



Emergency Relief Grant Application Guide

If your 501(c)(3), registered charity or government animal control agency needs to care for pet victims of natural or man-made disasters (25 or more pets impacted), PetSmart Charities® Emergency Relief grants can help. Review our [disaster and emergency relief grant request guidelines](#) to see if you qualify. Then submit your [online application](#), using this document as a guide. You'll need to use an updated web browser on a PC or Mac and allow pop-up windows.

Step 1. Get an online grant system account

If you have already used PetSmart Charities' online grant system, you can go directly to Step 2.

1a. If your organization is a non-profit

1. Go to www.cybergrants.com/petsmartcharities/EmergencyRelief/app
2. Click [Click here to create your password](#)
3. Select your region and click
4. Enter the requested information
5. Click

1b. If your organization is a government or tribal entity

1. Go to www.cybergrants.com/petsmartcharities/EmergencyRelief/app
2. Click [Need Support](#)
3. Click [* I still have a question](#)
4. Enter the requested information about your organization
5. In the comment box, request a new account

Please create account for government animal control agency
6. Click

Within a few days, you'll receive an email from PetSmart Charities requesting additional information.

If your organization is in the United States or Puerto Rico, you must provide

- A copy of your IRS governmental information letter (obtain this from your finance office or the IRS at 1-877-829-5500)


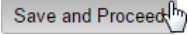

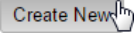
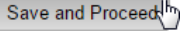
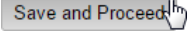
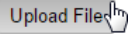
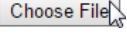
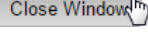
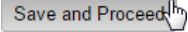
If your organization is in Canada, you must provide

- A copy of your GST Sales tax form which should include your organization's name, address and business number

Within a few days, you'll receive instructions on accessing your account.


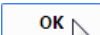
Step 2. Complete the Application

Note: You can complete the application over multiple sessions. Save your work and re-login at www.cybergrants.com/petsmartcharities/EmergencyRelief/app to return to your application.

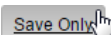
1. Click 
2. Enter the requested information in the Organization Information section
3. Click 
4. Enter at least two contacts in the Contact Information section
 - a. Click Name:  or click 
 - b. Add your Shelter Director's contact information
 - c. Click 
 - d. Repeat these steps for your Executive Director/CEO or Board Member
5. Click 
6. Enter the requested information in the Request Information section
 - a. To upload the requested documents (Save as low or "email" quality if possible)
 - i. Click 
 - ii. Click 
 - iii. Select the file from your computer
 - iv. Click 
7. Click 


Step 3. Review and Submit Your Application

If your application is correct and you are ready to submit it

1. Click 
2. Click  on the pop-up window
3. You'll see a message confirming that your proposal was successfully submitted

If your application is incomplete or requires changes

1. Click 

Note: At this point you can leave the system. Log in using the same username and password to continue the application.
2. To edit the application, click  in the Applications Requiring Action section
3. Make the required edits and submit as outlined above

Step 4. Obtain approval and execute required legal documents

PetSmart Charities' Emergency Relief Manager will review your application and may call or email you for clarification. If your grant request is approved, PetSmart Charities will contact you about completing an Emergency Relief Grant Agreement and EFT form for your organization (if not already on file) and a Emergency Relief Grant Statement for the specific request. These legal documents must be executed before PetSmart Charities can release in kind supplies or monetary funding to your organization.

Need Help?

If you need more information about Emergency Relief Grants

- [View our website](http://www.petsmartcharities.org/pro/grants/emergency-relief) at www.petsmartcharities.org/pro/grants/emergency-relief
- [Email us](mailto:emergencyrelief@petsmartcharities.org) at emergencyrelief@petsmartcharities.org
- Call 1-800-423-PETS (7387), Press 4, Option 3

If you forget your password

1. Go to www.cybergrants.com/petsmartcharities/EmergencyRelief/app
2. Click [Forgot your password](#)
3. Enter the email address you registered with
4. Click

Note: You should receive a password reset email within 30 minutes; check your spam folder, as it may get stuck there. If you don't receive an email, click [Need Support](#) from the login page.

If you need technical assistance

1. Click [Need Support](#) at the bottom of the application
2. If you can't find the answer to your question, click [* I still have a question](#) and submit a request