

**ADCH Minimum Standards**  
**Grant Application and Delivery Guidelines**  
**Spring 2019**



**BATTERSEA**  
HERE FOR EVERY DOG AND CAT

## Minimum Standards Programme 2019

### Grant Application and Delivery Guidelines

#### Online Application Process

In order to apply for this grant opportunity, you must complete an online application form (known as a request). You can preview the application form questions you will need to answer by clicking the “Example Application Form” button. Please do not complete the word document and send it to us. The Committee will not consider it.

Please ensure you read the Applicants Guide, as you need to create an online account before starting your application

Please remember – if there is a word count you will not be able to exceed this number of words and if we have asked for an attachment you will not be able to submit your application without the attachment.

#### About these guidelines

Read these notes carefully before you complete the Application. Should you have any queries about any aspects of the Programme, please contact Margaret Hulme at [grants@Battersea.org.uk](mailto:grants@Battersea.org.uk)

The deadline for submitting your Application Form is **12pm Wednesday 3<sup>rd</sup> April 2019**. We will not accept late applications so please ensure you submit it on time.

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## Section 1: Background of the funding

Working with the Association of Dogs and Cats Homes (ADCH), Battersea aims to improve the standards of animal welfare across the rescue and rehoming sector. We also want to help educate the wider public on animal welfare issues, responsible ownership as well as the joy, comfort and wellbeing, dogs and cats bring to all our lives.

The Grants Committee will consider all applications that fall within the guidelines. However, the Committee is primarily interested in applications which will enable an organisation to meet one or more requirements of the ADCH Minimum Standards.

## Section 2: Aims of the Programme

This Programme has been designed specifically for ADCH members

- who have completed the Assessment process and are continuing to work towards attaining the **Minimum Standards** within the current calendar year, or
- who have attained **Minimum Standards** and now wish to further develop an aspect of their work (in keeping with the Standards).

What we **WILL** consider funding:

Essential equipment, small capital development, training etc.

We **WILL NOT** fund

Any veterinary cost, general running costs (rent, utilities, existing head count salaries).

## Section 3: Who can apply

ADCH members (and prospective members), who have completed the Assessment process and are continuing to work towards attaining the **Minimum Standards** within the current calendar year can apply for a small grant of up to £5,000.

ADCH members who have attained the **Minimum Standards** and now wish to further develop an aspect of their work can apply for a small grant of up to £5,000.

## Section 4: Who cannot apply

**If you are already in receipt of a Minimum Standards Grant you cannot submit a further application under this programme.**

## Section 5: How much is available

We hope to make at least 6 awards from a total grant fund of £30,000.

## Section 6: Funding Stipulations & General Guidelines

- Only one application per organisation can be considered each **calendar** year.

- **Please note we CANNOT fund retrospectively – i.e. we cannot cover the cost of items already purchased or projects already completed.**
- Funded activity must be completed within three months of the Grant being awarded (date on signed Grant Agreement). Failure to comply will mean we will request the full grant to be repaid, (unless the applicant has spoken to the Grants Manager as soon as a delay to spending the funds becomes apparent.)
- Please ensure you complete all sections of the Application Form and send in requested information. Failure to do this will result in an incomplete application which will not be considered by the Grants Committee.
- Please ensure that any enclosed documents / financial documents, are clearly identified with the name of the applicant's organisation.
- The Grants Committee will take into account recent financial records that indicate that you are a low financial risk.
- If the full grant is not spent the applicant must contact the Grants Manager in the first instance who will discuss the use of the remaining funds.
- Please ensure you retain and send in copy receipts for items purchased over £100.
- In the instance we have many more applications than we have funding for, priority will be given to those shelters/rescues with a gross income of below £1m.
- Budget information – for guidance.

	<b>Note -</b>
Salary	For a specific initiative – additional to the normal day to day work. Please include NI and Pension
Management costs	e.g. line management cost, supervision
Other Staff costs	e.g. sessional staff costs, finance manager
Kennel / Cattery costs	e.g. rent, heat, light
Equipment	e.g. computer, printer, phone
Other expenses	e.g. broadband
Capital	e.g. underfloor heating, agility equipment etc

Marketing / publicity costs	Leaflets, flyers etc
Travel	Up to 45p per mile if driving
Venue costs	Hall hire, catering etc
Volunteer expenses	Travel, training, uniform etc

### Section 7: Guideline amounts for Activities and Items we may fund

We have set benchmark amounts for specific items of equipment. If you apply for items not listed but cost in excess of £100, please tell us why you are buying this item. The Grants Committee may not award the full amount unless you make a compelling case.

Item	Maximum amount
Charity Registration	£600
Desk top computer / Laptop	£500
Tablet	£200
Printer Scanner	£50
Fridge / Freezer	£175
Industrial Washer (10+kgs capacity)	£500
Industrial Dryer	£350
Microchip Scanner	£150
Animal Weighing Scales	£200

### Section 8: How we will assess your bid

All applications will be assessed by a Grants Committee against programme criteria and scored. The Battersea Grants team may also contact applicants for further clarification. Financial information will be scrutinised and will help inform the final outcome.

### Section 9: If you are awarded funding

Successful applicants are required to acknowledge receipt of the grant and any conditions attached to it before any payment can be released. Subsequent payments will be conditional on receipt of a satisfactory short progress report, with a brief case study.

### Timetable

Wednesday 13 <sup>th</sup> February 2019	Grant Programme Launched
Wednesday 3 <sup>rd</sup> April 2019	12noon Deadline for Application Form
4 <sup>th</sup> April – 3 <sup>rd</sup> May 2019	Assessment Period
Week commencing 6 <sup>th</sup> May 2019	Papers to Committee members
Week of 16 <sup>th</sup> May 2019	Grants Committee

Week commencing 20 <sup>th</sup> May 2019	Applicants informed of outcome and appropriate paperwork forwarded
June 2019	Successful applicants having returned a signed Grant Agreement will receive their first payment and activity commences
September 2019	Short Progress Report due

Please note that on receiving your application we will send you an acknowledgement and provide you with a reference number which we ask you to quote in subsequent correspondence with us.

We will inform you in writing of the decision made. For those applicants who are not successful, feedback can be provided. Please note there is no right to appeal a Committee decision which is final.

Please note that the deadline for application forms is 12 noon on Wednesday 3<sup>rd</sup> April 2019. Applications received after this deadline will not be considered.

Please ensure that this application is signed by the appropriate person. For further help and assistance please contact Margaret Hulme at: [grants@Battersea.org.uk](mailto:grants@Battersea.org.uk)

### Appendix 1

If you wish to review the ADCH Minimum Standards you can view them [here](#)

Alternatively, if you would like a printed version please email [grants@battersea.org.uk](mailto:grants@battersea.org.uk)