

**Change Grant Spring 2022**

**Application and Delivery Guidelines**

**About these guidelines**

Please read these notes carefully before you complete the **word application form.** Should you have any queries about any aspects of the programme, please contact the Grants Team at grants@Battersea.org.uk

The deadline for submitting your application is 12noon on Thursday 31st March 2022. We cannot accept late Applications so please ensure you submit by this deadline.

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**Introduction to the Battersea Academy Grant Programme**

Battersea are delighted to launch their Change Grant Programme. Designed to complement the work begun on attendance at an Intensive Academy Course, applicants both UK / International are encouraged to consider whether in implementing their ‘Change Plan’, a small financial grant will assist in delivery.

**Section 1:Background to the funding**

Through the Academy, Battersea aims to improve the standards of animal welfare across the rescue and rehoming sector and help educate the wider public on animal welfare issues, responsible ownership as well as the joy, comfort and wellbeing, dogs and cats bring to all our lives.

The Grants Committee will consider all applications that fall within the programme guidelines. However, the Committee is primarily interested in applications which **clearly identify the need for a grant** and **make a real and lasting impact** in helping to bring about change following your completion of an Academy Programme.

We anticipate a strong demand for grants and so cannot offer any guarantees that funding will be provided to all eligible applicants.

**We also 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 / project work commencing.**

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 applicants’/grant recipients’ safeguarding policies and their implementation of these.

**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.

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 costs, 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 **ONLY**. Applicants can apply for a grant of up to the equivalent of £10,000 GPB

**Section 4: Funding Stipulations & General Guidelines**

* Your application must be directly linked to ‘change’ which has originated from attendance at an Academy ‘Intensive’/ week-long programme.
* 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.
* Please ensure that any enclosed documents, are clearly identified with the name of your organisation.
* Please note that it’s not just your responses on the application form that we consider. The Grants Committee will also take into account;
	+ Your financial position
	+ For grant holders of other Battersea programmes – their timeliness in submitting progress reports and case studies
* 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

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|  | **Note -**  |
| Salary | For a specific initiative – additional to the normal day to day work. Please include NI and Pension  |
| Management costs | e.g. line management cost, supervision |
| Other Staff costs | e.g. expert sessional staff costs, finance manager |
| Kennel / Cattery costs | e.g. rent, heat, light |
| Equipment | e.g. computer, printer, phone  |
| Other expenses | e.g. broadband |
| Capital  | e.g. underfloor heating, agility equipment etc |
| 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 5: Guideline amounts for Activities and Items**

We want to be fair to all applicants. We have set benchmark amounts we will award towards specific items of equipment including charity registration, computers, kitchen / laundry equipment, micro scanners and animal scales. Please find a list at Appendix 1. If you apply for items not listed and which cost in excess of £100, the Committee may not award the full amount unless you make a compelling case.

**Section 6: Monitoring Requirements**

Grant recipients will be required to complete a monitoring form / case study, to demonstrate what has been achieved through receiving a grant from Battersea and the benefits to dogs and/ or cats.

**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**

Successful applicants are required to acknowledge receipt of the grant and 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.

**Timetable**

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| --- | --- |
| Thursday 25th February 2022 | Grant Programme Launched |
| Thursday 31st March 2022 | 12noon Deadline for Application Form |
| Early April  | Assessment Period |
| Wednesday 27th April 2022 | Grants Committee |
| Early May 2022 | Applicants informed of outcome and appropriate paperwork forwarded |

Please note that on receiving your application, you will be sent 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.

Please note that the deadline for Applications is 12noon on Thursday 31st March 2022. 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 the Grants Team at: grants@Battersea.org.uk

**Appendix 1**

Please note below the indicative amounts we award for the purchase of specific items

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| Charity Registration  | £600  |
| Desk top computer / Laptop | £500  |
| Tablet | £200 |
| Printer Scanner | £50 |
| Fridge / Freezer | £175 |
| Industrial Washer (10+kgs capacity)  | £500 |
| Industrial Dryer | £350 |
| Microchip Scanner  | £150  |
| Animal Weighing Scales | £200  |