



**MIKE BEEBE**  
GOVERNOR

STATE OF ARKANSAS  
DEPARTMENT OF EMERGENCY MANAGEMENT



**DAVID MAXWELL**  
DIRECTOR

## **Eligibility Application Requirements**

### **Service Educational Activities (SEA's)**

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review by the Division of Federal Surplus Property (DFSP). DFSP may require additional information other than what is listed on a case by case scenario. Failure to submit all required documentation will result in delay of approval. If the applying organization has any questions concerning the required documentation or the application process please feels free to call our offices at 501.835.3111, prior to sending in the application.

- 1.** Standard Eligibility Application packet with all requested information properly completed and signed by the Director/President/Equivalent. (7 pages total)
- 2.** Narrative on official letterhead, include the following information:
  - # of employees (full time, part time, volunteers)
  - # of participants
  - Hours of Operation
  - Details about what the organization does
  - Background about when the organization was created
  - Sources of Funding
  - Special events
  - Any other information you wish to provide
- 3.** Charter or Certificate showing affiliation with national organization
- 4.** Copy of Articles of Incorporation
- 5.** Latest prepared financial statement

Applications may be submitted to DFSP via e-mail, fax, or parcel post.

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