

# Instructions for Municipalities and Tribal Authorities



If your municipality or tribal authority received funding prior to January 1, 2013 or never received funding from PetSmart Charities

If your municipality or tribal authority received funding from PetSmart Charities after January 1, 2013

If you are registering yourself as a Grantseeker for your municipality or tribal authority

**U.S. groups:** Secure a [IRS Government Information Letter](#) stating your tax status. Get this letter from finance department or call the IRS at 1-877-829-5500.

**Canadian groups:** Supply us with a copy of your GST Sales tax form and a letter from your finance office that provides legal name, address and business number.

Once you have this info, [submit a support request](#) and ask for “municipality access”.

If you already have a user ID and password, click [Apply](#) and select the grant type you are requesting.

If you have not yet registered as a Grantseeker on behalf of your organization, follow the steps in the blue box at right.

Ensure your organization has provided the IRS letter as described above.

[Email our tech support team for assistance](#) to set up your individual user ID and password.