



Florida Animal Friend's Grant Application Checklist

Before you start your application, make sure you have the following documents handy.

FOR NONPROFIT AGENCIES

- ☐ Letter of support from head of organization acknowledging responsibility for compliance with grant terms.
- ☐ IRS 501(c)3 determination letter that matches current name of organization.
- ☐ FL DACS Solicitation of Contributions Certificate (view sample on website)
- ☐ Collaboration letter from lead veterinarian
- ☐ Current fiscal year agency budget (income and expense projections)
- ☐ Prior year's financial statement
- ☐ Most recent IRS 990, 990 EZ, or 990N (if not for recently-completed fiscal year, submit proof of tax extension filing.) **FIRST PAGE(s) ONLY** showing year of return, date filed and signature.
- ☐ **RECOMMENDED:** Letter of acknowledgement of your existence from county and/or city animal control agency (not necessarily an endorsement).

FOR MUNICIPAL AGENCIES

- ☐ Letter of support from head of organization acknowledging responsibility for compliance with grant terms.
- ☐ Collaboration letter from lead veterinarian.
- ☐ Current fiscal year agency budget showing line item for animal care and control.