



The Pets Foundation
Funding Support Criteria – Preventing Pet Relinquishment

The Pets Foundation provides funding to charitable organisations whose main activity is one or more of the following:

- the rehoming of UK domestic pets
- 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 (**Preventing Pet Relinquishment**)

The below criteria relates to the **Preventing Pet Relinquishment** programme.

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. All organisations must be a Registered Charity with the relevant local Charity Commission.
- 1.5. All organisations must have a board of at least three unrelated trustees or directors.
- 1.6. **12 months** must have lapsed since the organisation last received a grant from the Pets Foundation before an organisation can apply again.
- 1.7. If the organisation has received multi-year funding from The Pets Foundation (also known as The Pets at Home Foundation), it can only make a new application once funds from the original application have been spent.
- 1.8. The Pets Foundation does not fund organisations which operate as petting farms and/or city farms.
- 1.9. The Pets Foundation will not retrospectively award funds towards a project that has already been started or completed.
- 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 grant-giving charity should contact us before making an application.

2. Organisations which undertake activities preventing pet relinquishment

- 2.1. The charitable activity for which the organisation is seeking funding must be one or more of the following:
 - the provision of temporary ('foster') care to pets for reasons including, but not limited to, their owner entering sheltered accommodation, needing hospitalisation, or escaping domestic abuse *and/or*
 - the provision of practical assistance to pet owners struggling to care for their pet due to their own ill-health, physical disability, financial circumstances or because they are homeless or vulnerably housed
- 2.2. The provision of these activities must be your organisation's main charitable activity, unless your main activity is the rescue and rehoming of domestic pets.
- 2.3. If your organisation's main charitable activity is the rescue and rehoming of domestic pets, your organisation must meet the criteria set out in Section 2 of the Rescue and Rehoming grant criteria.
- 2.4. Your application must include specific details and the precise amount of funding being sought. We reserve the right to automatically decline an application if this information is not provided.
- 2.5. Your organisation must have a safeguarding policy in place.

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 must provide a set of their last filed accounts, prepared in accordance with the relevant Charity Commission guidance.
- 3.3. 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 (such as draft accounts, management accounts including draft balance sheet, or a profit and loss report). The Pets Foundation can provide a template for these figures if required.
- 3.4. Depending on the value and nature of the application, organisations 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.
- 3.5. 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.
- 3.6. 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, including designated reserves but excluding restricted reserves or physical assets. Exceptions may be made if it can be demonstrated that the reserves are being held for a specific purpose with clear, timely plans for expenditure.

- 3.7. Charities must demonstrate timely compliance with (the relevant) Charity Commission requirements. Organisations whose latest accounts are overdue or that have a history of late submissions are unlikely to be considered for funding.

4. What will we fund?

- 4.1 The Pets Foundation will not retrospectively award funds towards a project that has already been started or completed.
- 4.2 We will consider applications towards specific projects. This includes, but is not necessarily limited to:
- equipment used to care for animals
 - expenditure on animal welfare, including food, vet bills and boarding fees
 - capital projects
 - vehicles used for the organisation's main charitable activity(ies)
 - salaries of staff directly involved in the provision of activities which aim to keep pets with their owners and prevent pet relinquishment
 - the funding of relevant learning and development opportunities for staff and volunteers directly involved in the delivery of the charity's main activities
- 4.3 We will consider multi-year funding applications, up to a three year period.
- 4.4 There is no minimum value of grant awarded. Depending on the organisation and application, we provide one-off or up to three years of funding, to a maximum of £50,000 per year.
- 4.5 We will not fund:
- 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 or a fundraising van
 - post-adoption schemes to support newly adopted pets
 - projects that keep pets in forever (permanent) foster care
- 4.6 We will only consider funding building renovations or new building work if the building's main use is the delivery of preventing pet relinquishment activities
- 4.7 We will only consider applications for funding towards fencing, building renovations or new building work if:
- the property is owned by the charitable organisation, in the organisation's name *or*
 - the property is rented by the organisation, and there are at least 25 years left to run on the lease.
- 4.8 We will not fund building renovations or new building work on land which is owned or leased by an individual.
- 4.9 If required, planning permission must have been agreed prior to submitting a grant application.
- 4.10 Exceptions to 4.8 may be considered if the 'building' is a mobile structure (e.g. field shelter).

5. What other evidence must I provide?

- 5.1. All organisations *must* provide a copy of their safeguarding policy.
- 5.2. All organisations 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.
- 5.3. All organisations making an application under the 'Preventing Pet Relinquishment' programme *must* provide contact information for three 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). Two of these should 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.
- 5.4. All applications requesting funding for veterinary bills, animal food or boarding fees must include a sample of related statements or invoices dated within the last 3 months, which demonstrate a selection of treatments and/or costs.
- 5.5. 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.
- 5.6. 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 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)
 - if planning permission is required but not yet agreed, then include evidence that a submission is in process
- 5.7. For any application requesting funding towards substantial building work or refurbishment, we also *recommend* including:
 - architecture plans and drawings
 - photographs of the existing facility
 - business/strategic plans relating to the project
- 5.8. If applying for salary costs towards a new role, you *must* include:
 - a copy of the job description
 - stated costs of the salary (including National Insurance and Pension contributions)
- 5.9. For all applications we also *recommend* including:
 - case studies as examples of people or pets who will be helped by a grant
 - an itemised budget demonstrating the activity's costs

- ideas on how you will work with The Pets Foundation to promote a grant to your supporters and ours.
- 5.10 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.
- 5.11 Failure to include all of the required evidence will result in an application being automatically declined.
- 5.12 The Pets Foundation may require further information or evidence to progress an application. Failure to provide the additional information requested by the Pets Foundation by the specified deadline(s) may result in the application being automatically declined or withdrawn.

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.