

**Change Plan (Academy) Programme  
Grant Application and Delivery Guidelines  
Spring 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). You can preview the application form questions that you will need to answer by clicking the “Example Application Form” button. 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](mailto:grants@Battersea.org.uk)

The deadline for submitting your Application Form is **12 noon GMT on 3<sup>rd</sup> April 2019**. We cannot accept late applications so please ensure you submit by this deadline time.

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### **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 wellbeing, dogs and cats bring to all our lives.

The Grants Committee will consider all applications that fall within the 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.

### **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 £15,000.

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 £1m.
- 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
- 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.

	<b>Note -</b>
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, micro 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**

Wednesday 13 <sup>th</sup> February 2019	Grant Programme Launched
Wednesday 3 <sup>rd</sup> April 2019	12noon Deadline for Application Form
4 <sup>th</sup> April – 3 <sup>rd</sup> May 2019	Assessment Period
Week commencing 6 <sup>th</sup> May 2019	Papers to Committee members
Week of 16 <sup>th</sup> May 2019	Grants Committee
Week commencing 20 <sup>th</sup> May 2019	Applicants informed of outcome and appropriate paperwork forwarded

June 2019	Successful applicants having returned a signed Grant Agreement will receive their first payment and activity commences
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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 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 3<sup>rd</sup> April 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](mailto:grants@Battersea.org.uk)

### Appendix 1

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

Charity Registration	£600
Desk top 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