**International Development Programme**

**Application Form**

**Spring 2020**



**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(intensive 5 day) programme

We hope to make at least 8 Awards in 2020

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 / 0203 887 8388 / 07388 380882

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

**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

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

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| --- |
| Please confirm which Academy programme you attended  |
| Name of Course |  |
| Date attended  |  |
| Change Plan completed |  |

Please give us the name of the Primary contact for this 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

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

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| --- | --- | --- |
|  | **Name of Referee (1)** | **Name of Referee (2)** |
| **Email Address** |  |  |
| **Position**  |  |  |
| **Years known to applicant**  |  |  |

**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.

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|  |  |
| --- | --- |
| Project Start Date |  |
| Project End Date  |  |

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

a. How does your Grant Application relate to the change you wish to make having attended the Academy Programme?

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

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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)

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

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

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1. 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)

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1. What are the main challenges envisaged in implementing the project and how will you address them?
2. How does the project differ from any current and previous work you have undertaken or are undertaking?
3. How will this project complement any existing project that you are implementing and the work of other organisations?

**Section Four**

Budget Information

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| --- | --- |
| 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  |
|  |  |  |  |
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**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 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**

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](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 **12 noon GMT on Thursday 26th March 2020**. 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