Guidelines for Completing the ASPCA COVID-19 Emergency Relief Application

Application period opens March 27, 2020

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

- Basic Organizational 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 2019
  - Approved budget for 2020. (This is the original budget document without any subsequent revisions for the COVID-19 crisis.)
  - Strategic plan for 2020 (if available)
- 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 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
  - To provide a list of all individuals currently serving on your board, the year they joined, and their biographies or resumes (if available).
- A biography or resume for the organization's Director.
- 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 (10% of budget or more), with brief (2 – 3 sentence) descriptions, including the 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

    o 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 created (or you anticipate will create) and include unexpected expenses or decreases in revenue compared to budget projections.

    o A description of any plans you have already developed and begun putting 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.

    o 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).

    o Information about any government relief that you anticipate or are already receiving, including the amount and the current status of the funding.

    o How much money you currently have available in your operating reserves and if you have started (or anticipate you will start) to draw from it.

- 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.)