

**Animal Partnership Programme
Grant Application and Delivery Guidelines
Autumn 2019**



BATTERSEA
HERE FOR EVERY DOG AND CAT

Animal Partnership Programme 2019

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 on the website 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, as you need to create an online account before starting your application.

Please remember – if there is a word count, you will not be able to exceed this number of words and 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

The deadline for submitting your Application Form is **12pm Tuesday 22nd October 2019**. We will not accept late applications so please ensure you submit it on time.

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Section 1: Background of the Programme

Battersea Animal Partners are rescue and rehoming organisations that work in collaboration with Battersea to maximise the number of unwanted, stray and abandoned dogs and cats helped throughout the UK, through caring for and finding the best possible homes.

In order to apply for this grant, you must have signed the Service Level Agreement with the Animal Partner Team. If you have not, you must contact the team (animalpartners@battersea.org.uk) before proceeding with your application.

We also 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 applicant/grant recipient's safeguarding policies and their implementation of these.

Through the Association of Dogs and Cats Homes (ADCH) and the Battersea Academy, Battersea aims to improve the standards of animal welfare across the rescue and rehoming sector and 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 these Grant application guidelines. However, they are primarily interested in applications which clearly identify the need and where they feel their funds will make an 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 Battersea Animal Partners who;

- are not a member of the ADCH, or
- are members, who have not yet achieved the **Minimum Standards**, to reach the prescribed requirements, or
- are members, have achieved the Minimum Standards and now wish to enhance a particular element of their work (development grant)

Section 3: What we will consider funding

What we **WILL** consider funding:

Under the Minimum Standards Opportunity – Necessary equipment, small capital development including food preparation areas, enhanced activity areas etc.

Please note – we will consider providing a contribution towards funding of up to 12 months for items such as line rental and lease cost (should you decide to lease items of equipment). This cost must be built into the maximum grant of £5,000.

Section 4: What we cannot fund

We **WILL NOT** fund

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

Ongoing line rental contribution costs etc beyond 12 months.

Section 5: Who can apply

Any Battersea Animal Partners who are not yet a member of ADCH and / or have not yet attained the Minimum Standards can apply for a Minimum Standards grant of up to £5,000, and / or wish to enhance a particular element of their work.

Section 6: How much is available

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

Section 7: Funding Stipulations & General Guidelines

- **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 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 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:
 - If you are already meeting the Minimum Standards,
 - For current Grant Holders – your timely submission of reports and other documentatoin
 - If you have engaged with the ADCH / Battersea staff over the past 12 months, including attendance at any meetings, training events or conferences, and
 - If you have recent financial records that indicate that you are a low financial risk.

- 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. 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.

- 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	i.e. line management cost, supervision
Other Staff costs	i.e. sessional staff costs, finance manager, training courses,
Kennel / Cattery costs	i.e. heat, lighting,
Equipment	i.e. computer, printer, phone
Other expenses	i.e. broadband,
Capital	i.e. underfloor heating, agility equipment etc. fencing, building work, flooring
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 8: Shopping Lists - Activities and Items

We have set benchmark amounts for specific items of equipment. Please find a list at Appendix 1. If you apply for items not listed and cost in excess of £100, please make a compelling case for the item. The Committee may not award the full amount.

Section 9: Monitoring Requirements

All successful applicants will be required to complete a short monitoring form to demonstrate what has been achieved through receiving a Grant from Battersea and the benefits to dogs and/ or cats.

Section 10: How we will assess your bid

All applications will be assessed 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 11: If you are awarded funding

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.

Timetable

Tuesday 10 th September 2019	Grant Programme Launched
Tuesday 22 nd October 2019	12pm Deadline for Application
23 rd October – 18 th November 2019	Assessment Period
Week commencing 18 th November 2019	Papers to Committee members
Week Commencing 25 th November 2019	Grants Committee meets
Week Commencing 2 nd December 2019	Applicants informed of outcome and appropriate paperwork forwarded
January 2020	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 your Application 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 application forms is 12pm on Tuesday 22nd October 2019.

Applications received after this deadline will not be considered.

For further help and assistance, please contact grants@Battersea.org.uk

Appendix 1

Please note below the indicative amounts we will award to the purchase of specific items.

Charity Registration	£600
Desktop computer / Laptop	£500
Tablet	£200
Fridge / Freezer	£175
Industrial Washer (10+kgs capacity)	£500
Industrial Dryer	£350
Microchip Scanner equipment	£150
Animal Weighing Scales	£200
Shore-Line pens	Up to £10,000 as a contribution
Examination / grooming table	£500
Vehicle	Up to £10,000 as a contribution

Appendix 2

If you wish to review the ADCH Minimum Standards, you can view them [here](#)

Alternatively, if you would like a printed version, please email

grants@battersea.org.uk