



**JAMI COOK**  
SECRETARY

STATE OF ARKANSAS  
GOVERNOR ASA HUTCHINSON  
DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF EMERGENCY MANAGEMENT



**A.J. GARY**  
DIRECTOR

## **Eligibility Application Requirements**

### **Non-Profit Education**

Please note that it is the responsibility of the applying organization to provide all applicable and necessary documentation for review to Arkansas Federal Surplus Property (AR FSP). AR FSP may require additional information other than what is listed on a case by case basis. Failure to submit all required documentation will result in delay of approval. Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the Superintendent/Principal/equivalent. (7 pages total)
2. Narrative on official letterhead, include the following information:
  - Number of students
  - Grade levels
  - Hours of school day
  - Length of term
  - Curriculum/Degrees offered
  - Special events sponsored by the school
  - Any other information you wish to provide
  - Please sign at the bottom
3. Copy of IRS non-profit determination 501(c)
4. Copy of License, Accreditation, or Approval (AR Dept. of Education, AR Dept. of Human Services, AR Nonpublic School Accrediting Assoc., The Higher Learning Commission, etc.)
5. Copy of latest financial summary report, to equal one (1) year (do not send bank statements).

Applications, by regulation, are required to be renewed every three (3) years and when a new authorizing official comes into office. Please retain a copy for your records. Applications may be submitted to AR FSP via e-mail, fax, or mail. If the applying organization has any questions concerning the required documentation or the application process, please feel free to call our offices at (501)835-3111 Monday - Friday 8am to 4:30pm.

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