

**Animal Partnership Grant
Application Form
Autumn 2019**



Animal Partnership Grant

This Programme has been designed for Animal Partners to:

- Help them meet the ADCH Minimum Standards, or
- Develop and enhance their Shelter / Rescue through a small grant.

We hope to make at least 6 awards from a total grant budget of £30,000.

Please ensure you read the guidelines carefully before starting your application.

Please ensure you complete all sections. Failure to do this will result in an incomplete application which will not be considered by the Allocation Committee.

Please ensure that any enclosed documents are clearly identified.

For further information please contact Margaret Hulme, Grants Manager,
grants@Battersea.org.uk / 0203 887 8388

For Office use only	
Project Ref number	
Date of Assessment	

Section One - Organisation Information

Name of Applicant Organisation (and legal name if different)	
Type of Organisation (Charity / Not for Profit etc)	
Charity registration number (if applicable)	
Are you part of a larger regional / national organisation (If so – please provide the name of the parent organisation)	
Registered Address including Postcode	
Website if applicable	
Main telephone number	
CEO / or equivalent	

Please tick all statements that apply

- We are not a Member of ADCH
- We are a member of ADCH and are applying for a grant to enable us to meet the Minimum Standards to allow us to join
- We have a Service Level Agreement with the Animal Partner Team. If you have not signed the SLA, please contact animalpartners@battersea.org.uk before proceeding with this form

Please give us the name of the Primary contact for this funding application (someone we can contact if further information is needed)

Title	
First Name	
Surname	
Email	
Best phone number to contact you on	
The best time of day to contact you	

If the primary contact is not the CEO / Manager, please confirm that they are happy for you to submit this application

- Yes – my CEO / Manager is happy for you to consider this application

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

Financial year to which figures relate	
Organisation annual income	
Organisation annual expenditure	
Organisation current level of 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 (presented within the last 3 months). This will give us a more accurate picture of the financial position of your organisation

No of full-time staff in your organisation	
No of part-time staff in your organisation	
No of volunteers in your organisation	

Bank Information – please note this must be the organisation's bank account. We **will not** pay into a personal bank 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 information on the number and types of animals you help each year (300 words)

Section Three

Programme 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 Grants Committee and for reference. This may be the name of your project or a brief project summary - e.g. Animal Intake Support Project

2. Please tell us about why you are applying for this grant.

If you are using this opportunity to work towards the Minimum Standards, which requirement/s will you address with this grant?

Or -

If you are applying to enhance an existing activity (development grant)

In either instance, please give us as much detail about your beneficiaries (dogs & cats & people). How many beneficiaries will benefit? (max 1000 words)

To be answered by all applicants

3. How do you know that this work is needed and what is the evidence on which this application is based? Please include any statistics you may have. Is this a new or existing area of work/project? Is your work unique in what you do or how do you differ from similar organisations? Do you work alongside other organisations involved in similar projects/work? (max 400 words)

4. Please tell us about the items / activities you wish to purchase? (Please refer to the guidelines where we have further information on the amount of funding you can expect to receive towards certain items of expenditure).

5. When will the purchase / activity take place? (This is an important question. Funded activity must take place within 3 months of a grant being awarded)

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6. What difference do you hope to make to dogs and cats through what you are able to provide with the help of this grant?

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Section Four

Budget Information

Total cost of project	
Amount requested from Battersea	
Start date	
End date	

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. For further information on what we mean under each heading please refer to the guidelines. Please only complete the lines for which you are requesting funding.

Additional salary (including NI and Pension)	
Management costs	
Other staff costs	
Kennel / cattery costs	
Equipment	
Other expenses	
Marketing / publicity costs	
Travel	
Venue costs	
Volunteer expenses	

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, please tell us when you expect to hear the outcome.

Name of Funder	Amount Requested	Date of outcome	Outcome

Section 5 Outcomes

Key to understanding outcomes is to focus on the benefits to your beneficiaries that flow from the activity, service or project and NOT on what will be purchased with the grant.

Please indicate at least one activity (and up to three) with YOUR desired outcomes and date of completion. How will you measure success? Successful applicants will be asked to report on these in a short progress report.

Activity	Desired Outcome	Date of completion

Section Six

Additional Information

Please give any further information about your organisation or your project which is relevant to this application. You may continue a separate page if you wish. Please ensure this is clearly marked with your organisation name.

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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 use in subsequent correspondence with us. On receipt of a completed Application, it may take up to six weeks to process your application and make a final recommendation to the Grants Committee. We will inform you in writing of the decision made as soon as we can.

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

Your privacy rights

Data provided will be used by Battersea Dogs & Cats Home to assess your application for a grant, to communicate with you regarding your application, and in the case of a successful application, be used to assist with the ongoing management of your project.

To help better understand and tailor communications, we may analyse the information provided, including information from public sources. Further information about how we protect and use personal data is set out in our [Privacy Policy](#) at: battersea.org.uk/privacy.

Please note that the deadline for Application forms is 12pm on Tuesday 22nd October 2019. Applications received after this deadline will not be considered.

- I have read all the guidelines
- We have completed every question on this form
- We have included our latest income / expenditure accounts
- I am authorised to sign this form on behalf of the organisation
- We are happy to receive via email or print copy, future grant news and opportunities

Signed _____ Date _____

Name (please print) _____ Position _____

On completion please forward your application with any other document(s)

Either to Grants@battersea.org.uk

Or

Margaret Hulme
Grants Manager
Battersea Dogs & Cats Home
4 Battersea Park Road
London SW8 4AA