**Academy Programme**

**Grant Application Form**

**Autumn 2018**



**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 programme.

We hope to make at least four awards in 2018 from a total fund of £50,000

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 enclosed 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

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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) |  |
| Type of Organisation (Charity / Not for Profit etc) |  |
| Charity registration number (if applicable)  |  |
| Are you part of a larger regional / national organisation (\* if so please provide the name of the organisation) |  |
| Registered Address including Post Code |  |
| Website if applicable |  |
| Main telephone number  |  |
| CEO / or equivalent  |  |

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| Please confirm which Academy programme you attended  |
| Name of Course |  |
| Date attended  |  |

Please give us the name of the Primary contact for this funding 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



**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.

|  |  |
| --- | --- |
| No of Full time staff in your organisation  |  |
| No of Part time staff in your organisation  |  |
| No of volunteers in 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**

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

a. How does your grant application relate to the change plan that you submitted to Battersea after attending 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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3. 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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**Section Four**

Budget Information

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| --- | --- |
| Total cost of Initiative |  |
| Amount Requested from Battersea |  |
| Project Start Date |  |
| Project End Date  |  |

**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.

|  |  |
| --- | --- |
| 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 | 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 short progress report, along with a brief 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 October 2018. 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

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name ( please print ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_

On completion please forward your application with any other document(s)

Either to Grants@battersea.org.uk

Or

Margaret Hulme, The Grants Manager

Battersea Dogs & Cats Home

4 Battersea Park Road

London SW8 4AA