



## The Pets Foundation

### Funding Support Criteria

The Pets Foundation provides funding to organisations whose **main activity** is:

- the rehoming of UK domestic pets

*and/or*

- 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

*and/or*

- changing the lives of adults and children through the provision of animal-based activities and practical assistance

The Foundation receives more requests for support than we can meet. We will prioritise support for organisations and/or projects which directly contribute to Priority 2 and Priority 3 of the Pets Foundation's 5 Year Strategy.

#### **1. All applications**

- 1.1. Applications can only be made by an individual known to the organisation and authorised to make grant applications on the organisation's behalf.
- 1.2. The organisation must have been operating for a minimum of 2 years and can provide financial information for a 12 month period.
- 1.3. The organisation is based within the UK, Isle of Man or Guernsey and carries out its activities within these areas.

- 1.4. Organisations based within England, Wales or Scotland must be a Registered Charity, either with the Charity Commission or the OSCR in Scotland (or Companies House for CICs).
- 1.5. All organisations based in Northern Ireland, the Channel Islands or the Isle of Man must be registered as a charity with the relevant local body.
- 1.6. The Pets Foundation does not fund organisations which operate as petting farms and/or city farms.
- 1.7. The Pets Foundation will not retrospectively award funds towards a project that has already been started or completed.
- 1.8. **12 months** must have lapsed since the organisation last received a grant from the Pets Foundation ('Support Adoption For Pets') before an organisation can apply again.
- 1.9. If the organisation has received multi-year funding from The Pets Foundation, it can only make a new application once funds from the original application have been spent.
- 1.10. The Pets Foundation prioritises the funding of medium and small charitable organisations. We are unlikely to fund any organisation which is, itself, a grant-making organisation. Any large charity or grant-giving charity should contact us before making an application.
- 1.11. There is no minimum value of grant awarded. The maximum sum that can be requested for a multi-year grant is capped at £80,000 per year.

## 2. Pet Rescue and Rehoming Organisations

- 2.1. The Pets Foundation provides funding to pet rescues 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
- 2.2. The organisation's main charitable activity must be the rescue and rehoming of domestic pets.
- 2.3. All funding requests must be for purposes which have a direct impact on the welfare of domestic pets<sup>1</sup> in rescue.
- 2.4. Organisations can be:

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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.

- national pet rescue charities and their branches
- independent pet rescue and rehoming centres either centre or foster based

2.5. The significant majority of each pet species the organisation rescues must be from within the UK, Isle of Man or Channel Islands.<sup>2</sup>

2.6. All organisations will, where applicable, vaccinate, microchip, neuter, 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 (checks may be made with the rescue's vet).

2.7. The charitable purpose of the application must have a direct impact on the welfare of domestic pets.

2.8. Any dog and/or cat rescue and rehoming charity with an income of over £1m must be a member of the Association of Dogs and Cats Homes.

### 3. **Organisations impacting the lives of people through pets**

3.1. The majority of animals involved in the organisation's work must be commonly considered as domestic pets (including equines).

3.2. We do not fund organisations where the majority of animals are commonly considered as farm animals.

3.3. The organisation's **main** charitable activity is one or more of the following:

- 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, physical disability, or because they are homeless or vulnerably housed
- providing trained assistance animals to assist adults and children with disabilities to lead more independent lives
- providing animal-based learning/therapy for vulnerable adults and children; this must be in the form of regularly held structured animal-assisted-learning/therapy activities run by appropriately qualified individuals

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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.

3.4. If the organisation’s main charitable activity is the provision of assistance dogs, it must be a member of Assistance Dogs UK.

3.5. We will consider multi-year funding applications, up to a three year period.

3.6. Your application must include specific details and the precise amount of funding being sought.

#### **4. What financial information must I provide?**

4.1. All organisations must have a bank account set up in the organisation’s name.

4.2. All organisations must provide a set of their last filed accounts, prepared in accordance with the relevant Charity Commission guidance.

4.3. If the organisation’s last filed accounts relate to a financial year ending more than 12 months ago, you should also provide draft figures for the following financial year. The Pets Foundation can provide a template for these figures if required.

4.4. Organisations applying for more than £25,000 may be asked to provide additional financial information, including financial figures from last year end to a date within two months of application submission, and a current balance sheet.

4.5. It is unlikely that an organisation will receive funding where the Pets Foundation 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 the Pets Foundation before applying.

4.6. It is unlikely that an organisation will receive funding where the organisation has cash and/or investments valued at more than one year’s expenditure, unless it can be demonstrated that the reserves are being held for a specific purpose with clear, timely plans for expenditure.

#### **What will we fund?**

<b>5. Pet Rescue and Rehoming</b>	<b>6. Impacting the lives of people through pets</b>
5.1 The Pets Foundation will not retrospectively award funds towards a project that has already been started or completed.	6.1 The Pets Foundation will not retrospectively award funds towards a project that has already been started or completed.

<p>5.2 We will only consider applications for the following:</p> <ul style="list-style-type: none"> <li>▪ vet bills to a maximum of 25% of that cost centre (annual) or £10,000 (whichever is lesser) <i>in relation to <u>non-permanent resident pets only</u></i><sup>3</sup></li> <li>▪ boarding costs to a maximum of 25% of that cost centre (annual) or £10,000 (whichever is lesser)</li> <li>▪ trap and neuter schemes for feral or stray cats</li> <li>▪ food to a maximum of 25% of that cost centre (annual) or £10,000 (whichever is lesser)</li> <li>▪ funding towards capital projects, including vehicles, equipment and building work</li> </ul> <p>5.3 We will not fund:</p> <ul style="list-style-type: none"> <li>▪ salaries, uniforms or expenses</li> <li>▪ the cost of leasing a vehicle, road tax, insurance or petrol costs</li> <li>▪ the purchase of land or buildings</li> <li>▪ any costs associated with a charity shop</li> <li>▪ fundraising costs such as marketing materials</li> </ul> <p>5.4 We will only consider funding building renovations or new building work if the building’s main use is the delivery of animal-based activities or animal care.</p> <p>5.5 We will only consider applications for funding towards fencing, building renovations or new building work if:</p> <ul style="list-style-type: none"> <li>▪ the property is owned by the charitable organisation, in the organisation’s name <i>or</i></li> <li>▪ the property is rented by the organisation, and there are at least 25 years left to run on the lease.</li> </ul>	<p>6.2 We will consider applications towards specific projects. This includes, but is not necessarily limited to:</p> <ul style="list-style-type: none"> <li>▪ capital projects</li> <li>▪ vehicles used for the organisation’s main charitable activity(ies)</li> <li>▪ equipment used either to care for or train animals</li> <li>▪ vet bills</li> <li>▪ salaries of staff directly involved in the training of assistance animals, or directly involved in the provision of animal-based activities which benefit the organisation’s clientele.</li> <li>▪ the funding of relevant learning and development opportunities for staff and volunteers directly involved in the delivery of the charity’s main activities</li> </ul> <p>6.3 We will consider multi-year funding applications, up to a three year period.</p> <p>6.4 We will not fund:</p> <ul style="list-style-type: none"> <li>▪ uniforms or expenses</li> <li>▪ salaries of administrative or managerial staff</li> <li>▪ the cost of leasing a vehicle, road tax, insurance or petrol costs</li> <li>▪ loan or interest payments</li> <li>▪ the purchase of land or buildings</li> <li>▪ any costs associated with a charity shop</li> <li>▪ fundraising costs such as marketing materials or a fundraising van</li> </ul> <p>6.5 Your application must include specific details and the precise amount of funding being sought.</p>
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<sup>3</sup> The Foundation is focussing its support on rehoming activities. A grant towards vet bills may be further reduced by the percentage of pets classed as ‘permanent residents,’ i.e. pets who will never be rehomed.

<ul style="list-style-type: none"><li>▪ If required, planning permission must have been agreed prior to submitting a grant application.</li></ul> <p>5.6 We will not fund building renovations or new building work on land which is owned or leased by an individual.</p> <p>5.7 Exceptions to 5.6 may be considered if the ‘building’ is a mobile structure (e.g. field shelter).</p>	<p>6.6 We will only consider funding building renovations or new building work if the building’s main use is the delivery of animal-based activities or animal care.</p> <p>6.7 We will only consider applications for funding towards fencing, building renovations or new building work if:</p> <ul style="list-style-type: none"><li>▪ the property is owned by the charitable organisation, in the organisation’s name <i>or</i></li><li>▪ the property is rented by the organisation, and there are at least 25 years left to run on the lease.</li><li>▪ If required, planning permission must have been agreed prior to submitting a grant application.</li></ul> <p>6.8 We will not fund building renovations or new building work on land which is owned or leased by an individual.</p> <p>6.9 Exceptions to 6.8 may be considered if the ‘building’ is a mobile structure (e.g. field shelter).</p>
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## 7. What other evidence must I provide?

- 7.1. All organisations making an application under the ‘Impacting the Lives of People Through Pets’ programme must provide a copy of their safeguarding policy.
- 7.2. All organisations making an application under the ‘Impacting the Lives of People Through Pets’ programme must confirm that:
- all staff and volunteers who have face-to-face contact with children and young people receive appropriate and regular safeguarding training, and be able to provide evidence of this if requested.
  - where relevant, all people working with children have been subject to relevant background checks and that checks are carried out regularly; the organisation must be able to provide evidence of this if requested.

- 7.3 All organisations must provide contact information for individuals willing to act as independent referees. These 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).
- All organisations making an application under the ‘Rescue and Rehoming’ programme *must* provide contact information for two individuals willing to act as independent referees. One of these must be your main vet. You may wish to use a volunteer, supporter, or past adopter.
  - All organisations making an application under the ‘Impacting the Lives of People Through Pets’ programme *must* provide contact information for three individuals willing to act as independent referees. Two of these must be from an organisation that refers clients to your organisation, such as a Local Authority or another charitable organisation. You may wish to use a supporter or existing/past client.
- 7.4 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.
- 7.5 All applications requesting funding for boarding costs must include a sample of boarding statements or invoices dated within the last 3 months.
- 7.6 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.
- 7.7 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 charity’s name, or a copy of the lease agreement
  - if planning permission is required, then include a copy of the planning permission agreement (or link to the appropriate local authority website)
- 7.8 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
- 7.9 If applying for salary costs, you *must* include:
- a copy of the job description
  - stated costs of the salary (including National Insurance and Pension contributions)
- 7.10 For all applications we also *recommend* including:
- case studies as examples of people or pets who will be helped by a grant

- ideas on how you will work with The Pets Foundation to promote a grant to your supporters and ours.

7.11 The Pets Foundation may ask to visit your organisation, either in person or virtually via a video call. Any organisation which is unable to accommodate a visit is not eligible for funding.

7.12 Failure to include all of the required evidence will result in an application being automatically declined.

**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.**