



## Support Adoption For Pets

### Current Grant Funding Criteria

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.

This grant programme has been redeveloped to support rescues throughout the short and medium-term impact of the coronavirus. The criteria will be reviewed at every Trustee meeting to ensure it reflects current circumstances affecting the rescue sector, and amendments will be made where applicable.

#### Is my organisation eligible?

- 1.1. The organisation's main charitable activity must be the rescue and rehoming of domestic pets<sup>1</sup> 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:
  - 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 the Channel Islands.
- 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, the Channel Islands or the Isle of Man, regardless of income, must be registered as a charity with the relevant local body.

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<sup>1</sup> These are: cats, dogs, rabbits, guinea pigs, hamsters, gerbils, degus, mice, chinchillas, rats, parrots and pet birds, commonly kept reptiles, ferrets, chickens, equines.

- 1.8. The organisation must be based in the UK, Isle of Man or the Channel Islands and a **significant majority** of pets it rescues must be from within these geographical areas. <sup>2</sup>
- 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 applicable, 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. Support Adoption For Pets is prioritising rescues where a financial contribution of up to £10,000 will make a significant difference to the rescue organisation's medium-term survival. Any organisation with more than 12 months' reserves (unrestricted funds held as non-physical assets. i.e. cash, savings and investments) are unlikely to receive funding.
- 1.12. Organisations with annual income of more than £1million may make an application, but these organisations will need to clearly demonstrate how a contribution from Support Adoption For Pets will make a real difference to the rescue's medium-term survival.
- 1.13. Applications can only be made by an individual known to the rescue and authorised to make grant applications on the rescue's behalf.
- 1.14. A rescue can apply regardless of when they last received a grant from Support Adoption For Pets. Rescues who have received a grant in the last six months (including emergency funding) will need to demonstrate how those funds have been used.
- 1.15. If an application is successful, a rescue must wait at least three months from receipt of funds before reapplying under the terms of this grant programme.

## **2. What can I apply for?**

- 2.1. The charitable purpose of the application must have a direct impact on the welfare of domestic pets.
- 2.2. We will **only** consider applications for the following:
  - vet bills for pets within the rescue's care or admitted to the rescue's care
  - boarding costs
  - food
  - salaries of non-furloughed animal care staff already within the rescue's employment
  - utilities and consumables (limited to rent<sup>3</sup>, utilities, bedding, animal and human hygiene supplies)
- 2.3. Awarded funds will be capped at £10,000 or 30% of total annual expenditure, whichever is the **lesser** amount.

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<sup>2</sup> 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.

<sup>3</sup> Funding of rent is limited to buildings and/or land used for animal accommodation.

- 2.4. For the period of this crisis, we will no longer consider applications which fall outside of the above purposes. This includes:
- the purchase of capital items (for example, vehicles, UPVC pens for foster homes, field shelters) and equipment
  - building work
  - Trap, Neuter and Release schemes
  - low cost vaccination and/or neutering programmes made available to the public
  - subsidised veterinary care provided to pets owned by the public
  - any salary costs related to the recruitment of new staff
  - any salary costs related to the employment of staff not directly involved in animal welfare (including charity shop staff, fundraising staff, and administrative staff)

### **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).
- 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>).<sup>4</sup>
- 3.4. All organisations must provide a copy of your management accounts dated within the last three months, in addition to your formal accounts.
- 3.5. All organisations, regardless of financial turnover, must include a basic balance sheet dated within the last three months. This should consist of: details of all non-physical assets held by the charity (cash, savings and investments); details of any debts owed by the rescue (e.g. vehicle loan); details of any debts owed to the rescue (e.g. gift aid claim). A bank statement is not a balance sheet.
- 3.6. Additional details on the financial information we require can be found in the supporting guidance document.

### **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

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<sup>4</sup> For more information, see: [CC15d: Charity Reporting and Accounting: The Essentials November 2016](#)

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. For all applications we also recommend including case studies of pets as examples of the animals who will be helped by a grant.
- 4.6. For some applications, Support Adoption For Pets will ask to conduct a virtual visit to the rescue (at your centre or at a fosterer/boarding kennels, depending on how you operate). These visits will be conducted over video conferencing software or telephone. Any rescue unable to accommodate a visit will not be considered for funding.
- 4.7. Failure to include all of the required evidence will result in an application being automatically declined.

## **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. Support Adoption For Pets may video the call when we inform a rescue of an application's success, and share that video with our supporters. If you do not want the video sharing, you must let us know.
- 5.3. All organisations must provide follow-up information when requested, including evidence of how funding has been spent.
- 5.4. All organisations are expected to engage with Support Adoption For Pets following a successful application. As a minimum, this must include:
  - social media post (tagging Support Adoption For Pets)
  - short video (max. 30 sec) thanking Support Adoption For Pets
  - photographs and case studies of pets helped<sup>5</sup>
  - article in a newsletter (if the rescue produces one)
- 5.5. Failure to engage with Support Adoption For Pets following a grant, or to return any of the information requested, will affect the outcome of future grant applications.
- 5.6. All funds must be spent for the purpose specified in the original funding application.

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<sup>5</sup> Support Adoption For Pets may use submitted materials to promote our work to our supporters; please ensure photographs do not include any sensitive content including images of people unless you have obtained their permission first.

**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. All organisations falling into one of the categories in 6.2 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.

6.4. All other criteria listed within this document (items 1.1 to 5.6) 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.**