

Hurricane Katrina 20th Anniversary Disaster Preparedness Grants Companion Document

All eligible, interested organizations are invited to [submit an application](#) for consideration with the following information:

- Basic Organization Details:
 - Federal Tax ID/Employer Identification Number (EIN)
 - Organization contact information
- For nonprofit organizations, you will be asked:
 - 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.
 - 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
 - If your charitable registration is current/active in the state of the Grantee's primary location (for grants >=\$25,000)
 - To provide your most recently filed Form 990 (or equivalent), current Board of Directors list, and approved organization budget for the current fiscal year
- For municipal organizations, you will be asked to provide a W-9
- Amount of grant funding requested
- Explanation for how you will fully fund the project if you were to only receive partial funding
- Project Title
- Applicants will be asked to provide the following information about your organization's request to improve preparedness and build capacity for future disasters:
 - A summary of your organization's participation and role in responding to disasters over the past two years.
 - A summary of your organization's previous efforts to build disaster response capacity and improve your community's preparedness to respond to future disasters.

- Explanation of services/items your organization is requesting funding for related to capacity building and disaster preparedness.
 - A spreadsheet of itemized items or services your organization is requesting funding for
 - Please use [this template](#)
 - Formal bids or quotes for any permanent installation or construction (e.g. generator + installation)
- Please attach documentation that verifies your role as an authorized disaster response organization in your jurisdiction, if applicable. *This can be a fully executed MOU with the agency having jurisdiction (AHJ) in your community or in an impacted community in which you are responding, a copy of the 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.*