



DISASTER AND EMERGENCY GRANTS SAMPLE APPLICATION

The following is an **example** of the questions that typically appear on the ASPCA's Disaster and Emergency Response and Preparation grants program application. This is provided for informational purposes only to help you prepare your application for submission. (Questions may change or be modified.) To complete and submit the application, please click on the appropriate link on aspcapro.org/grants. **We accept applications submitted ONLY via our online application system.**

We recognize that the nature of some incidents may inhibit your ability to answer all questions accurately; therefore, many fields are not required. Nonetheless, your thoroughness will enable us to expedite your request, so it is in your interest to submit as complete an application as possible.

Eligibility Quiz

- Is your organization an animal welfare organization, an organization with an animal welfare mission, or an organization whose proposed grant project has an animal welfare mission?
- Is your organization based in the United States or its territories?

Application Questions

* Required field

Organization

Organization Information

- * Organization name and contact information
- * Federal Tax ID/Employer Identification Number (EIN)
- * Tax status (e.g., 501(c)(3) nonprofit, governmental agency, for-profit enterprise, etc.)

Finances, Facility, and Personnel

- Total organizational budget for current year, previous year, and two years prior
- Financial health (number of months' operating expenses covered by currently available funds)
- Year of agency incorporation
- Age of facility and when it was most recently renovated
- Number of full-time and part-time staff and active volunteers
- Does your organization have a disaster/emergency response team, and if so, how many people?
- Does your organization have anti-cruelty investigation staff, and if so, how many people?

Capacity

- * Maximum holding capacity for cats, dogs, and other animals (specify types of other animals)
- Number of permanent residents housed by facility

Disposition of Animals During the Previous 12 Months (Total Numbers)

- Number of cats handled, adopted, returned to owner, transferred to another agency/shelter, and euthanized due to lack of space
- Number of dogs handled, adopted, returned to owner, transferred to another agency/shelter, and euthanized due to lack of space
- Number of other species (specify types) handled, adopted, returned to owner, transferred to another agency/shelter, and euthanized due to lack of space

Spay/Neuter Protocols

- Percent of animals neutered before placement
- Briefly describe your spay/neuter policy, program, and follow-up procedures in 100 words or less

Contacts

- * Salutation, name, title, and e-mail address of the primary contact person for this request
- Salutation, name, title, and e-mail address of the head of organization

Proposal

Please note that these are brief online fill-in fields and do not require a hardcopy narrative.

Request Information

- * Was your request solicited by an ASPCA employee, and if so, who? If not, leave blank.
- * Project title
- * Request amount
- * Total project cost
- * Over how many months do you estimate the requested amount would be used? (Enter 6 or 12.)
- * Project/incident description, including estimated costs for line items, in 250 words or less (detailed responses receive preference and determine our ability to fast-track approval and payments)
- * Timeline for utilizing grant funds and evaluation process for measuring the success of the grant-funded project
- * Approximately how many animals (in excess of pre-incident population) are you housing as a result of this incident?
- How long do you anticipate housing additional animals as a result of this incident?
- * What other organizations or agencies are involved in the response to this incident? List the names, locations and contact information.
- * List all funders from which you have either received or requested funding for this project, and include \$ amounts granted/requested.
- * List itemized claims on your insurance that you have made or intend to make related to this incident. Include \$ amount requested, received or anticipated.
- * If this grant request is approved, please indicate the status of your current cash reserves or available credit to cover the costs of your proposed project while waiting for payment from the ASPCA.

Impact of Request on Animals

- * If you receive the FULL grant amount requested, approximately how many cats, dogs, equines, farm animals, birds, rabbits, wild and/or other animals (specify type) will THIS grant impact?
- * How many animal welfare professionals/responders will THIS grant impact?

Organization's Services

- Briefly describe the types of programs your organization provides the community it serves in 100 words or less.
- For which diseases do you routinely vaccinate and test? At what point during the animal's stay do you vaccinate? Please describe in 100 words or less.

References

- List professionals such as a veterinarian, persons from organizations with which you collaborate, or others (including each person's name, e-mail address, and phone number) who have firsthand knowledge of your organization.

Attachments

If you are a public charity:

- You MUST upload your most recent Form 990 (or 990-EZ or 990-N). Upload the entire return as ONE attachment. Do NOT upload the pages separately.

If you are a municipal organization or governmental agency:

- You MUST submit a signed W-9 form. The W-9 form is downloadable at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

If you are a newly registered nonprofit that hasn't yet filed a Form 990:

- You MUST submit your IRS Letter of Determination.

If you don't have one of the documents above on hand, you can still submit your application. Please forward the document to grants@aspc.org once it is available.

Other useful documentation to upload:

- Disaster plan for your organization
- Current and previous year's balance sheets
- Your agency's current year budget
- Your detailed line item budget for this project
- Photographs pertinent to this request and/or of your facility
- Vendor quotes or other price documentation, if applicable