**Animal Partnership Programme**

**Grant Application Form**

**Spring 2020**



**Animal Partnership Grant**

This Programme has been designed for Animal Partners to:

* Help them meet the ADCH Minimum Standards, or
* Develop and enhance their Shelter / Rescue through a small Digital Inclusion grant.

We hope to make at least 8 Awards from a total grant budget of 50,000

Please ensure you read the Guidelines carefully before starting your Application

Please ensure you complete all sections. Failure to do this will result in an incomplete application which will not be considered by the Allocation Committee

Please ensure that any enclosed documents are clearly identified

For further information please contact Margaret Hulme, Grants Manager, grants@Battersea.org.uk / 0203 887 8388

|  |  |
| --- | --- |
| **For Office use only**  |  |
| **Project Ref number**  |  |
| **Date of Assessment**  |  |

Section One - Organisation Information

|  |  |
| --- | --- |
| Name of Applicant Organisation(and legal name if different) |  |
| Type of Organisation (Charity / Not for Profit etc) |  |
| Charity registration number (if applicable)  |  |
| Are you part of a larger regional / national organisation (If so – please provide the name of the parent organisation) |  |
| Registered Address including Post Code |  |
| Website if applicable |  |
| Main telephone number  |  |
| CEO / or equivalent  |  |

Please tick all statements that apply

 We are not a Member of ADCH

 We are a member of ADCH and are applying for a grant to enable us to meet the Minimum Standards to allow us to join

We have a Service Level Agreement with the Animal Partner Team.

Please give us the name of the Primary contact for this funding application (someone we can contact if further information is needed)

|  |  |
| --- | --- |
| Title  |  |
| First Name |  |
| Surname  |  |
| Email  |  |
| Best phone number to contact you on |  |
| The best time of day to contact you |  |

If the primary contact is not the CEO / Manager, please confirm that they are happy for you to submit this application

 Yes – my CEO / Manager is happy for you to consider this application

**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 wishes to have a clear understanding of the financial picture of your organisation to help the Grants Committee make an informed decision. Please answer the questions below

|  |  |
| --- | --- |
| Financial year to which figures relate |  |
| Organisation annual income  |  |
| Organisation annual expenditure |  |
| Organisation 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 (presented within the last 3 months). This will give us a more accurate picture of the financial position of your organisation.

|  |  |
| --- | --- |
| No of full time staff in your organisation |  |
| No of part time staff in your organisation |  |
| No of volunteers in your organisation  |  |

Bank Information – please note this must be the Organisation’s bank account. We **will not** pay into a personal bank 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 information on the number and types of animals you help each year (300 words)

**Section Three**

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

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| --- |
|  |

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

**If you are using this opportunity to work towards the Minimum Standards,** which requirement/s will you address with this grant?

**Or -**

**If you are applying to enhance an existing activity (development grant)**

**In either instance** please give us as much detail about your beneficiaries (dogs & cats & people). How many beneficiaries will benefit? (max 1000 words)

|  |
| --- |
|  |

**To be answered by all applicants**

1. How do you know that this work is needed and what is the evidence on which this application is based? Please 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? (max 400 words)

|  |
| --- |
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1. Please tell us about the items / activities you wish to purchase? (Please refer to the guidelines where we have further information on the amount of funding you can expect to receive towards certain items of expenditure).

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1. When will the purchase / activity take place? (This is an important question. Funded activity must take place within 3 months of a grant being awarded)

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6. What difference do you hope to make to dogs and cats through what you are able to provide with the help of this grant?

**Section Four**

Budget Information

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| --- | --- |
| Total cost of project  |  |
| Amount requested from Battersea |  |
| Start date |  |
| End date  |  |

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. 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.

|  |  |
| --- | --- |
| additional salary (including NI and Pension) |  |
| 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, please tell us when you expect to hear the outcome

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Funder | Amount Requested | Date of outcome  | Outcome  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 5 Outcomes**

Key to understanding outcomes is to focus on the benefits to your beneficiaries that flow from the activity, service or project and NOT on what will be purchased with the grant.

Please indicate at least one activity (and up to three) with YOUR desired outcomes and date of completion. How will you measure success? Successful applicants will be asked to report on these in a short progress report.

|  |  |  |
| --- | --- | --- |
| **Activity**  | **Desired Outcome**  | **Date of completion**  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section Six**

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 use in subsequent correspondence with us. On receipt of a completed Application it may take up to six weeks to process your Application and make a final recommendation to the Grants Committee. We will inform you in writing of the decision made as soon as we can.

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 progress report, along with a case study – outlining what has been achieved through receiving a Grant from Battersea and the benefits to dogs and/ or cats.

**Your privacy rights**

Data provided will be used by Battersea Dogs & Cats Home to assess your application for a Grant, to communicate with you regarding your Application, and in the case of a successful Application, be used to assist with the ongoing management of your project.

To help better understand and tailor communications, we may analyse the information provided, including information from public sources. Further information about how we protect and use personal data is set out in our [Privacy Policy](https://www.battersea.org.uk/%E2%80%8Bcookies-and-privacy-policy) at: battersea.org.uk/privacy.

**Please note that the deadline for Application forms is 12pm on Thursday 26th March 2020. Applications received after this deadline will not be considered.**

 I have read all the guidelines

We have completed every question on this form

 We have included our latest income / expenditure accounts

 Additional information is cleared marked with the name of your organisation

 Any

 I am authorised to sign this form on behalf of the organisation



 We are happy to receive via email or print copy, future grant news and opportunities

 Any