

# ASPCA 2024 Hurricane Response & Relief Grant Companion Requirements

All applicants will be required to provide the following information:

- Basic organization details:
  - Federal Tax ID/Employer Identification Number (EIN)
  - Organization contact information
  - Type of organization, services you provide, and aim to provide
  - If applicable, a list of organizations requesting or receiving assistance from your organization and any documentation you have that verifies these requests for assistance or your role as an authorized disaster response organization in an affected community
- For nonprofit organizations, you **may** be asked for additional information, including:
  - If your IRS 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.
  - Details about your Board of Directors, including:
    - Current board list
    - Biographies or resumes for the board chair and treasurer
  - Financial documents, including:
    - Most recently filed Form 990 (or equivalent)
- You will be asked to provide the following information about your organization's direct response to the recent disaster:
  - Amount of funding requested
  - The number of people deployed and animals impacted.
  - The ways that your organization responded (shelter, transport, field response, supply distribution, etc.)
  - A summary of the ways your organization responded to the recent disaster, including the role your organization played, any agencies your organization worked with, and the type and number of animals impacted.
  - The ways your organization itself and the animals in its care were impacted by Hurricane Helene.
  - Explanation of services/items your organization is requesting funding for related to the recent disaster. *As a reminder, you may request funding to cover direct expenses including (but not limited to) sheltering supplies,*

*medical supplies, and veterinary care. The funding cannot be used to cover ongoing/preexisting expenses such as staff salaries, general facility costs or building repairs that would be covered by insurance.*

- A [spreadsheet of costs](#) incurred for your organization's response to the recent disaster –broken down by line item and including expenses to date and projected costs going forward (if applicable).