

## The Pets at Home Foundation

### Grant Funding Criteria for 2021/22 Pets and People

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

- a) the rescue and rehoming of UK domestic pets
- and/or:
- b) 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:
- c) changing the lives of adults and children through the provision of animal-based activities or practical assistance

If your organisation's main activity falls under a), please refer to our 'Grant Criteria – rescue and rehoming [organisations](#)'.

#### 1. Is my organisation eligible?

- 1.1. The organisation is based in the UK, Isle of Man or Channel Islands and carries out its activities within these areas.
- 1.2. Your organisation must be a registered charity.
- 1.3. The organisation has been operating for at least 2 years and can provide financial information for a 12 month period.
- 1.4. The animals involved in the organisation's work must be commonly considered as domestic pets (including equines).
- 1.5. 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 therapy for vulnerable adults and children
- 1.6. If the organisation's main charitable activity is the provision of assistance dogs, it must be a member of Assistance Dogs UK.
- 1.7. The Pets at Home 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.

1.8. Applications can only be made by an individual known to the rescue and authorised to make grant applications on the rescue's behalf.

## 2. Is my application eligible for funding?

2.1. We do not provide retrospective funding.

2.2. We will consider applications towards specific projects. This includes, but is not necessarily limited to:

- capital projects (see criteria 2.8 and 2.9)
- vehicles used for the organisation's main charitable activity(ies)
- equipment used either to care for or train animals
- vet bills
- 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. These must be new roles (not existing roles) and staff must be employed on a fixed-term basis.
- the funding of relevant learning and development opportunities for staff and volunteers directly involved in the delivery of the charity's main activities

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

2.4. We will not fund:

- uniforms or expenses
- salaries of administrative or managerial staff
- 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

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

2.6. At least 12 months must have elapsed since the last time the organisation received grant funding before the organisation can apply again.

2.7. If the organisation has received multi-year funding from The Pets at Home Foundation, it can only make a new application once funds from the original application have been spent.

2.8. 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.

2.9. We will only consider applications for funding towards 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.
- If required, planning permission must have been agreed prior to submitting a grant application.

We will not fund building renovations or new building work on land which is owned or leased by an individual.

### 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). Include details of any debts owed, credit expected, and assets. Copies of bank statements or itemised cash book entries are not accepted.
- 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>).
- 3.4. If your most recent set of prepared accounts are more than 12 months old, please also provide a copy of your latest management accounts.
- 3.5. It is unlikely that an organisation will receive funding where The Pets at Home Foundation's 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 at Home Foundation before applying.

### 4. What other evidence must I provide?

- 4.1. All organisations must provide a copy of their safeguarding policy.
- 4.2. 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.
- 4.3. The organisation must confirm that, 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.
- 4.4. All organisations 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. The other must not be a Trustee, family member, employee of your organisation, or work for Pets at Home. You may wish to use a supporter or existing/past client.

- 4.5. 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.
- 4.6. 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 organisation's name, or a copy of the lease agreement
  - a copy of agreed planning permission, if required
- 4.7. 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
- 4.8. 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)
- Please note, in most instances we will only release funding for salaries once a person has been appointed.
- 4.9. For all applications we also *recommend* including:
- case studies as examples of people who will be helped by a grant
  - ideas on how you will work with The Pets at Home Foundation to promote a grant to your supporters and ours.

**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.**