



# MVMA Charities, Inc.

*A 501(c)3 Not-for-Profit Supporting Organization  
of the Massachusetts Veterinary Medical Association*

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## EMERGENCY AND DISASTER PROGRAM GUIDELINES

*Updated as of 7/8/09*

MVMA Charities, Inc., through its Emergency and Disaster Program, will provide funding in order to help Massachusetts animals and veterinarians that have been affected by an emergency or disaster event. These funds may be used for a variety of purposes, and may be used for a local, regional, state, or national event. Funds may also be requested by another organization for education and training in emergency and disaster response in Massachusetts, e.g. Basic Animal Response Team (BART) for first responders.

The following Emergency and Disaster Program Guidelines are to help applicants when requesting funding. Please note that these guidelines may be changed at any time.

### **I. The Emergency and Disaster Program**

- Each application should include the name and contact information of the program coordinator affiliated with the request.
- Funding may be for training, mitigation, response, and/or recovery from an emergency or disaster. Training reimbursement may include speaker fees, travel, and other associated costs.
- Veterinarians in Massachusetts-based practices that have been affected by an emergency or disaster may apply for funds.

### **II. Registering with the Emergency and Disaster Program**

- Animal welfare groups, registered non-profit organizations, or municipalities may apply for reimbursement for expenses incurred for emergency and disaster response or related purposes.
- Emergency and disaster groups or organizations may apply for reimbursement of deployment expenses associated with an emergency or disaster.
- Funds may be used for, but not limited to, veterinary supplies, shelter supplies, and equipping volunteers, as well as food, fencing, and transportation costs.

### **III. Submitting Requests for Payment**

- To request funds, the authorized program coordinator must submit a **Request For Funds Form**, along with a copy of the bills or invoices, to MVMA Charities, Inc. Requests for funds may only be submitted by the authorized program coordinator.

- All fund requests are subject to approval by MVMA Charities, Inc. If a request is not approved, the submitting program coordinator will be notified within 90 days.
- Payment will be made directly to the program coordinator or sponsoring organization. While attempts will be made to forward payment in a timely manner, there may be a delay of up to 90 days from receipt of a Request for Funds Form before payment is sent.
- MVMA Charities does not prohibit the applicant or organization from obtaining funds from other sources for payment of charges not paid by the Emergency and Disaster Program, however, if reimbursement is obtained from another source for any charges already paid by MVMA Charities, Inc., an amount equal to the overlapping funds obtained MUST be returned to MVMA Charities, Inc.
- Fund requests should be submitted within 30 days of last date services were provided or products purchased.

#### **IV. Overpayment**

- In the event that MVMA Charities reimburses any expenses erroneously, or if any expenses are reimbursed by another group or individual in duplicate to what MVMA Charities has already reimbursed, such amount(s) will be returned to MVMA Charities.

Please direct any questions to the office of the MVMA Charities, Inc. You can reach us at the MVMA office at 508-460-9333 or by email at [MVMACHarities@massvet.org](mailto:MVMACHarities@massvet.org). These Guidelines, and all MVMA Charities, Inc. related forms, may also be viewed and downloaded online at [www.massvet.org](http://www.massvet.org) (select the “MVMA Charities” link on the left).