

# Complete Requirements for Applying: ASPCA® COVID-19 Emergency Relief RFP

## **New Applicants (did not apply to the ASPCA's COVID-19 Emergency Relief grant initiative in the spring)**

All interested organizations are invited to submit an application for funding with the following information:

- Basic Organization Details:
  - Federal Tax ID/Employer Identification Number (EIN)
  - Organization Contact information
  - Most recently filed Form 990 (or equivalent) or W-9 (for governmental agencies)
  - Budget vs. Actual report for most recently ended fiscal year (income and expenses)
  - Approved budget for current fiscal year (This is the original budget document as it existed prior to the start of the fiscal year.)
  - Most recently completed audited financial statement, unaudited financial statement, OR previous fiscal year's balance sheet
  - Strategic plan for 2020 (if available)
  - Biography or resume for the organization's Executive Director/Director
- For 501(c)(3) organizations, you will be asked:
  - If your 501(c)(3) exemption is current
  - If you're in good standing with the Secretary of State in the state where you are incorporated.
    - This means that you meet all state-imposed requirements, which may include filing reports/forms, paying required fees, appointing a registered agent, etc.)
    - If you aren't sure, go to your state's Secretary of State's website (or do an online search for: your State, "secretary of state," "business search") and look up your organization.
  - If your board includes at least 4 Board members
  - If the majority of your board is independent
    - This means that fewer than half of your Board members can be paid employees and/or family members or close relatives
  - If your board chair and treasurer are not compensated by the organization
  - Current board list, including the year joined, and biographies or resumes for the board chair and treasurer. (Biographies or resumes for other board members optional).
  - Funds available in your operating reserves on January 1, 2020
    - Include any funds that are available for emergencies such as unexpected cash flow shortages, expenses, or losses
  - Funds available in your operating reserves as of September 1, 2020
    - Include any funds that are available for emergencies such as unexpected cash flow shortages, expenses or losses
  - Whether you are anticipating drawing from or have drawn from your operating reserves

- Any related tax-exempt entity (Related organizations include but are not limited to controlling/controlled, brother/sister, supporting/supported, or sponsoring/contributing of a voluntary employees' beneficiary association. A common type of related organization is a "friends of" group or foundation that typically provides financial, and in some cases, programmatic support to a single principal organization)
- Fiscal information:
  - Prior and Current fiscal year operating budget expenses
  - Prior and Current fiscal year operating budget revenue
  - Expenses (actuals) for Prior Fiscal Year and first 6 months (or year to date) of Current fiscal year
  - Revenue (actuals) for Prior fiscal year and first 6 months (or year to date) of Current fiscal year
  - Forecasted expenses for current fiscal year
    - The forecast is what you anticipate your expenses or revenue will be
    - Forecasted revenue for current fiscal year
  - Whether your budget anticipates using funds from an investment portfolio or other assets that were not included in your operating revenue figure and, if yes, how much
- A list of ASPCA program teams and/or key ASPCA staff you've worked with (if applicable)
- Cities/towns or counties that your organization serves
- A list of major programs (costing 10% of budget or more), with brief (2 – 3 sentence) descriptions, and including number of humans and/or animals served for each in 2019
- A list of other animal welfare organizations with similar programs serving your region and a brief description of any collaboration with them
- Other noteworthy collaborations
- COVID-19 Impact and Plans
  - A description of key disruptions to your organization caused by COVID-19 (both current and anticipated). Please be specific about the gaps each disruption has (or is anticipated to) create and include unexpected expenses or decreases in revenue compared to budget projections
  - A description of any plans you have put in place to address the impact of COVID-19 on both your community and organization, including plans regarding new program initiatives, program modifications and/or fundraising initiatives
  - A list of all funders from which you have requested or anticipate requesting COVID-19 funding, the amount of the request, and the current status of the request (Not yet submitted, Pending, Granted, Declined)
  - Information about any government relief that you have received, including the amount and the current status of the funding
- Requested amount
- Use for requested funds. Funds can be used for general operating expenses including existing programs, operations, and fundraising or to fund program modifications or new programs developed in response to the COVID-19 crisis. (You will be asked to provide a line-item breakout of funding if your request includes funding for new or modified programs)

**Supplemental Application (for those who applied to the ASPCA's COVID-19 Emergency Relief grant initiative in the spring)**

All interested organizations are invited to submit an application for funding with the following information:

- Basic Organization Details:
  - Federal Tax ID/Employer Identification Number (EIN)
  - Organization Contact information
- COVID-19 Impact
  - A description of new or ongoing challenges you face from COVID-19, and how additional funds will help your organization respond to the impact of COVID-19
  - A description of anything that has changed for the better for your organization and/ or its ability to serve animals as a result of COVID-19 and your response to it
- Requested amount
- Fiscal information:
  - Current fiscal year operating budget expenses
  - Current fiscal year operating budget revenue
  - Expenses (actuals) for first 6 months (or year to date) of fiscal year
  - Revenue (actuals) for first 6 months (or year to date) of fiscal year
  - Forecasted expenses for current fiscal year
    - The forecast is what you anticipate your expenses or revenue will be
  - Forecasted revenue for current fiscal year
- If 501(c)(3)
  - Funds available in your operating reserves on January 1, 2020
    - Include any funds that are available for emergencies such as unexpected cash flow shortages, expenses or losses
  - Funds available in your operating reserves as of September 1, 2020
    - Include any funds that are available for emergencies such as unexpected cash flow shortages, expenses or losses
  - Whether you are anticipating drawing from or have drawn from your operating reserves
  - 2019 filed 990 or Form 8868 (IRS extension for 2019 990)