**Development Programme**

**Grant Application and Delivery Guidelines**

**Autumn 2020**



**Development Grant 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 on-line 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](mailto:grants@Battersea.org.uk)

The deadline for submitting your Application is **12pm Wednesday 14th October 2020**. We will not accept late Applications so please ensure you submit well before the deadline

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**Section 1:Background of the funding**

This Programme is open to all rescues / shelters (Including ADCH Emergency Fund recipients, Animal Partners, and colleagues working in identified countries) for grants of up to £15k, for a period of 6 months funded activity, to enable a rescue to look at recent learnings from the pandemic and put these into practice, as they look to the future and sustainability.

We know that rescues are already looking at using online resources more effectively and efficiently. Many are moving to running their whole animal process from intake to home checks and rehoming online, along with ‘shelter delivery’ of animals to their forever new home. All rescues are looking to see how they will have to adapt shops ( if they have them) and sites to comply with government legislation both now and into the future, ensuring the safety of all working and visiting shelters.

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 applicants’/grant recipients’ safeguarding policies and their implementation.

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 problem, and where they feel their funds will make the most 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 Organisations who have identified a piece of work which has arisen as a **direct result** of the current pandemic. Funding could be needed towards consultant costs, online resources, site and retail shop security / redevelopment, animal vans, staff training and resources, PPE, new signage, additional white goods, etc.

**Section 3:What we will consider funding / What we will not consider**

What we **WILL** consider funding:

Specific items as identified within the submitted application, and agreed by the Grants Committee.

We **WILL NOT** provide funding to offset lost fundraising income, regular vet costs, utility bills, core staff costs.

**Section 4:** **How much is available**

A Grant of up to £15,000 or an amount at the discretion of the Grants Committee

Funding awarded will be for up to 6 months.

**Section 5:Funding Stipulations & General Guidelines**

**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**

**References**

You will need to provide two references

1. One referee should know you / your rescue in a professional capacity e.g. local vet
2. A second referee needs to have known you / your rescue for at least 3 years and be happy to provide a written reference stating your suitability in receiving and managing a Battersea Grant

* **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 six 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:

- 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

- You have financial records that indicate that you are a low financial risk

* If the full Grant is not spent, the grant recipient 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.

**Section 6: Monitoring Requirements**

All Grant recipients will be required to complete monitoring forms, to demonstrate what has been achieved through receiving a Grant from Battersea and the benefits to dogs and/ or cats. You may also be invited to prepare a short presentation for Battersea Council and present this either in person / virtually during 2021, demonstrating the impact the grant has made.

**Section 7: 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 8: If you are awarded funding**

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

**Timetable**

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| --- | --- |
| Wednesday 2nd September 2020 | Grant Programme Launched |
| Wednesday 14th October 2020 | 12pm Deadline for Application |
| 15th October 2020 onwards | 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 your Application 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](mailto:grants@Battersea.org.uk)