**International / Strategic**

**Development Programme**

**Application Form**

**Autumn 2020**



**Grant Programme**

This Grant Programme has been designed for sector colleagues to apply for a Grant to help bring about lasting change

Please ensure you read the Guidelines carefully before starting your Application

Please ensure you complete all sections. Incomplete Applications cannot be considered by the Grant Committee

Please ensure that any additional documents are clearly identified with the name of your organisation

For further information please contact Margaret Hulme, Grants Manager, [grants@Battersea.org.uk](mailto:grants@Battersea.org.uk)

|  |  |
| --- | --- |
| **For Office use only** |  |
| **Project Ref number** |  |
| **Date of Assessment** |  |

**Section One**

**Applicant Information**

Organisation Information

|  |  |
| --- | --- |
| Name of Applicant  (and legal name if different) |  |
| Also known as |  |
| Main Address |  |
| Website address |  |
| Main telephone number |  |
| Name of CEO / equivalent |  |
| Year of Registration |  |
| Registration Number |  |
| Alternative address for admin (if different to that above) |  |
| Date of last audited accounts |  |

Management Information

Please tell us about your Board composition and their commitment – for example, what tasks do they perform? Please tell us about the different levels of management and the roles represented at each level

Staffing

|  |  |
| --- | --- |
| No of Full time staff in your organisation |  |
| No of Part time staff in your organisation |  |
| No of volunteers in your organisation  (f/t equivalent) |  |
| No of sessional paid staff |  |

What is the one thing you are most proud of in your history?

|  |
| --- |
|  |

Why is your organisation well placed to carry out the work you are proposing?

|  |
| --- |
|  |

Please give us the name of the Primary contact for this Application (someone we can contact if further information is needed and normally the person who will be responsible for the use of the grant activity)

|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Surname |  |
| Email |  |
| Best Phone number |  |
| The best time of day to contact by phone |  |

If the primary contact is not the CEO / Manager, please tick this box to confirm that they are happy for you to submit this application on behalf of your Organisation

References

In order to apply for a Battersea Grant please give us the Name and Email address of two people who we may approach for a reference.

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

|  |  |  |
| --- | --- | --- |
|  | **Name of Referee (1)** | **Name of Referee (2)** |
| **Email Address** |  |  |
| **Position** |  |  |
| **Years known to applicant** |  |  |

Safeguarding

We have a safeguarding Policy in Place (uploaded)

Safeguarding Policy Uploaded

We do not have a safeguarding policy in place and would welcome

Battersea’s support in helping to develop one and ensure that we

understand safeguarding requirements prior to any funding being given

and project work commencing.

**Section Two**

Financial Information

Battersea wish to have a clear understanding of the financial picture of your organisation to help the Allocation Committee make an informed decision. Please answer the questions below.

|  |  |
| --- | --- |
| Financial year to which figures relate |  |
| What is your organisation’s annual income as shown in your most recent audited accounts |  |
| What is your organisation’s annual expenditure as shown in your most recent audited accounts |  |
| What is your organisation’s current level of reserves |  |
| What is your organisation’s current level of unrestricted reserves |  |

Please attach a copy of your Organisation’s most recent audited accounts. If they are more than 6 months old please send us the most recent management accounts / Income & Expenditure. This will give us a more accurate picture of the financial position of your organisation.

Bank Information – please note this must be the account details **belonging to the organisation**. We **cannot** pay any grant into an individual’s account.

|  |  |
| --- | --- |
| Name of Bank |  |
| Bank Address |  |
| Bank Account Number |  |
| Sort Code |  |
| Name of authorised signatory |  |

Please tell us briefly about the aims and main activities of your Organisation. Please include a little info on the number and types of animals you rehome each year (750 words)

**Section Three**

Project Information

1. Please give your activity / project a name. We need to be able to use a few words as a succinct project description for the Grant Committee and for reference. This may be the name of your project or a brief project summary - e.g. Animal Intake Support project.

|  |
| --- |
|  |

2. Key Dates & location

|  |  |
| --- | --- |
| Project Start Date |  |
| Project End Date |  |

Where will the Project take place – please provide the location’s full address.

3. Are you working with other / partner organisations in delivering the proposed

project? (500 words)

Yes No

If you have answered yes to this question – please continue with the rest of the questions in this section. (3) otherwise proceed to Question (4)

3.i. Please tell us who you will be working with (name, address, date of establishment and legal status)

|  |
| --- |
|  |

3.ii. Why have you chosen to work with these partners?

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| --- |
|  |

3.iii. Will they be managing any aspect of the budget?

Yes No

3.iv.i If yes – please tell us why

3.iv.ii. Please confirm that they have processes in place to ensure funding is correctly spent and are happy for an unannounced audit should this be felt to be necessary

Yes No

4. Please provide a brief summary of your proposal (1000 words)

4.i. Please describe the people / animals who would benefit and the problems they face in their lives (1000 words)

4.ii. What changes do you expect to see as a result of your proposed work? (1000 words)

5. Beneficiaries

|  |  |  |
| --- | --- | --- |
| **Types benefitting** | **Who is included** | **Total number over the lifetime of the grant** |
| Core group  (animals) |  |  |
| Other groups  (People / organisations) |  |  |

6. Approach

6.i. What specifically will you do to help address the identified problem? (1000 words)

6.ii. Why do you think this approach will be effective? Please include any stats that you may have (1000 words)

6.iii. Who will be involved in delivering the activities and what will they do? (500 words)

6.iv. How were the people / animals / end users, this work will benefit, involved in developing this work? (500 words)

6.v. In delivering this work, how will you get feedback from, listen to and respond to those you are trying to support? (500 words)

Please upload **a project plan** – including key activities, desired outcomes and dates of completion for the duration of the project.

**Section Four**

Risk

What are the main challenges envisaged in implementing the project and how will you address them? What risks could be associated with this activity? How will you mitigate these risks. Please give consideration to animals / people / community in your risk analysis. (1000 words)

Please upload your **risk assessment** here.

1. How does the project differ from any current and previous work you have undertaken or are undertaking?
2. How will this project complement any existing project that you are implementing and the work of other organisations? (500 words)

**Section Five**

Monitoring and Evaluation and learning

What will you track over time to show how these changes you have identified have occurred?

What do you want to learn from this work and how will you use this learning? (500 words)

Please upload your monitoring and Evaluation and **learning plan** here.

**Section Six**

|  |  |
| --- | --- |
| Total cost of Initiative |  |
| Amount Requested from Battersea |  |
| Over what time scale (in months) |  |

**Breakdown of Project Budget** – please tell us here about the elements you wish to be funded through this request. For items costing more than £100 we will expect to see copy receipts. Successful Applicants will need to submit regular reports relating to this budget in due course. For further information on what we mean under each heading please refer to the Guidelines. Please ensure you complete this section in Sterling UK £ Values

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Total** | **Request from Battersea** | **Any Note** |
| **Salaries** |  |  |  |  |  |  |
| **Overheads** |  |  |  |  |  |  |
| **Direct Activity costs (we will ask you to break down further in project reporting)** |  |  |  |  |  |  |
| **Organisational costs** |  |  |  |  |  |  |
| **Capital costs** |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

If the cost of your proposed initiative is more than the amount requested from Battersea – please tell us where the rest of the funding will be coming from. If you are applying for funding from other trusts and foundations please remember to tell us when you expect to hear the outcome (\*)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Funder | Amount Requested (UK £) | Date of outcome (\*) | Outcome (amount / period of time) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section Seven**

Additional Information

Please give any further information about your organisation or your project which is relevant to this application. (1000 words)

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 please use in any subsequent correspondence with us. We may also be in touch for further clarification or if we have any outstanding questions prior to committee. On receipt of a completed Application it may take up to six weeks to consider your Application. We will inform you in writing of the decision made.

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 satisfactory progress reporting, along with a case study – outlining what has been achieved through receiving a Grant from Battersea and the benefits to dogs and/ or cats.

**Your privacy rights**

The data you’ve provided will be used by Battersea Dogs & Cats Home to assess your application for a grant and to communicate with you regarding your Application. Should your Application be successful we will use your data to manage your Grant

To help us better understand our Applicants, and to tailor our communication with you, we may analyse the information you provide. We sometimes use information from public sources. We may also contact you to ask if you are willing to share your story, to help us help other cats and dogs.

Further information about how we protect and use personal data is set out in our [Privacy Policy](https://www.battersea.org.uk/%E2%80%8Bcookies-and-privacy-policy) at: battersea.org.uk/privacy

Please note that the deadline for application forms is **12 noon GMT on Wednesday 14th October 2020**. Applications received after this deadline cannot be considered.

Please ensure that this Application is signed by the appropriate person.

Please tick to confirm -

I have read all the guidelines

I have completed every question on this form

I have included our most recent year’s signed annual accounts

Where necessary – our most recent sent of management accounts

Additional information as appropriate – and is clearly marked with the name of our organisation

- Memorandum & Articles of Association

- Organisation development plan

- Registration document

- Risk Assessment

- Project Plan

 We are happy to receive via email or print copy, future grant news and

opportunities