

November 2020 - Emergency funding request – responding to the Covid-19 crisis - Criteria

1. Is my organisation eligible?

1.1. The organisation's main charitable activity must be the rescue and rehoming of domestic pets¹

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 and a significant majority of pets it rescues must be from within these geographical areas.

1.5. Organisations with more than 6 months' running costs in unrestricted reserves are unlikely to be supported. This is to prioritise rescues with limited financial resources.

1.6. Organisations with annual income of more than £500,000 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.

2. What documentation must I provide?

2.1. An application form must be completed by a Trustee, staff member or fundraising volunteer authorised to act on the rescue's behalf.

2.2. All organisations must have a bank account set up in the organisation's name.

2.3. The rescue must provide their most recent formal accounts

2.4. A copy of the rescue's management accounts since the financial year end to as recent as possible

2.5. A balance sheet dated within dated within the last 3 months

2.6. All applications must include a copy of a recent bank statement or paying in slip which shows the rescue's account name, account number and sort-code.

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

3. Additional notes

- 3.1. Organisations are only able to make one application to this emergency programme.
- 3.2. Funding will be capped at 25% of total annual expenditure or £5,000, whichever is the lesser amount.
- 3.3. If the rescue has received funding from Support Adoption For Pets since April 2020 they may not be eligible for support under this emergency programme. This includes donations from either the Charity of the Year initiative or the grant programme.
- 3.4. Due to the anticipated volume of requests, an application will be automatically declined if it is incomplete or does not include the requested supporting documentation.
- 3.5. We aim to give you a funding decision no more than 15 working days after you have submitted your application.
- 3.6. If your application is successful, we aim to make payments within one to two weeks of a decision.
- 3.7. Funding must be used for the approved purpose.
- 3.8. Support Adoption For Pets is unable to provide feedback on decisions.
- 3.9. Applications made under this emergency programme will not affect an organisation's ability to apply for funding under Support Adoption For Pets' normal grant funding system.
- 3.10. All of the criteria listed on this document are subject to Trustee discretion.
- 3.11. As part of the follow up process 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.

In addition to the above further documentation will be required depending on approved grant purpose. Failure to engage with Support Adoption For Pets following a grant, or return following up information when requested, may affect any future funding applications or support.