

**GRANT PROPOSAL TEMPLATE**

**ADCH Minimum Standards**

This grant programme has been designed to help ADCH members and prospective members to attain the ADCH Minimum Welfare & Operational Standards, through purchase of necessary equipment, training etc;

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. Battersea expects all applicants to have a safeguarding policy. Please include this with your application. If you do not have a policy, please contact the Grants Team to discuss.

Please attach a copy of your most recent audited accounts. If they are more than 6 months old, please send the most recent management accounts / Income & Expenditure statement.

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.

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* |
| By submitting your application, you confirm you are a rescue working towards Minimum Standards and have completed an initial assessment and / had an assessment visit.  | *Please confirm the date of your assessment, who it was carried out by, and who was it in the presence of (self or external).*  |
| Number of staff, volunteers | *Please tell us how many staff (full time and part time) and volunteers in your organisation* |

**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 SUMMARY**

|  |  |
| --- | --- |
| Background information | *Please provide some background information on your organisation, including your organisations story of how it has evolved overtime.*  |
| Problem Statement  | *A description of the problem(s) or challenge(s) to be addressed by the grant and how your application seeks to work towards the ADCH Minimum Standards.*  |
| Please tell us which areas you need to improve in order to comply with ADCH Minimum Standards | *Admission & Vet checks, Cleansing and disinfection, Home fostering, Environment and companionship, Food and water, Litter Trays, Vet Care, Disease Control and vaccination, Supervision, Grooming, Training and Behavior, Animal Assessment, Neutering, Feral cats (if appropriate), Transport of animals, Euthanasia, Rehoming (Cat / Dog), Management* *(select in bold as appropriate)* |
| Please tell us about the activities that will support you in achieving the Standard(s) you have identified above | *Include what activities will take place, what they will achieve, and when they will be completed.* |
| Beneficiaries  | *Please 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.* |
| Future plans | *Please give any further information about your organisation**n which is relevant to this application. In particular you may wish to provide further information about future improvement plans especially around Animal welfare, Management, or Housing Conditions.* |
| Requested Grant Term | *Grant Begin Date/End Date* (*MM/DD/YYYY – MM/DD/YYYY)* |
| Total Project Budget in GBP |  |
| 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* |

**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).