

## **What information do you need to provide as part of the grant follow up process?**

### **All applications**

Under section 5.4 of the grant criteria, we expect you to have engaged in the following ways (please provide proof of this engagement):

- Social media post (screen shot of this is fine)
- Short video thank-you (link to this if on a website or social media)
- Photos and case studies of pets helped (please see photo guidance)
- Article in your newsletter (if you produce one)

All grant recipients will also be asked to complete a follow up form indicating the impact of the grant and the benefit to the pets in your care.

All documents provided should relate to the period since the grant funds were paid.

### **Vet bills**

- A statement from your vet(s) showing the grant payment credit to your account, **or**
- Copies of any recent invoices or receipts relating to veterinary treatment

### **Boarding costs**

- A statement from your boarders showing the grant payment credit to your account, **or**
- Copies of any recent invoices or receipts relating to boarding fees

### **Food**

- Copies of invoices or receipts relating to animal food purchases

### **Salaries of non-furloughed animal care staff**

- A payroll report for the period(s) since the grant was awarded, showing gross pay, deductions made and net pay, **and**
- A sample of payslips dated within the same period, with names and addresses redacted, **and**
- A P32 summary report for the 2020-21 YTD

**Utilities and consumables** (limited to rent, utilities, bedding, animal and human hygiene supplies)

- Copies of bank account showing utilities or rent paid, **and/or**
- Copies of invoices or receipts relating to utilities and consumables purchased