



Community Application: Instructions & Community Attachments Checklist



The Community Application for partnership with the ASPCA has two components:

- An online Community Application, which is your first step to apply
- A set of Community Attachments, which you submit after you complete the online application

This document provides instructions for collecting and submitting the Community Attachments. This document also includes a checklist/signoff sheet, which you submit with the attachments.

The two people you select as Community Liaisons should coordinate gathering and submitting these materials. The primary liaison should also sign the checklist on behalf of your community partners.

Ready start saving more lives?

I. Collect Your Attachments

We accept documents in MS Word, MS Excel or PDF, as well as JPEG image files submitted by e-mail. Include the name of your community and the name of the document in the file name of each attachment; for example: *NewYorkCounty-ListOfOtherShelters.doc*. **Please do NOT submit any documents that are not requested.**

1. Provide a list of all **other** shelters, animal care/control agencies, spay/neuter providers, rescue groups, sanctuaries, and animal advocacy groups serving your defined geography.
 - Include the organization name, primary purpose, website address, or primary e-mail address.
 - Do NOT include organizations that are applying as partner agencies.
2. Provide a list of three cooperative or collaborative efforts among two or more of the community partner agencies within the past two years. For each effort, please provide the following information:
 - Date(s) of cooperation/collaboration
 - Type of cooperation/collaboration (for example: adoption events, transfers, inter-agency spay/neuter, spay/neuter events, media events, public information campaigns, cruelty cases/seizures, disaster response, sharing staff, sharing volunteers, etc.)
 - Names of partner agencies involved
 - Specific, measurable results of the effort (for example: number of animals adopted through adoption events, number of animals transferred to others for adoption, passage of legislation, number of animals neutered, etc.)

For example:

Date	Type	Agencies	Results
2009 — present	Transfer of Adoptable Animals	Whoville Animal Control Whoville Humane Society Whoville Rescue	Increased adoptions by 15% over 2008

3. Provide documentation of the three efforts described above.

One or two pieces of documentation per event are sufficient. Documentation can include: inter-agency agreements; newspaper/magazine stories on collaborative legislative efforts; flyers/posters for adoption events or collaborative fundraising events; newsletter articles crediting each other for collaborative efforts; photos of collaborative events; screen captures of web pages that link to other agencies and/or describe collaborative relationships; etc.



Community Application: Instructions & Community Attachments Checklist

II. Complete and Sign the Community Attachments Checklist

Page 3 of this document is a checklist of the items described in Section I. The checklist also includes a place for the person you selected as the primary Community Liaison to sign on behalf of your community.

III. E-mail Your Community Attachments to the ASPCA

Within one week of completing the online Community Application, and **no later than February 17, 2012**, e-mail your community attachments to joinAP@aspca.org. You will receive e-mail acknowledgement when we receive your materials.

Note: Submit all documents in electronic format as attachments to e-mail messages. Paper documents, such as newspaper articles about your collaborative efforts and the signed community checklist, can be scanned, saved as image files (JPEG format), and attached to e-mail messages.

Please DO NOT submit any documents that are not requested.

IV. Next Steps

Each partner agency needs to complete the Agency Survey and submit the required agency attachments. Refer to the [ASPCA Partnerships](#) section of www.ASPCApro.org for links to the survey and the instructions for submitting the agency attachments.

All community and agency application materials must be received by February 17, 2012.

V. More Information

Details about partnership with the ASPCA, including application criteria, instructions, and frequently asked questions, are available on www.ASPCApro.org. You can also contact us at JoinAP@aspca.org.



Community Attachments Checklist

Community: _____

State: _____

Community Liaison: _____

Liaison Phone: _____

Liaison E-mail: _____

Additional Community Liaison: _____

Liaison Phone: _____

Liaison E-mail: _____

Please find attached:

- 1. List of other agencies (non-partners) serving animals in our community
- 2. List of three cooperative/collaborative efforts between some or all of the partners
- 3. Documentation of those cooperative/collaborative efforts

By signing below, I confirm that:

- The organizations and agencies that, combined, shelter 80% or more of the homeless animals in our community have committed to be partners in this application, and
- The partner organizations understand that this project is about timely, accurate data collection and careful analysis in order to target life-saving programs effectively, and we agree to collect and submit required animal data monthly.

And, if our community is accepted, I confirm that:

- We are ready, with help from the ASPCA and our partners in the community, to implement life-saving policies and programs in an expedient fashion in order to save more lives,
- All partners agree to co-brand this community effort with each other and the ASPCA and share in all media and PR, and
- All partner organizations (both nonprofit and government) agree to work collaboratively with each other and the ASPCA in order to maximize the number of lives saved community-wide.

Signature: _____

Name: _____

Title: _____

Agency: _____

Date: _____

E-mail your community attachments **within one week** of completing the online Community Application, and **no later than February 17, 2012.**

You will receive e-mail acknowledgement when we receive your materials.

Please DO NOT submit any documents that are not requested.