

New England Federation of Humane Societies (NEFHS)

Disaster Relief Grant Application

The NEFHS Disaster Relief Grant seeks to defray the costs associated with an unexpected emergency that puts an undue burden on a New England animal shelter, rescue, or humane society.

Qualifications

To apply for this grant, the applying organization must

- be a registered 501(c)(3), non-profit entity
- be located in a New England state (Vermont, Maine, New Hampshire, Rhode Island, Connecticut, Massachusetts)
- have experienced an incident, or series of issues, that resulted in unanticipated expenses and a burden to the organization's resources. Examples of possible "disastrous" incidents include costs incurred due to:
 - physical damages to the facility from natural causes (such as an ice storm or flood)
 - emergency housing of the organization's, other organizations', or the public's animals
 - unanticipated purchase of equipment directly related to the incident
 - a mass influx of animals
 - a disease outbreak.

The qualifying incident must have occurred since March 1, 2009.

This grant will **not** reimburse organizations for costs incurred (or that are anticipated to be incurred) for

- preventative measures in preparation for future disaster events, or
- administrative costs.

The NEFHS would like to thank the ASPCA for their support in making this grant a possibility.

Application Instructions:

Complete the application questionnaire and submit the completed application and required documentation to:

Amy Zelig
NEFHS Board Member
125 Brownsville Hartland Rd, Windsor, VT 05089 or email swarrzelig@hotmail.com

Be sure to sign and date the application and provide all requested information and documentation.

Required Documentation

Please include the following documentation when submitting this application:

- 1) Completed Grant Application Questionnaire
- 2) Copy of the organization's IRS 501(c)(3) determination letter
- 3) Detailed **itemization** and **documentation** (receipts, cancelled checks, etc) of expenses incurred as a direct result of the incident.
- 4) Summary outlining your grant request, including a description of the incident, when the incident occurred, why the incident qualifies, and of the amount requested. (Maximum 500 words)

Deadline: Applications will be reviewed three times a year. Deadline for next review: January 31, 2011.

APPLICATION QUESTIONNAIRE

- 1) Name, address, website, and telephone number of applying organization:

- 2) Name, title, email, phone number, and address (if different from above) of person to receive communications regarding this application:

- 3) Year organization was founded:

- 4) Objectives of the organization (activities actually pursued, not charter or governing instrument powers)

- 5) Amount of grant request:

- 6) If you are requesting reimbursement for housing and/or medical care for animals affected by the emergency, please detail
 - a. the type and number of animals housed/cared for
 - b. the length of time the animals were housed
 - c. the medical expenses incurred, if any

- 7) Did your organization's property or liability insurance cover any of the expenses itemized in this grant request?

- a. If yes, did your organization pay a deductible to your property or liability insurance as part of a claim relating to expenses incurred as part of the snow/ice storm?
 - b. If yes, please indicate the amount of that deductible:
- 8) What disaster/contingency plan (if any) did your organization have in place to address this type of emergency?
- 9) What disaster/contingency plan (if any) does your organization currently have in place to address any future emergencies?
- 10) Please provide the following totals based on your organization's prior fiscal year:
- a. Total Contributions:
 - b. Total Other Revenues:
 - c. Total Expenses:
 - d. Total number of animals served:
- 11) Number of persons employed by the organization:
- 12) Number of volunteers serving the organization:
- 13) The undersigned executive officer hereby certifies that:
- a. the information set forth in this application and supporting documentation is correct to the best of his or her knowledge and belief,
 - b. the organization's IRS 501(c)(3) status has not been revoked, cancelled, or modified, and
 - c. no funds, received pursuant to this application will be used for activities prohibited by the 1969 Tax Reform Act, as amended.

Applicant Organization

Executive Officer Signature

Date

Print Name and Title