

Change Plan (Academy)
UK Grant Application and Delivery Guidelines
Autumn 2019



Academy Grant Programme 2019

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 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, 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

Please read these notes carefully before you complete the Application Form. Should you have any queries about any aspects of the Programme, please contact Margaret Hulme, Grants Manager on grants@Battersea.org.uk

The deadline for submitting your Application Form is 12 noon GMT on 22nd October 2019. We cannot accept late applications so please ensure you submit by this deadline time.

Section		Page
	Introduction; Battersea International Programme	
Section 1	Background of the Programme	3
Section 2	Aims of the grant programme	3
Section 3	Who can apply?	4
Section 4	Funding available	4
Section 5	Funding stipulations	4
Section 6	Guideline amounts for fundable activities and items	5
Section 7	Monitoring requirements	5
Section 8	How we will assess your application	5
Section 9	If you are awarded funding	6
	Timetable	

Introduction to the Battersea International Grant Programme

Battersea are delighted to launch a further round of their Academy Grant Programme. Designed to complement the work begun on attendance at an Intensive Academy Course, applicants are encouraged to consider whether in implementing their 'Change Plan', a small financial grant will assist in delivery.

Section 1: Background to the funding

Through the 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 well-being, dogs and cats bring to all our lives.

The Grants Committee will consider all applications that fall within the Programme guidelines. However, the Committee is primarily interested in applications which **clearly identify the need for a grant** in helping to bring about change following your completion of an Academy Programme.

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

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.

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 as a result of having attended a Battersea Academy programme.

What we **WILL** consider funding:

Necessary equipment, small capital development, consultant costs (e.g. for building work, site development, IT, animal behaviourists), food preparation areas, laundry equipment, marketing and fundraising initiatives.

What we **WILL NOT** fund

Any 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 / week long Programme. Applicants can apply for a grant of up to the equivalent of £10,000 (Sterling £).

Attendance at a one-day course **does not** qualify application for a Change Plan grant.

Section 4: How much is available

In 2019 we expect to make at least 7 awards from a total fund of £100,000.

Section 5: Funding Stipulations & General Guidelines

- You must have completed a Change Plan (Academy). Please ensure a copy is enclosed with your application. Without this, we **WILL NOT** consider the application.
- Your application must be directly linked to 'change' which has originated from attendance at an Academy 'Intensive/ week long' course.
- Only one application per shelter / rescue can be considered each calendar year.
- In the instance we have many more applications than we have funding for, priority will be given to those organisations with a gross annual income of below £200,000
- 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 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 enclosed documents are clearly identified with the name of your 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:
 - 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

	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. expert 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 6: Guideline amounts for Activities and Items

We want to be fair to all applicants. We have set benchmark amounts we will award towards specific items of equipment including charity registration, computers, kitchen / laundry equipment, microchip scanners and animal scales. Please find a list at Appendix 1. If you apply for items not listed and cost in excess of £100, the Committee may not award the full amount unless you make a compelling case.

Section 7: Monitoring Requirements

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

Section 8: How we will assess your bid

All applications will be assessed by a 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

Successful applicants 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 short progress report, along with a brief case study.

Timetable

Tuesday 10 th September 2019	Grant Programme Launched
Tuesday 22 nd October 2019	12 noon Deadline for Application Form
23 rd October – 18 th November 2019	Assessment Period
Week commencing 18 th November 2019	Papers to Committee members
Week of 25 th November 2019	Grants Committee
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 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.

Please note that the deadline for application forms is 12 noon GMT on Wednesday 22nd October 2019. Applications received after this deadline will not be considered.

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

For further help and assistance, please contact Margaret Hulme at:

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
Printer Scanner	£50
Fridge / Freezer	£175
Industrial Washer (10+kgs capacity)	£500
Industrial Dryer	£350
Microchip Scanner	£150
Animal Weighing Scales	£200