



Support Adoption For Pets

Grant Funding Criteria for 2019/20

Support Adoption For Pets provides funding to pet rescue organisations for purposes which:

- make a real difference to the welfare of UK domestic pets in rescue
- aim to reduce the number of domestic pets in rescue

All funding requests must be for purposes which have a direct impact on the welfare of domestic pets in rescue.

1. Is my organisation eligible?

- 1.1. The organisation's main charitable activity must be the rescue and rehoming of domestic pets¹ with the exception of points 6.1-6.5.
- 1.2. The organisation has been operating for at least 2 years and can provide rehoming figures and financial information for a 12 month period.
- 1.3. Organisations can be:
 - national pet rescue charities
 - branches of national pet rescue organisations which receive minimal or no funding from central funds
 - independent pet rescue and rehoming centres
 - foster or boarding kennel/cattery based
- 1.4. The organisation must be based in the UK, Isle of Man or Guernsey.
- 1.5. Organisations based within England, Wales or Scotland and have an annual income of over £50,000 must be a Registered Charity, either with the Charity Commission or the OSCR in Scotland.
- 1.6. Organisations based within England, Wales or Scotland whose annual income is less than £50,000 do not need to be a Registered Charity.
- 1.7. All organisations based in Northern Ireland, Guernsey or the Isle of Man, regardless of income, must be registered as a charity with the relevant local body.
- 1.8. The organisation must be based in the UK, Isle of Man or Guernsey and a significant majority of pets it rescues must be from within these geographical areas.²

¹ These are: cats, dogs, rabbits, guinea pigs, hamsters, gerbils, degus, chinchillas, rats, parrots and pet birds, commonly kept reptiles, ferrets, chickens, donkeys and horses.

- 1.9. If the organisation is involved in the rescue of pets from abroad more information may be requested, including confirmation from the organisation's main vet that the organisation's disease testing procedure follows the process recommended by the EU Dog & Cat Alliance.
- 1.10. All organisations will, where possible vaccinate, microchip and treat all pets for fleas and worms prior to rehoming. If it is not possible to neuter an animal prior to adoption, the rescue should have a contract in place with the new owner that states they are committed to neutering their pet at a later date, if not paid for by the rescue.
- 1.11. Any organisation whose main activity is providing permanent care to domestic pets (i.e. operates mainly as a sanctuary) can apply subject to trustee discretion. We recommend contacting Support Adoption For Pets first before making an application.
- 1.12. Applications can only be made by an individual known to the rescue and authorised to make grant applications on the rescue's behalf.

2. Is my application eligible for funding?

- 2.1. The charitable purpose of the application must have a direct impact on the welfare of domestic pets.
- 2.2. We will consider applications for the following:
 - vet bills and/or boarding costs to a maximum of 20% of a rescue's annual expenditure
 - Trap, Neuter and Release schemes for feral or stray cats
 - the purchase of capital items (for example, vehicles, UPVC pens for foster homes, field shelters) and equipment
 - low cost vaccination and/or neutering programmes made available to the public
- 2.3. We will only consider applications for funding towards building renovations or new building work if:
 - The property is owned by the rescue, in the rescue's name *or*
 - The property is rented by the rescue, and there are at least 25 years left to run on the charity's lease.

We will not fund building renovations or new building work on land which is owned or leased by an individual.
- 2.4. Exceptions to 2.3 may be considered if the 'building' is a mobile structure (e.g. field shelter).
- 2.5. If applying for fencing, outside exercise areas or similar the land must either be:
 - Owned by the rescue, in the rescue's name *or*
 - Rented by the rescue, and there are at least 5 years left to run on the charity's lease.

² Exceptions are made for rescues which rehome pets which were brought into the UK for another purpose (working/racing dogs) and which have now found themselves needing a new home.

If the land is owned by an individual connected to the rescue (e.g. the rescue founder or trustee) then applications for fencing, outside exercise areas or similar will be considered on a case by case basis.

- 2.6. If planning permission is required for building renovations or new building work, this must have been granted before an application is made, or it must have been submitted and a decision pending. If planning permission has been granted a copy must be supplied by the rescue with the grant application form.
- 2.7. We will not fund:
 - Salaries, uniforms or expenses
 - Education centres and programmes
 - The purchase of food
 - The cost of leasing a vehicle, road tax, insurance or petrol costs
 - Loan or interest payments
 - The purchase of land or buildings
 - Any costs associated with a charity shop
 - Fundraising costs such as marketing materials
- 2.8. Support Adoption For Pets will not retrospectively award funds towards a project that has already been completed.
- 2.9. At least **12 months** must have lapsed since the rescue organisation last received a grant from Support Adoption to Pets before a rescue can apply again.
- 2.10. Applications towards vet bills and/or boarding costs will only be considered if at least **18 months** has lapsed since the last time the rescue organisation received grant funding towards vet bills and/or boarding costs.

3. What financial information must I provide?

- 3.1. All organisations must have a bank account set up in the organisation's name.
- 3.2. All organisations with an income of less than £250,000 must provide a set of accounts prepared on receipts and payments for a 12 month period. This consists of a summary of all money received and paid out by the charity in a financial year, categorised by type (e.g. vet bills, food, kennelling costs, donation income, fundraising event income). Include details of any debts owed, credit expected, and assets. Copies of bank statements or itemised cash book entries cannot be accepted.
- 3.3. Any organisation which is a Charitable Company or Community Interest Company (CIC) (regardless of income level), or has an income of more than £250,000, must provide a set of accounts prepared on an accruals basis in accordance with the Statement Of Recommended

Practice (SORP) and current Charity Commission guidance (<https://www.gov.uk/topic/running-charity/money-accounts>).³

- 3.4. If your most recent set of prepared accounts are more than 12 months old, please also provide a copy of your latest management accounts.
- 3.5. It is unlikely that an organisation will receive funding where the Support Adoption For Pets' Trustees have concerns about the long-term financial stability of an organisation. Any organisation which is in regular debt or regularly ends the financial year with a deficit should contact Support Adoption For Pets before applying.

4. What other evidence must I provide?

- 4.1. All organisations must provide financial information as per the criteria in 3.
- 4.2. All organisations must provide contact information for two individuals willing to act as independent referees. One of these must be your main vet. The other must not be a Trustee, family member, employee of your organisation, or work for Pets at Home (except where Vets4Pets/Companion Care are your main vet). You may wish to use a volunteer, supporter, or past adopter.
- 4.3. All applications requesting funding for veterinary bills must include a sample of veterinary statements or invoices dated within the last 3 months, which demonstrate a selection of treatments and their costs.
- 4.4. All applications requesting funding for boarding costs must include a sample of boarding statements or invoices dated within the last 3 months.
- 4.5. All applications requesting funding towards the purchase of capital items and/or equipment must include at least one quote from a supplier which demonstrates the cost of the item(s). This could be a formal quote, an email, a catalogue or a link to a website. If the item is a vehicle, then two quotes must be provided.
- 4.6. All applications requesting funding towards building work or refurbishment must include:
 - at least two quotes from different suppliers for the bulk of the costs of the project
 - confirmation that the land is either owned in the rescue's name, or a copy of the lease agreement
 - if planning permission is required, please include either a copy of the planning permission agreement, or confirmation that planning permission has been requested.
- 4.7. For any application requesting funding towards building work or refurbishment, we also *recommend* including:
 - architecture plans and drawings
 - photographs of the existing facility
 - business/strategic plans relating to the project

³ For more information, see: [CC15d: Charity Reporting and Accounting: The Essentials November 2016](#)

4.8. For all applications we also *recommend* including:

- photographs and case studies of pets as examples of the animals who will be helped by a grant
- ideas on how you will work with Support Adoption For Pets to promote a grant to your supporters and ours.

5. If my application is successful, what do you expect from me?

- 5.1. All organisations must be willing to engage with Support Adoption For Pets and our PR Agency on any local PR and press releases.
- 5.2. All organisations must provide follow-up information when requested, including evidence of how funding has been spent.
- 5.3. All organisations are expected to engage with Support Adoption For Pets following a successful application. This can include (but is not limited to): social media, newsletter mentions, local press releases. More guidance on what is expected can be found on our website.
- 5.4. All funds must be spent for the purpose specified in the original funding application. If the organisation wishes to spend the funds on a different purpose, the organisation must contact Support Adoption For Pets first. Funding will not necessarily be withdrawn - each request for a change in purpose will be reviewed on an individual basis.
- 5.5. Organisations that receive funding towards the purchase of a van must include a Support Adoption For Pets logo within the sign writing and of prominent position – evidence of the logo must be provided during the follow up process. Vinyl logos can be provided by Support Adoption For Pets as part of the follow up process.
- 5.6. Where Support Adoption For Pets has provided funds towards a refurbishment or building project a plaque must be permanently displayed by the organisation – Support Adoption For Pets will provide a plaque as part of the follow up process.
- 5.7. If building work is delayed for whatever reason and does not start within the period specified by the grant terms and conditions, SAFP may request the funds be returned. Funding will not necessarily be withdrawn – instead funds will be held for a maximum 12 month period.
- 5.8. Where Support Adoption For Pets has provided funds towards a refurbishment or building project, we must be kept up to date with regular before, during and after photos. Please note a visit to the organisation may be conducted as a part of this process.
- 5.9. Where Support Adoption For Pets has provided funds towards a refurbishment or building project and an open day is held by the organisation, an invite must be extended to the Support Adoption For Pets' team and Trustees.
- 5.10. Failure to engage with Support Adoption For Pets following a grant, or to return any of the information requested, may affect the outcome of future grant applications.

6. Exceptions to the above.

- 6.1. The exceptions detailed below are made for organisations whose main charitable activity is the provision of temporary or ongoing assistance to ensure pets can remain with their owners, where rehoming takes place only when it is not possible to reunite the pet with their owner.
- 6.2. This assistance falls into the following categories:
 - providing temporary ('foster') care to pets for reasons including, but not limited to, their owner entering sheltered accommodation, needing hospitalisation, or escaping domestic abuse
 - providing practical assistance to pet owners struggling to care for their pet due to their own ill-health or physical disability
- 6.3. *Exception to 2.9 and 2.10:* At least 12 months must have elapsed since the last time the organisation received grant funding before the organisation can apply again.
- 6.4. *Exception to 4.2:* All organisations must provide contact information for three individuals willing to act as independent referees.
 - One of these must be a vet.
 - One of these must be from an organisation that refers clients to your organisation, such as a Local Authority or another charitable organisation.
 - The other must not be a Trustee, family member, employee of your organisation, or work for Pets at Home (except where Vets4Pets/Companion Care are your main vet). You may wish to use a volunteer, supporter, or past client.
- 6.5. All other criteria listed within this document (items 1.1 to 5.10) still apply.

All of the criteria listed on this document are subject to trustee discretion. Please do not hesitate to get in contact should you have any queries regarding whether your organisation or application falls within our current funding criteria.