

**Animal Partner Programme
Grant Application and Delivery Guidelines
Autumn 2018**



BATTERSEA
HERE FOR EVERY DOG AND CAT

Animal Partnership Programme 2018

Grant Application and Delivery Guidelines

About these guidelines

Read these notes carefully before you complete the Application Form. Should you have any queries about any aspects of the Programme, please contact Margaret Hulme on grants@Battersea.org.uk

The deadline for submitting your Application Form **is 12pm Thursday 25th October 2018**. We will not accept late applications so please ensure you submit it on time.

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Appendix 1 Indicative cost of equipment

Appendix 2 ADCH Minimum Standards Guide

Section 1: Background of the funding

Battersea Animal Partners are rescue and rehoming organisations that work in collaboration with Battersea to maximise the number of unwanted, stray and abandoned dogs and cats helped throughout the UK, through caring for and finding the best possible homes.

Through the Association of Dogs and Cats Homes (ADCH) and the Battersea 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 these Grant application guidelines. However they are primarily interested in applications which clearly identify the need and where they feel their funds will make an impact.

We anticipate that demand for grant aid will exceed supply, so even if a project falls within the Grants Committee current priorities, it does not mean that it will receive full funding.

Section 2: Aims of the Programme

Battersea Animal Partners can apply for **EITHER** Programme A or Programme B

Programme A

This programme is for Battersea Animal Partners who

- are not a member of the ADCH,
- are members, who have not yet achieved the **Minimum Standards**, to reach the prescribed requirements.

In this instance you can apply for a grant of up to £5,000

Or

Programme B

This Programme is for Animal Partners who

- are an ADCH member, and having achieved the Minimum Standards, can apply for a development grant of up to £15,000, enabling you to help more animals or to provide improved care to existing animals.

Please note – you **CANNOT** apply for both Programmes

What we **WILL** consider funding:

Necessary equipment, small capital development including food preparation areas, enhanced activity areas etc.

What we **WILL NOT** fund

Any veterinary Cost, general running costs (rent, utilities, existing head count salaries)

Section 3: Who can apply

Any Battersea Animal Partners who are not yet a member of ADCH and / or have not yet attained the Minimum Standards can apply for a grant. For Battersea Animal Partners who

have already attained the minimum standards you may apply for a development grant of up to £15,000.

Section 4: How much is available

We hope to make at least 3 awards from a total grant of £50,000

Section 5: Funding Stipulations & General Guidelines

- Only one application per Animal Partner can be considered each calendar year.
- **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 three 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 requested information. Failure to do this will result in an incomplete application which will not be considered by the Grants Committee.
- Please ensure that any enclosed documents / Financial documents, are clearly identified with the name of the applicant's 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;
 - If you are already meeting the Minimum Standards,
 - If you have engaged with the ADCH / Battersea staff over the past 12 months, including attendance at any meetings, training events or conferences, and
 - If you have recent financial records that indicate that you are a low financial risk.
- If the full grant is not spent, the applicant 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.
- In the instance we have many more applications than we have funding for, priority will be given to those partners with a gross income of below £1m.
- Budget information – for guidance.

	Note -
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Salary	For a specific initiative – additional to the normal day to day work. Please include NI and Pension
Management costs	i.e. line management cost, supervision
Other Staff costs	i.e. sessional staff costs, finance manager, training courses,
Kennel / Cattery costs	i.e. heat, lighting,
Equipment	i.e. computer, printer, phone
Other expenses	i.e. broadband,
Capital	i.e. underfloor heating, agility equipment etc. fencing, building work, flooring
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 6: Shopping Lists - Activities and Items

We have set benchmark amounts for specific items of equipment. Please find a list at Appendix one. If you apply for items not listed and cost in excess of £100, please make a compelling case for the item. The Committee may not award the full amount.

Section 7: Monitoring Requirements

All successful applicants will be required to complete a short monitoring form, to demonstrate what has been achieved through receiving a Grant from Battersea and the benefits to dogs and/ or cats.

Section 8: How we will assess your bid

All applications will be assessed against programme criteria and scored. The Battersea Grants Manager may also contact applicants for further clarification. Financial information will be scrutinised and will help inform the final outcome.

Section 9: If you are awarded funding

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.

Timetable

Thursday 13 th September 2018	Grant Programme Launched
Thursday 25 th October 2018	12pm Deadline for Application
29 th October - 9 th November 2018	Assessment by Grants Manager
12 th November 2018	Papers to Committee members
Week Commencing 20 th November 2018	Grants Committee meets
Week Commencing 26 th November 2018	Applicants informed of outcome and appropriate paperwork forwarded
Week Commencing 17 th December 2018	Successful Applicants having returned a signed Grant Agreement will receive their first payment and activity commences
March 2019	Short Progress Report due

Please note that on receiving your Application we will acknowledge your Application and provide you with a reference number which you must use in subsequent correspondence.

We will inform you in writing of the decision made. For those applicants who are not successful, feedback will be provided. There is no right to appeal a Grants Committee decision which is final.

Please note that the deadline for application forms is 12pm on Thursday 25th October. **Applications received after this deadline will not be considered.**

For further help and assistance please contact grants@Battersea.org.uk

Appendix 1

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

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
Micro Scanner equipment	£150
Animal Weighing Scales	£200
Shore-Line pens	Up to £10,000 as a contribution
Examination / grooming table	£500
Vehicle	Up to £10,000 as a contribution

Appendix 2

If you wish to review the ADCH Minimum Standards you can view them [here](#)

Alternatively, if you would like a printed version please email grants@battersea.org.uk