicant or this isn't your first time logging into the website, you won't be asked to verify your email. Once you've entered the code or logged in, you will return to the main page of the website. Click "Apply" to start.



If this is your first time applying for an SPCA Desexing Grant through this website, you will need to create an organisation profile before you start the application process. The website will prompt you to do this. Click "Create New Organisation" to continue.



No Organization Profile Associated

Your account is not associated with an organization. In order to continue with your application, click Create New Organization below.

☐ Search by Organization Name

☐ Search by Organization EIN

☒ Are you a tax-exempt organization?

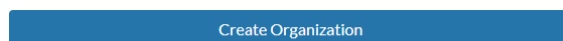
[Search Existing Profiles](#) [Create Using GuideStar](#)

OR

[Create New Organization](#)

[Back](#)

Create your profile by completing all required fields and click "Create Organisation" at the bottom of the page.



[Back](#)

If you're a returning applicant (2026 onwards) or not logging in for the first time you will not need to complete the above step. Simply select your organisation name to continue.

You are starting a new application for Desexing Projects

Choose Your Organization

Test



You'll then verify the existing information or update any field as needed. Click "Save Profile & Continue" at the bottom of the screen.

Verify Your Profile Info

For each new application you start, you must review your profile info and make any relevant changes before applying.

Organisation Name*

Save Profile & Continue

[Back](#)

All applicants will then be prompted to complete an eligibility check. This must be completed before applying for each funding round. Click "Start" to continue.

Eligibility Check



Your answers to the following survey will help determine whether you are eligible for this award at this time.

Start

Answer the eligibility question(s) and click "Check Eligibility" at the bottom of the screen.

Check Eligibility

If you're an eligible applicant, you'll then be prompted to start the application process. Click "Start Applying" to continue.

You are eligible!



Congratulations! Your responses show that you're eligible to apply for this award. Continue to view and start the application.

Start Applying

The application is set out in nine sections. You can complete the application in any order, but all required fields must be completed before submitting. Click “Start” to begin.

Start

You can click “Next” at the bottom of the page to be taken to the next section.

Next

At any time, you can click “Save Draft & Exit Section” at the bottom of the page.

[Save Draft & Exit Section](#)

This will take you back to the application section page.

Organisation Information	Edit
Project Description and Details	Start
Animal Numbers	Start
Budget and Funding	Edit

If a section has a red marker next to it, you still need to complete this part of the application. In the example below, the applicant has finished their Organisation Information but hasn’t completed Projection Description and Details or Animal Numbers.

Organisation Information
Project Description and Details
Animal Numbers

If you are not a registered charity or incorporated society, you will be prompted to request a Letter of Support from a veterinary clinic and a registered charity e.g. another rescue you’ve worked with. This a mandatory field and is completed through the online system as part of the application process. You will need to enter a valid email address for both support letters which will trigger an automatic email to be sent to them. The email they received will look similar to this:

Dear **Test Vet**
 You have a **Veterinary Clinic Letter of Support** request from **TestExample** for **Desexing Projects**. Please complete this request before **Tue, 07 Oct 2025 10:59:59 GMT**.

Click the button below to complete the request.

Complete the Request

When they have completed the request, which includes uploading their Letter of Support, you will receive an email notification advising you that this has been completed. Note: You will not be able to submit your application until these are completed. We recommend that you advise them in advance that they will be receiving a request.

Once you have completed the required fields across all sections, you will be able to submit your application. You can either click “Submit” at the top of the page or click “Review” before submitting.



If you click “Review” you will see all sections at once and be given the option to edit before submitting at the bottom of the page.

Section 1: Organisation Information [Edit](#)

Clicking “Submit” through either option will provide you with once last opportunity to “Keep Working” on your application or “Submit”.

Submit Desexing Project Funding Application?



Once submitted, your form will be read-only.



Once you’ve submitted, click “Go to Your Applications” on the pop-up.

Desexing Project Funding Application Submitted!



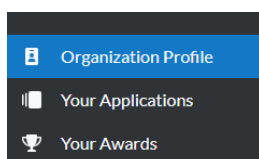
Congratulations for submitting your form - great work!

[Go to Your Applications](#)

You will now see that your application status is “Submitted”. You can review your application from here, but you cannot edit it. Click “View” on the right of the page to see your application.

Organization Profile	List of Applications				Filter
	Program	Application	Applicant	Cycle	Status
Your Applications	Desexing Projects		TestExample	2025 test4	Submitted View
Your Awards					

From the menu on the left of the page, you can view your profile and edit it if needed.

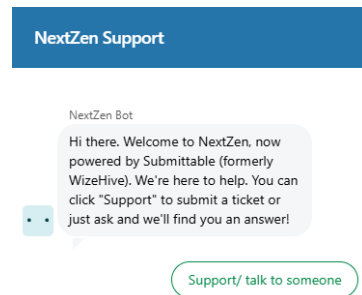


Note: You will be notified of any updates on your application via email and be prompted to log in to your profile on the website to view details of these updates e.g. more application information required, successful award status, approval letters etc.

NextZen/Submittable System Support:

If you need help with the website, you can [click here](#) for resources that may help you with the application process, including a [Video Intro for Applicants](#).

There is also a chat feature on the website if you need further support. Click the speech bubble at the bottom of the page to start 



SPCA Desexing Grant Support:

If you have any questions regarding the Desexing Grant, please email snipnchip@spca.nz

