**International / Strategic**

**Development Programme**

**Application Form**

**Spring 2021**

**Grant Programme**

This Grant Programme has been designed for sector colleagues to apply for a Grant to help bring about lasting change.

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

**Section One**

**Applicant Information**

Organisation Information

|  |  |
| --- | --- |
| Name of Applicant (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, 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 (f/t equivalent) |  |
| No of sessional paid staff |  |

What is the one thing you are most proud of in your history?

|  |
| --- |
|  |

Why is your organisation well placed to carry out the work you are proposing?

|  |
| --- |
|  |

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 |  |

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.

|  |  |  |
| --- | --- | --- |
|  | **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 |  |
| What is your organisation’s current level of unrestricted 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.

Please tell us briefly about the aims and main activities of your Organisation.

Please include information on the number and types of animals you help and rehome each year (750 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.

|  |
| --- |
|  |

2. Key Dates & location

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

3. Where will the Project take place – please provide the location’s full address.

4. Are you working with other / partner organisations in delivering the proposed

project?

 Yes No

**If you have answered yes to this question – please continue with the rest of the questions in this section. (4) otherwise proceed to Question (5)**

4a. Please tell us who you will be working with (name, address, date of establishment and legal status)

|  |
| --- |
|  |

4b. Why have you chosen to work with these partners?

|  |
| --- |
|  |

4c. Will they be managing any aspect of the budget?

 Yes No

If yes – please tell us why

5. Please provide a brief summary of your proposal (750 words)

6. Beneficiaries

|  |  |  |
| --- | --- | --- |
| **Types benefitting** | **Who is included**  | **Total number over the lifetime of the grant** |
| Core group (animals) |  |  |
| Other groups(People / organisations) |  |  |

7. Approach

7a. What specifically will you do to help address the identified problem and why do you think it will be effective (1000 words)

7b. Who will be involved in delivering the activities and what will they do? (750 words)

7c. How were the people / animals / end users, this work will benefit, involved in developing this work? (500 words)

7d. In delivering this work, how will you get feedback from, listen to and respond to those you are trying to support? (500 words)

**Section Four**

Risk

What are the main challenges envisaged in implementing the project and how will you address them? What risks could be associated with this activity? How will you mitigate these risks. Please give consideration to animals / people / community in your risk analysis. (1000 words)

**Section Five**

Monitoring and Evaluation and learning

What will you track over time to show how these changes you have identified have occurred? What do you want to learn from this work and how will you use this learning? (1000 words)

**Section Six**

|  |  |
| --- | --- |
| Total cost of Initiative |  |
| Amount Requested from Battersea |  |
| Over what time scale (in months) |  |

**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 regular reports relating to this budget in due course. Please ensure you complete this section in Sterling UK £ Values – failure to do so will result in your application not being considered.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Total** | **Request from Battersea** | **Any Note** |
| **Salaries** |  |  |  |  |  |  |
| **Overheads** |  |  |  |  |  |  |
| **Direct Activity costs (we will ask you to break down further in project reporting)** |  |  |  |  |  |  |
| **Organisational costs** |  |  |  |  |  |  |
| **Capital costs** |  |  |  |  |  |  |
| **Total**  |  |  |  |  |  |  |

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 (amount / period of time) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section Seven**

Additional Information

Please give any further information about your organisation or your project which is relevant to this application. (1000 words)

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. We may also be in touch for further clarification or if we have any outstanding questions prior to committee. 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 satisfactory progress 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.

**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 25th March 2021**.

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 most recent year’s signed annual accounts

 Where necessary – our most recent sent of management accounts

Additional information as appropriate e.g.

 - Memorandum & Articles of Association

 - Organisation development plan

 - Registration document

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

 opportunities