

**Change Plan (Academy)  
International Grant Programme  
Development Opportunity  
Application Form  
Autumn 2019**



## **Grant Programme**

This Grant Programme has been designed for sector colleagues to apply for a grant to help bring about lasting change as a result of having attended a Battersea Academy programme.

We hope to make at least 3 awards in 2019.

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

Please ensure you complete all sections. Incomplete applications cannot be considered by the Grant Committee.

Please ensure that any additional documents are clearly identified with the name of your organisation.

For further information please contact Margaret Hulme, Grants Manager,  
[grants@Battersea.org.uk](mailto:grants@Battersea.org.uk) / 0203 887 8388 / 07388 380882

<b>For Office use only</b>	
<b>Project Ref number</b>	
<b>Date of Assessment</b>	

## **Section One**

### **Organisation Information**

Name of Applicant Organisation (and legal name if different)	
Also known as	
Main Address	
Website address	
Main telephone number	
Name of CEO / equivalent	
Year of Registration	
Registration Number	
Alternative address for admin (if different to that above)	
Date of last audited accounts	

### **Management Information**

Please tell us about your Board composition and their commitment – for example, how often do the members attend your rescue outside of committee meetings and what tasks do they perform?

Please tell us about the different levels of management and the roles represented at each level.

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### **Staffing**

No of Full-time staff in your organisation	
No of Part-time staff in your organisation	
No of volunteers in your organisation	

### **Academy Information**

Please confirm which Academy programme you attended	
Name of Course	
Date attended	

Change Plan completed	
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Please give us the name of the Primary contact for this funding application (someone we can contact if further information is needed and normally the person who will be responsible for the use of the grant activity)

Title	
First Name	
Surname	
Email	
Best Phone number	
The best time of day to contact by phone	

If the primary contact is not the CEO / Manager, please tick this box to confirm that they are happy for you to submit this application on behalf of your organisation

Yes – my CEO is happy for you to consider this

### References

In order to apply for a Battersea Grant, please give us the Name and Email address of two people who we may approach for a reference.

- One should know you / your rescue in a professional capacity e.g. local vet.
- A second referee needs to have known you / your rescue for at least 3 years and be happy to provide either a written or verbal reference stating your suitability in receiving and managing a Battersea Grant.

	<b>Name of Referee (1)</b>	<b>Name of Referee (2)</b>
<b>Email Address</b>		
<b>Position</b>		
<b>Years known to applicant</b>		

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

Financial year to which figures relate	
What is your organisation's annual income as shown in your most recent audited accounts	
What is your organisation's annual expenditure as shown in your most recent audited accounts	
What is your organisation's 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. This will give us a more accurate picture of the financial position of your organisation.

Bank Information – please note this must be the account details **belonging to the organisation**. We **cannot** pay any grant into an individual's 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 info on the number and types of animals you rehome each year. (500 words)

### **Section Three**

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

Project Start Date	
Project End Date	

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

- a. How does your grant application relate to the change plan that you submitted to Battersea after attending the Academy Programme?

- b. What is the overall goal you are hoping to achieve with this grant?

- c. Please tell us about the activities that will support you in achieving your goal - what these **activities are**, what they **will achieve**, and when they will **be completed**. (This is an important question. Funded activity must take place within 3 months of a grant being awarded).

Activity	Desired Outcome	Date of completion

- d. Give us as much detail as possible about your beneficiaries (i.e. dogs, cats, people). How many beneficiaries will benefit? (max 300 words)

3. How do you know that this work is needed? Please remember to 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? (Additional supporting documentation may be sent) (max 400 words)

4. What are the main challenges envisaged in implementing the project and how will you address them?

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5. How does the project differ from any current and previous work you have undertaken or are undertaking?

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6. How will this project complement any existing project that you are implementing and the work of other organisations?

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**Section Four**

**Budget Information**

Total cost of Initiative	
Amount Requested from Battersea	

**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. Successful applicants will need to submit a short report in due course - so please ensure these are retained for audit purposes. 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 for. Please ensure you complete this section in Sterling UK £ Values.

Salary	
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 and foundations, please remember to tell us when you expect to hear the outcome (\*)

Name of Funder	Amount Requested (UK £)	Date of outcome (*)	Outcome

## **Section Five**

### **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.

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 please use in any subsequent correspondence with us. On receipt of a completed application it may take up to six weeks to consider your application. We will inform you in writing of the decision made.

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**

The data you've provided will be used by Battersea Dogs & Cats Home to assess your application for a grant and to communicate with you regarding your application. Should your application be successful, we will use your data to manage your grant.

To help us better understand our applicants and to tailor our communication with you, we may analyse the information you provide. We sometimes use information from public sources. We may also contact you to ask if you are willing to share your story, to help us help other cats and dogs.

Further information about how we protect and use personal data is set out in our [Privacy Policy](http://battersea.org.uk/privacy) at: [battersea.org.uk/privacy](http://battersea.org.uk/privacy)

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

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

Please tick to confirm -

- I have read all the guidelines
- I have completed every question on this form
- I have included our latest income / expenditure accounts
- Additional information is clearly marked with the name of our organisation
- We are happy to receive via email or print copy, future grant news and opportunities

FOR GUIDANCE ONLY