

**Change Plan (Academy)
International Grant Programme
– Development Opportunity
Application and Delivery Guidelines
Autumn 2019**



Academy International 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 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

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.

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Introduction to the Battersea International Grant Programme

Battersea are delighted to launch their International 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.

Please note the following important points – you will not be able to submit your application (request) without the relevant documents being attached.

Change Plan

In order to be eligible to apply for a Change Plan Grant you need to have:

- a. Attended a Battersea (Intensive) 5 day course, and
- b. Completed and submitted your Change Plan.

If you do not fulfil both these criteria, you are not able to apply for a Grant.

References

You will need to provide two references

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

Safeguarding

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.

Additional due diligence will take place when considering working with partners or making a grant to organisations which work in countries where cultural practices relating to safeguarding differ from those in the UK.

Battersea will ensure that each partner/grant recipient is aware of its responsibility to promptly report any safeguarding concerns that arise in the context of the partnership work or work funded by Battersea to the Battersea Designated Safeguarding Officer.

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.

Supporting Documentation

You will provide the following supporting documents as part of your application – make sure you have them to hand.

- a) **Registration certificate** for your organisation.
- b) The most recent **audited accounts** for your organisation (they must include both the accounts and the opinion of the external auditor who has certified them; they should not be more than 2 years old).
- c) Your **completed Change Plan** from the Academy Course your rescue attended.
- d) Your **Safeguarding Policy / Code of Conduct**.

Payment

Payment will be made in arrears (on receipt of a signed Grant Agreement and subsequent Progress Reports) and in Sterling £.

Making an application

Your application needs to be submitted through the Battersea online Grant Portal. It's easy to navigate and it means all your documents can be safely secured online and provide a useful reference point for your ongoing project management.

Please ensure you read the handy guide on Battersea's Grant Management System before attempting to begin your application.

Section 1: Background of the Programme

The Battersea Academy seeks to transform the lives of dogs and cats globally through the provision of world class educational programmes for animal rescues and rehoming practitioners.

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 big demand for grants and so cannot offer any guarantees that funding will be provided to all eligible applicants.

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 3 awards of £10,000.

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. If there is no direct link then your application will not be considered.
- 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 additional 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	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 6: Monitoring Requirements

All successful applicants will be required to complete regular project reports (narrative, stats and photos) and an end of project report (narrative, stats and photos), together with corresponding financial reports. The reports are designed to demonstrate what has been achieved through receiving a Grant from Battersea and the benefits to dogs and/ or cats. There may also be a monitoring visit at some point during the life of the project.

Section 7: How we will assess your application

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 8: If you are awarded funding

Successful applicants are required to sign a Grant Agreement and any specific conditions attached to the grant **before** any payment can be released. Subsequent

payments will be conditional on receipt of a satisfactory progress report, along with a case study and any other documentation requested.

Timetable

Tuesday 10 th September 2019	Grant Programme Launched
Tuesday 22 nd October 2019	12 noon Deadline for Application Form
22 nd 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
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.

Deadline for application forms is 12 noon GMT on Tuesday 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