

# **International Development Programme Application and Delivery Guidelines Spring 2020**





# International Development Programme 2020

## Application and Delivery Guidelines

### On line Application Process

In order to apply for this grant opportunity you must complete an on-line 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 which can be found here, 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. 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 start the Application. 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 is **12 noon GMT on 26<sup>th</sup> March 2020**. We cannot accept late applications so please ensure you submit by this deadline time

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## Introduction to the Battersea International Development Programme

Battersea are delighted to launch their International Development Programme. Designed to complement the work begun on attendance at an Intensive Academy Course, applicants are encouraged to consider whether in implementing a '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

- In order to be eligible to apply for an International Development Programme Grant, you need to have attended a Battersea (Intensive) 5 day course
- **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) In the case of a capital build we will need to see land registry documentation / plans in relation to the proposed development
- c) 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)
- 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 on-line 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 to the funding

Battersea are working internationally to help Rescues manage and care for their stray population. This ranges from providing grants & training to giving advice on Trap, Neuter & Release Programmes

The Grants Committee will consider all applications that fall within Programme guidelines. However, the Committee is particularly interested in applications which clearly identify the need for a grant in helping to bring about change following your completion of an Academy Programme and in **reaching the maximum number of dogs and/or cats in any one country**

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

## Additional Criteria for 2020

### Maximum number of dogs and cats to benefit

Battersea want to ensure that funding awarded benefits a maximum number of dogs and / or cats in any one country and therefore we are keen to encourage applications where more than one organisation are looking to work together in order to implement a project which could include an element of outreach / education, along with programmes of Vaccination, Neutering, or Micro Chipping, or broader initiatives such as TNR. In these situations you must identify a lead rescue who will oversee the management of the project should funding be awarded, and issue sub agreements to those rescues with whom they will work

### Engagement in local research / local need

Battersea are also keen to work with rescues who are able to carry out significant in-country research in order to help us target the best placed rescues / shelters. Battersea would request that intelligence gathered would be shared with Battersea to help inform ongoing development

### What we will and will not fund

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

Ongoing 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 an International Development Programme grant

### Section 4: How much is available

In 2020 we expect to make at least 8 awards from a budget of £80,000

### Section 5: Funding Stipulations & General Guidelines

- 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

## Priorities

- Priority will be given to those Applications who can demonstrate that by working in partnership with at least one other rescue / organisation, (who need not have been on an Academy course) they can reach a far broader group of dogs and / or cats, and therefore have a bigger impact on the lives of the dogs and / or cats of the country
- Priority will be given to rescues who have been able to secure other funding / match funding in relation to the application submitted to Battersea
- Priority will be given to those rescues who have not received Grant Aid from Battersea in a previous year
- 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 six 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 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.

	<b>Note –</b>
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 bid

All Applications will be assessed by the Battersea Grants Manager and 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

Grant Recipients 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

Thursday 13 <sup>th</sup> February 2020	Grant Programme Launched
Thursday 26 <sup>th</sup> March 2020	12noon Deadline for Application Form
27 <sup>th</sup> March – 26 <sup>th</sup> April 2020	Assessment Period

Week commencing 27 <sup>th</sup> April 2020	Papers to Committee members
Week commencing 11 <sup>th</sup> May 2020	Grants Committee
June 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 Thursday 26<sup>th</sup> March 2020.**  
Applications received after this deadline will not be considered

Please ensure that this Application is authorised by the appropriate person.  
For further help and assistance please contact Margaret Hulme at:  
[grants@Battersea.org.uk](mailto:grants@Battersea.org.uk)