**ADCH Minimum Standards**

**Grant Application and Delivery Guidelines**

**Autumn 2020**



**Minimum Standards 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 start 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 Minimum Standards Application **is 12pm Wednesday 14th October 2020**. We will not accept late Applications so please ensure you submit it on time.

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# **Section 1:Background of the funding**

Working with the Association of Dogs and Cats Homes (ADCH), Battersea aims to improve the standards of animal welfare across the rescue and rehoming sector. We also want to 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 the guidelines. However, the Committee is primarily interested in applications which will enable an organisation to meet one or more requirements of the ADCH Minimum Standards.

**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.**

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 of these.

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

This Programme has been designed specifically for rescues / shelters

* who are completing the Assessment process and are continuing to work towards attaining the **Minimum Standards** within the current calendar year

What we **WILL** consider funding:

Essential equipment, small capital development, training etc.

We **WILL NOT** fund

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

# **Section 3:Who can apply**

ADCH members (and prospective members), who are completing the Assessment process and are continuing to work towards attaining the **Minimum Standards.**

# **Section 4:Who cannot apply**

**If you are already in receipt of a Minimum Standards Grant you cannot submit a further application under this programme.**

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# **Section 5:How much is available**

Grants are available of up to £5,000.

# **Section 6:Funding Stipulations & General Guidelines**

* **In order to proceed with an application you will need to provide either (a) or (b)**
	+ **(a) For those who have already had an assessment you must provide the date on which the assessment was carried out and the name of the Assessor.**

**or**

* + **(b) For those who have yet to have their assessment you must provide your confirmed assessment date.**

**Without this information we will be unable to progress your application.**

* Only one Application per organisation 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.**
* Applicants must clearly identify the standard towards which they are working.

The areas are

|  |
| --- |
| Admission & Vet checks  |
| Cleansing and disinfection  |
| Home fostering |
| Environment and companionship  |
| Food and water |
| Litter Trays |
| Vet Care |
| Disease Control and vaccination  |
| Supervision |
| Grooming  |
| Training and behaviour  |
| Animal Assessment |
| Neutering  |
| Feral cats (if appropriate) |
| Transport of animals  |
| Euthanasia |
| Rehoming  |

Activity outside of the standards **will not** be considered under this Programme.

* 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 of the Application 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 additional documents / financial documents, are clearly identified with the name of the applicant’s organisation.
* The Grants Committee will take into account recent financial records that indicate that you are a low financial risk. For current Battersea Grant Holders, the committee will also take into consideration your timely return of reports and other documentation.
* 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.
* 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 | e.g. line management cost, supervision |
| Other Staff costs | e.g. sessional staff costs, finance manager |
| Kennel / Cattery costs | e.g. rent, heat, light |
| Equipment | e.g. computer, printer, phone  |
| Other expenses | e.g. broadband |
| Capital  | e.g. underfloor heating, agility equipment etc |
| 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 7: Guideline amounts for Activities and Items we may fund**

We have set benchmark amounts for specific items of equipment. If you apply for items not listed but cost in excess of £100, please tell us why you are buying this item. The Grants Committee may not award the full amount.

|  |  |
| --- | --- |
| Item | Maximum amount  |
| Charity Registration  | £600  |
| Desk top computer / Laptop | £500  |
| Tablet | £200 |
| Printer Scanner | £50 |
| Fridge / Freezer | £175 |
| Industrial Washer (10+kgs capacity)  | £500 |
| Industrial Dryer | £350 |
| Microchip Scanner  | £150  |
| Animal Weighing Scales | £200  |

**Section 8: 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 9: If you are awarded funding**

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

**Timetable**

|  |  |
| --- | --- |
| Wednesday 2nd September 2020 | Grant Programme Launched |
| Wednesday 14th October 2020 | 12noon Deadline for Application Form |
| Thursday 15th October onwards  | Assessment Period |
| Week commencing 16th November 2020 | Papers to Committee members  |
| Week of 22nd November 2020 | Grants Committee |
| 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 send you an acknowledgement and provide you with a reference number which we ask you to 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 there is no right to appeal a Committee decision which is final.

Please note that the deadline for Applications is **12 noon 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

**Appendix 1**

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/)