

# Checklist for Completing an ASPCA® Disaster Grant Application

We understand the timeline for this grant opportunity is limited and many of you are in the middle of direct disaster response. We hope these recommendations and steps will help you streamline your application process and best prepare you to apply for an ASPCA Disaster Response Grant.

**We estimate it will take 3 – 6 hours to prepare and submit your applications.**

- Determine if you qualify:** This RFP is open to 501(c)3 non-profit organizations and state, county, or municipal agencies. **Your organization must be an authorized disaster response agency providing direct support to companion animals, equines, and/or their owners.** Get additional details about eligibility.
- Prepare your documentation:** You will be required to document your role as an authorized disaster response agency by providing **ONE** of the following: a copy of a fully-executed MOU with an agency having jurisdiction (AHJ) in your community or in an impacted community in which you are responding, a copy of your jurisdiction's disaster plan that names your organization, a formal request on letterhead from the AHJ, **OR** similar means that verify your organization's official and ongoing role.

**You will also be asked to provide these supporting documents** for your organization's finances:

- Most recently filed Form 990 (non-profit agencies) or W-9 (municipal agencies)
  - Budget vs. Actual report for most recently ended fiscal year (income and expenses)
  - Approved budget for current fiscal year (as it existed prior to start of the fiscal year)
  - Most recently completed audited financial statement, unaudited financial statement, OR previous fiscal year's balance sheet
- For 501(c)3 non-profit orgs:** You will **also** need to prepare a list of current board members including bios or resumes for your board chair and treasurer.
  - Determine what you are applying for:** Any authorized disaster response agency responding to a federally-declared natural disaster in all fifty states, the District of Columbia, and US territories since April 1, 2020, is eligible to apply for funding to cover expenses incurred or pending in that disaster. **NOTE: All requests for disaster response funding must designate at least 20% of requested funds for capacity-building and preparedness for future disasters.**

Authorized disaster response agencies in selected states are also eligible to apply for 100% capacity-building/preparedness grants for future disasters. These states are Alabama, Arkansas, Arizona, California, Colorado, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oregon,

South Carolina, Texas, and Washington. If you are in one of these states, you do not need to be responding to a current disaster to apply.

- **Identify the staff in your organization from the outset who need to be involved with or can help you complete the various parts of the grant application, as follows:**
  - Assembling basic information about your organization’s finances and budgets
  - Assembling basic information about your organization’s operations and governance including location and contact information, the organization’s mission, the board, government filings, and documentation of your status as an authorized disaster response agency
  - Collecting information about expenses incurred or pending in a current or recent disaster, if applicable
  - Developing a capacity-building/preparedness request
  - Answering questions about any current disaster response and providing background on your organization’s history of disaster response and supporting community preparedness
  - Providing internal approval for your request
  - Completing the grant application online
  
- **Prepare your capacity-building request: All proposals must designate at least 20% of requested funding for capacity building and preparedness for future disasters.** This includes but is not limited to training, emergency shelter and veterinary equipment and supplies necessary for temporary sheltering, field rescue gear and supplies, animal transport equipment and supplies including vehicles for local evacuation.
  
- **Prepare your funding request for disaster response:** If you are applying for funding for expenses incurred or pending in a current or recent disaster, **create a list of costs incurred for your organization’s response to the disaster and projected costs going forward**, broken out by line item. Examples of line items might be animal food, veterinary care, supplies and equipment, transport costs, etc.
  
- **Prepare your answers to the other questions on the application.**
  - **Read each question carefully and answer it directly.** Use the helper text to clarify any questions you may have about how to answer. Dramatizing your current situation in your response does not make your application more likely to be funded. (We already know and appreciate that animals were or are at risk and how hard you are working to save them.)
  
  - We recommend you **type your answers into a Word document** (or similar) so you can cut and paste them directly in the application when entering it online.
  
- **Be prepared to enter your entire application and submit it in one session. Applications cannot be saved. Once submitted, applications cannot be edited.** You may email [grants@aspc.org](mailto:grants@aspc.org) with any questions. Please put “Disaster Response Grants RFP” in the subject line.