

**GRANT PROPOSAL TEMPLATE**

Change Grant Application Form

This grant programme has been designed for sector colleagues whether from the UK or Internationally, to apply for a grant to help bring about lasting change as a result of having attended a Battersea Academy Intensive Programme.

Please ensure you read the Guidelines carefully before starting your application. Please ensure you complete all sections. Incomplete Applications cannot be considered. Please ensure that any attached documents are clearly identified with the name of your organisation.

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 any subsequent correspondence with us. We may also be in touch for further clarification or if we have any outstanding questions regarding your application before a decision is made. Your Grants Manager will be in touch to let you know when a decision will be made and will inform you in writing of the outcome.

Successful applicants are required to carefully read and sign a grant agreement which contains important terms and conditions before any payment can be released. Any subsequent payments will be conditional on receipt of satisfactory reporting, along with a case study outlining what has been achieved through receiving a grant from Battersea and the benefits to dogs and/ or cats.

Successful applicants are expected to have a safeguarding policy in place. Please enclose your policy with this application or be in touch with your Grants Manager to discuss this further.

For further information please contact the Grants Team at grants@Battersea.org.uk

**ORGANISATION DETAILS**

|  |  |
| --- | --- |
| Organisation name in English |  |
| Organisation name in local language | *If applicable* |
| Organisation legal address with postcode (also add correspondence address if different) |  |
| Legal/Tax status | *Association, NGO, foundation, charity, CIC, etc., registration or TAX number (if applicable). Please attach the official registration.* |
| Name of CEO/equivalent |  |
| Name and title of authorized signatory |  |
| Direct e-mail of signatory |  |
| Organisation phone number |  |
| Organisation general email address |  |
| Main Project/Programme Coordinator/contact person (name, phone, e-mail) |  |
| Organisation and/or project website(s) |  *If applicable* |
| Links to online or social media page(s)/group(s), such as Twitter, Facebook etc. |  *If applicable* |
| Are you part of a larger regional / national organisation?  | *If applicable, please provide name* |
| Please confirm which Academy programme you attended | *Name of course and date attended* |

**FINANCIAL INFORMATION**

|  |  |
| --- | --- |
| Total organisation budget for last closed fiscal year in GBP |  |
| Total organisation expenditure for the last closed fiscal year in GBP |  |
| The end and the start date of your fiscal year | *i.e. 1 January – 31 December*  |
| Current year estimated budget |  |

Please provide the bank details even if you have received a previous grant from Battersea:

|  |  |
| --- | --- |
| BANK NAME |  |
| Bank Address |  |
| Bank Account Holder |  |
| ACCOUNT No: |  |
| IBAN: |  |
| SWIFT code: |  |
| ABA or routing number (for International bank accounts) |  |

**REQUEST INFORMATION**

|  |  |
| --- | --- |
| Problem Statement | *A description of the problem(s) or challenge(s) to be addressed by the grant and how your application relates to the Academy Programme you attended.* |
| Description of Proposed Project | *Including key activities and overall goal Please also include information regarding beneficiaries (animals) and others (organisations, communities etc.) benefiting from your planned activities. Please include the number of animals benefitting from your work during the grant period.* |
| Work Plan | *Detailing how the proposed activity will be implemented, i.e. staffing, timelines, etc. Please also include any challenges you envisage experiencing and how you plan to manage or overcome them.* |
| Prior Experience  | *Your organisation’s prior experience (if any) implementing similar activity.* |
| Country/Region of Benefit | *A list of the countries, regions or localities that would benefit from the grant.*  |
| Risks | *Identification of risks associated with the activity and how these risks will be mitigated.* |
| Security and other concerns of the project | *If applicable, state here any security concerns you may foresee and how these may be mitigated.* |
| Partners (for the project or programme) | *Please list any organisations with which you will work on this project. Please avoid acronyms.* |
| Requested Grant Term | *Grant Begin Date/End Date (MM/DD/YYYY – MM/DD/YYYY)* |
| Total Project Budget in GBP |  |

**BUDGET**

Please find a budget table below with indicative items listed, please adapt as necessary.

|  |  |  |
| --- | --- | --- |
| **Item**  | **Request from Battersea**  | **Other Contributions (if any)** |
| Salary |  |  |
| Management costs |  |  |
| Other Staff costs |  |  |
| Kennel / Cattery costs |  |  |
| Equipment |  |  |
| Other expenses |  |  |
| Marketing / publicity costs |  |  |
| Travel |  |  |
| Venue costs |  |  |
| Volunteer expenses  |  |  |
| **TOTAL** |  |  |

|  |  |
| --- | --- |
| Other Sources of Support | *We encourage and welcome other sources of support for your proposed activities. Include other co-funders of the activity, specifying the name of the additional funder and amount provided.* *Are there any in-kind contributions rather than direct financial support? Are there co-funding or cost-sharing arrangements for the activity?* |

|  |  |
| --- | --- |
| Any conflict(s) of interest |  *If applicable* |

Please tick to confirm -

 I have read all the guidelines`

I confirm that my CEO / Manager is aware of this application and happy for it to be considered

I have notified you of the MS Assessment date and Assessor

I have completed every question on this form

 I have included our latest income / expenditure accounts

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

**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).