**International / Strategic**

**Development Programme**

**Application and Delivery Guidelines**

**Autumn 2020**



**International Strategic Development Programme 2020**

**Application and Delivery Guidelines**

**On line 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 here 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**

Please read these notes carefully before you start the Application. Should you have any queries about any aspects of the Programme, please contact Margaret Hulme, Grants Manager on [grants@Battersea.org.uk](mailto:grants@Battersea.org.uk)

The deadline for submitting your Application is **12 noon GMT on 14th October 2020**. We cannot accept late applications so please ensure you submit by this deadline time.

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**Introduction to the Battersea International Strategic Development Programme**

Battersea are delighted to launch their International Strategic Development Programme. This is a brand new initiative designed for Battersea to work in partnership with other organisations both in the UK and Internationally, in order help rescues manage and care for the animals in their care to the highest possible standard, whilst at the same time gaining invaluable insight and knowledge of the wider sector.

**Making an application**

Your Application needs to be submitted through the Battersea online Grant Portal. It’s easy to navigate and it means all your documents can be safely secured on-line and provide a useful reference point for your ongoing project management.

Please ensure you read the handy guide on Battersea’s Grant Management System before attempting to begin your application.

**Section 1:Background to the funding**

Battersea are working to help organisations manage and care for their stray population. This ranges from providing grants & training to giving advice on Trap, Neuter & Release Programmes.

The Grants Committee will consider all applications that fall within Programme guidelines. However, the Committee is particularly interested in applications which clearly identify the need for a grant in helping to bring about change and in **reaching the maximum number of dogs and/or cats in any one region / country.**

We anticipate a big demand for grants and so cannot offer any guarantees that funding will be provided to all eligible applicants.

Please note the following important points:

**References**

You will need to provide two references:

a. One referee should know you / your rescue in a professional capacity e.g. local vet.

b. 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.

**Safeguarding**

**We will 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.**

Additional due diligence will take place when considering working with partners or making a grant to organisations which work in countries where cultural practices relating to safeguarding differ from those in the UK.

Battersea will ensure that each partner/grant recipient is aware of its responsibility to promptly report any safeguarding concerns that arise in the context of the partnership work or work funded by Battersea to the Battersea Designated Safeguarding Officer.

Please not 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.

**Supporting Documentation**

You will need provide the following supporting documents as part of your application. Please make sure you have them to hand – you will not be able to submit your application (request) without the relevant documents being attached.

- **Registration certificate** for your organisation (where appropriate)

- In the case of a capital build we will need to see **land registry** documentation / plans in relation to the proposed development

- The most recent **audited accounts** for your organisation. (they must include both the accounts and the opinion of the external auditor who has certified them; they should not be more than 2 years old)

- Your **Safeguarding Policy / Code of Conduct**

- Your **Memorandum & Articles** (where appropriate)

- **Organisation development plan** (as felt to be appropriate)

- **Risk assessment and analysis**

- **Project Plan**

**Payment**

Payment will be made in arrears (on receipt of a signed Grant Agreement and subsequent Progress Reports) and in Sterling £.

**Section 2:Aims of the Grant Programme**

This Programme has been designed for colleagues to apply for a grant to help bring about lasting change.

Battersea want to ensure that funding awarded benefits a maximum number of dogs and / or cats in any one country and therefore we are keen to encourage applications where more than one organisation are looking to work together in order to implement a project which could include an element of outreach / education, along with programmes of Vaccination, Neutering, or Micro Chipping, or broader initiatives such as TNR. In these situations you must identify a lead organisation who will oversee the management of the project should funding be awarded, and issue sub- agreements to those rescues with whom they will work.

**Engagement in local research / local need**

Battersea are also keen to work with rescues who are able to carry out significant in-country research in order to help us target the best placed rescues / shelters / animal welfare organisations. Battersea would request that intelligence gathered would be shared with Battersea to help inform ongoing development.

**What we will and will not fund**

What we **WILL** consider funding include:

In country base line research studies, animal population censuses, education, microchipping, neutering, consultant costs, sessional staff (as necessary and appropriate), along with necessary project expenditure directly related to your proposed project (e.g. marketing materials).

What we **WILL NOT** fund

Ongoing Veterinary cost, general running costs (rent, utilities, existing head count salaries).

**Section 3:Who can apply**

A rescue / shelter organisation which has attended a Battersea Academy Intensive Programme, or by invitation. Applicants can apply for a grant of up to the equivalent of £25,000 p.a. (Sterling £). A multi-year grant application can be made but year 2 funding and beyond will only be confirmed on receipt of an evaluation of the current funded year (to be received after 10 months) , satisfactory monitoring & financial reports received and the necessary funding being in place.

**Section 4:How much is available**

In 2020 we expect to make at least 3 awards.

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

* Your Application must be directly linked to making a demonstrable, clearly defined and lasting difference to the life of dogs and / or cats in the area / country in which your proposed project will be carried out. If there is no direct link then your application will not be considered.

**Priorities**

Priority will be given to those Applications who

- can demonstrate that by working in partnership with at least one other rescue / organisation, (who need not have been on an Academy course) they can reach a far broader group of dogs and / or cats, and therefore have a bigger impact on the lives of the cogs and / or cats of the country,

- who have been able to secure other funding / match funding in relation to the application submitted to Battersea, and

* Only **one application** per shelter / rescue 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 as per the Grant Agreement (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 accompanying information that is requested. Failure to do this will result in an incomplete Application which cannot be considered by the Grants Committee.
* Please ensure that any additional documents, are clearly identified with the name of your Organisation.
* Please note that it’s not just your responses on the Application that we consider. The Grants Committee will also take into account;
* Your financial position
* Your references
* In the instance that not all of the grant is spent, you 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.

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|  | **Note –** |
| Salary | For a specific initiative – additional to the normal day to day work. Please include NI and Pension |
| Overheads | i.e. line management cost, supervision |
| Direct Project activity costs | i.e. costs incurred as a direct result of project activity |
| Monitoring, evaluation and learning costs | i.e. costs incurred in order to carry out monitoring |
| Organisational development / capacity costs | i.e. computer, printer, phone |
| Other expenses | i.e. travel, marketing |

**Section 6: Monitoring Requirements**

All successful Applicants will be required to complete regular project reports (narrative, stats and photos), and an end of project report (narrative, stats and photos), together with corresponding financial reports. The reports are designed to demonstrate what has been achieved through receiving a Grant from Battersea and the benefits to dogs and/ or cats. There may also be a monitoring visit at some point during the life of the project, and successful applicants may be invited to make a short presentation to the Battersea Council (virtual / real time).

**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 team 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**

Grant Recipients are required to sign a Grant Agreement and any specific conditions attached to the Grant **before** any payment can be released. Subsequent payments will be conditional on receipt of a satisfactory progress report, along with a case study and any other documentation requested.

**Timetable**

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| Wednesday 2nd September 2020 | Grant Programme Launched |
| Wednesday 14th October 2020 | 12noon Deadline for Application Form |
| Thursday 15th October 2020 onwards | Assessment Period |
| Week commencing 16th November 2020 | Papers to Committee members |
| Week commencing 23rd November 2020 | Grants Committee |
| 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 send you an acknowledgement and provide you with a reference number which we ask that you please 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 that there is no right to appeal a Committee decision which is final.

**Deadline for application forms is 12 noon GMT on Wednesday 14th October 2020.** Applications received after this deadline will not be considered.

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

For further help and assistance please contact Margaret Hulme at: [grants@Battersea.org.uk](mailto:grants@Battersea.org.uk)