

**Animal Partnership Programme
Grant Application and Delivery Guidelines
Spring 2019**



BATTERSEA
HERE FOR EVERY DOG AND CAT

Animal Partnership 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 that 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

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

| Section | | Page |
|------------|--|------|
| Section 1 | Background of the Programme | 3 |
| Section 2 | Aims of the Programme | 3 |
| Section 3 | What we will consider funding | 3 |
| Section 4 | What we cannot fund | 4 |
| Section 5 | Who can apply | 4 |
| Section 6 | How much is available | 4 |
| Section 7 | Funding stipulations and general points | 4 |
| Section 8 | Shopping lists | 5 |
| Section 9 | Monitoring requirements | 5 |
| Section 10 | How we will access your application | 5 |
| Section 11 | If you are awarded funding | 5 |
| | Timetable | 6 |
| Appendix 1 | Indicative cost of equipment shopping list | 6 |
| Appendix 2 | ADCH Minimum Standards Guide | 7 |

Section 1: Background of the funding

Battersea Animal Partners are rescue and rehoming organisations that work in collaboration with Battersea to maximise the number of unwanted, stray and abandoned dogs and cats helped throughout the UK, through caring for and finding the best possible homes.

Through the Association of Dogs and Cats Homes (ADCH) and the Battersea Academy, Battersea aims to improve the standards of animal welfare across the rescue and rehoming sector and 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 these Grant application guidelines. However they are primarily interested in applications which clearly identify the need and where they feel their funds will make an impact.

We anticipate that demand for grant aid will exceed supply, so even if a project falls within the Grants Committee current priorities, it does not mean that it will receive full funding.

Section 2: Aims of the Programme

Battersea Animal Partners can apply for either Programme A or Programme B.

Programme A

This programme is for Battersea Animal Partners who;

- are not a member of the ADCH, or
- are members, who have not yet achieved the **Minimum Standards**, to reach the prescribed requirements.

In this instance you can apply for a **Minimum Standards grant** of up to £5,000.

Or

Programme B

This Programme is for Animal Partners who;

- are an ADCH member, and having achieved the Minimum Standards, can apply for a **Digital Inclusion grant** of up to £5,000, enabling you to review and refresh your website, marketing materials, IT equipment and other small items of Digital equipment (e.g. photocopier, webcam).

Please note – you **CANNOT** apply for both Programmes.

Section 3: What we will consider funding

What we **WILL** consider funding:

Under the Minimum Standards Opportunity – Necessary equipment, small capital development including food preparation areas, enhanced activity areas etc.

Under the Digital Inclusion Opportunity – e.g. IT equipment including digital camera, videocam, Printer/scanner/photocopier, and other office equipment.

Please note – we will consider providing a contribution towards funding of up to 12 months for items such as line rental and lease cost (should you decide to lease items of equipment). This cost must be built into the maximum grant of £5,000.

Section 4: What we cannot fund

We **WILL NOT** fund

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

Ongoing line rental contribution costs etc beyond 12 months.

Section 5: Who can apply

Any Battersea Animal Partners who are not yet a member of ADCH and / or have not yet attained the Minimum Standards can apply for a Minimum Standards grant of up to £5,000.

For Battersea Animal Partners who have already attained the minimum standards you may apply for a digital inclusion grant of up to £5,000.

Section 6: How much is available

We hope to make at least 10 awards from a total grant of £50,000.

Section 7: Funding Stipulations & General Guidelines

- Only one application per Animal Partner 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 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.
- Please note that it's not just your responses on the application form that we consider. The Grants Committee will also take into account;
 - If you are already meeting the Minimum Standards,
 - If you have engaged with the ADCH / Battersea staff over the past 12 months, including attendance at any meetings, training events or conferences, and
 - If you have 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 receipts for items purchased over £100. We may ask to see copy receipts for audit purposes.
- In the instance we have many more applications than we have funding for, priority will be given to those partners with a gross income of below £1m.
- Budget information – for guidance.

| | Note - |
|-----------------------------|---|
| Salary | For a specific initiative – additional to the normal day to day work. Please include NI and Pension |
| Management costs | i.e. line management cost, supervision |
| Other Staff costs | i.e. sessional staff costs, finance manager, training courses, |
| Kennel / Cattery costs | i.e. heat, lighting, |
| Equipment | i.e. computer, printer, phone |
| Other expenses | i.e. broadband, |
| Capital | i.e. underfloor heating, agility equipment etc. fencing, building work, flooring |
| 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 8: Shopping Lists - Activities and Items

We have set benchmark amounts for specific items of equipment. Please find a list at Appendix 1. If you apply for items not listed and cost in excess of £100, please make a compelling case for the item. The Committee may not award the full amount.

Section 9: Monitoring Requirements

All successful applicants will be required to complete a short monitoring form, to demonstrate what has been achieved through receiving a Grant from Battersea and the benefits to dogs and/ or cats.

Section 10: How we will assess your bid

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

Section 11: If you are awarded funding

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

Timetable

| | |
|--|--|
| Wednesday 13 th February 2019 | Grant Programme Launched |
| Wednesday 3 rd April 2019 | 12pm Deadline for Application |
| 4 th April – 3 rd May 2019 | Assessment Period |
| Week commencing 6 th May 2019 | Papers to Committee members |
| Week Commencing 16 th May 2019 | Grants Committee meets |
| Week Commencing 20 th 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 acknowledge your Application and provide you with a reference number which you must use in subsequent correspondence.

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

Please note that the deadline for application forms is 12pm on Wednesday 3rd April 2019.

Applications received after this deadline will not be considered.

For further help and assistance please contact grants@Battersea.org.uk

Appendix 1

Please note below the indicative amounts we will award to the purchase of specific items.

| | |
|--------------------------------------|---------------------------------|
| Charity Registration | £600 |
| Desk top computer / Laptop | £500 |
| Tablet | £200 |
| Fridge / Freezer | £175 |
| Industrial Washer (10+kgs capacity) | £500 |
| Industrial Dryer | £350 |
| Micro Scanner equipment | £150 |
| Animal Weighing Scales | £200 |
| Shore-Line pens | Up to £10,000 as a contribution |
| Examination / grooming table | £500 |
| Vehicle | Up to £10,000 as a contribution |

Appendix 2

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