**Animal Partnerships Programme**

**Grant Application and Delivery Guidelines**

**Autumn 2020**



**Animal Partnership Programme 2020**

**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). There is a Word document where you can see the questions you will need to answer. 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 which can be found on the website, for our online grant system. You must create an online account before starting your application otherwise information will be lost.**

**Please remember – if there is a word count you will not be able to exceed this number of words. 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 14th October 2020.** 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 | 4 |
| **Section 3** | What we will consider funding  | 4 |
| **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 | 6 |
| **Section 9** | Monitoring requirements | 6 |
| **Section 10** | How we will access your application  | 6 |
| **Section 11** | If you are awarded funding  | 6 |
|  | Timetable | 6 |
| **Appendix 1** | Indicative cost of equipment shopping list | 7 |
| **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.

**In order to apply for this Grant:**

**- You must have had an initial conversation with the Animal Partnerships Manager and been invited to submit an application**

**- You must have signed the Service Level Agreement with the Animal Partnerships Team and had a compliance visit**

**We require you to submit your safeguarding policy as part of the Grant application process. In the absence of a safeguarding policy, we will work with you to develop one and ensure that you understand safeguarding requirements prior to any funding being given and project work commencing.**

As part of the application you will be asked what being a **Battersea Animal Partner** means to you. Please tell us about the animals transferred to Battersea / from Battersea in the last year (including number / breed), other interactions you have had with Battersea e.g. attendance of Academy Programmes, and other benefits etc. This is a very important question so please answer as fully as possible.

Please note that Battersea may choose not to work with partners/grant recipients, put specific conditions into partnership/grant agreements, or end partnerships/grants based on partners’/grant applicant/grant recipient’s safeguarding policies and their implementation of these.

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**

This programme is for Battersea Animal Partners who, having had a conversation with the Animal Partnerships Manager, have been invited to put forward an application for a specific piece of work. Without this initial conversation and invitation you will not be able to progress an application.

**Section 3:What we will consider funding**

What we **WILL** consider funding:

Necessary equipment, small capital development including food preparation areas, enhanced activity areas etc.

Contribution towards animal ambulances / vans –up to a maximum of £10,000

Small capital development – e.g. kennel / cattery refurbishments

**Section 4:What we cannot fund**

We **WILL NOT** fund

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

**Section 5:Who can apply**

**By invitation only** from the Animal Partnerships Manager.

**Section 6:How much is available**

Grants of up to £10,000 are available.

**Section 7:Funding Stipulations & General Guidelines**

* Only one Application per Animal Partner can be considered each calendar year. **Therefore if you are already in receipt of a May 2020 grant you will not be eligible.**
* You must have signed the Animal Partnerships SLA.
* **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 attached 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,
	+ For current Grant Holders – **your timely submission of reports and other documentation,**
	+ 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.
* 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 that 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**

Successful Grant recipients will be required to complete a 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 by the Battersea Grants Manager and Grants Committee 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 progress report, along with a case study.

**Timetable**

|  |  |
| --- | --- |
| Wednesday 2nd September 2020 | Grant Programme Launched |
| Wednesday 14th October 2020 | 12pm Deadline for Application  |
| Thursday 15th October onwards 2020 | Assessment Period |
| Week commencing 16th November 2020 | Papers to Committee members  |
| Week Commencing 23rd November 2020 | Grants Committee meets |
| Week Commencing 30th November 2020 | Applicants informed of outcome and appropriate paperwork forwarded |
| January 2021 | Successful Applicants having returned a signed Grant Agreement will receive their first payment and activity commences |

Please note that on receiving your application we will acknowledge receipt 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 Applications is **12pm on Wednesday 14th October 2020**. **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](http://www.adch.org.uk/about-adch/minimum-welfare-operational-standards/)