



The Pets Foundation Funding Support Criteria – Rescuing and Rehoming

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

- the rehoming of UK domestic pets (**Rescuing and Rehoming**)
- 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
- changing the lives of adults and children through the provision of pet-based activities and practical assistance

The below criteria relates to the **Rescuing and Rehoming** 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. 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. All organisations (Registered Charity or CIC) must have a board of at least three unrelated trustees or directors.
- 1.7. The Pets Foundation does not fund organisations which operate as petting farms and/or city farms.
- 1.8. The Pets Foundation will not retrospectively award funds towards a project that has already been started or completed.
- 1.9. **12 months** must have lapsed since the organisation last received a grant from the Pets Foundation before an organisation can apply again.
- 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.

2. Organisations which rescue and rehome pets

- 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 (see Preventing Pet Relinquish)
- 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 pets¹ in rescue.
- 2.4. Any organisation that pays a trustee or trustees for good or services, such as operating from a trustee's land or boarding kennels, must full declare these transactions in their accounts in accordance with the Charity Commission guidelines. These disclosures should provide a clear breakdown of any financial benefits received by trustees, including rent, salaries or other forms of compensation.
- 2.5. Organisations can be:
 - national pet rescue charities and their branches
 - independent pet rescue and rehoming organisations either centre, boarding or foster based
- 2.6. The significant majority of each pet species the organisation rescues must be from within the UK, Isle of Man or Channel Islands.²
- 2.7. All organisations will, where applicable, vaccinate, microchip, neuter, and treat all pets for fleas and worms prior to rehoming, except where a vet advises otherwise. 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).
- 2.8. 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. **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. The Pets Foundation can provide a template for these figures if required.

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

² 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. 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.

4. What will we fund?

- 4.1 The Pets at Home Foundation will not retrospectively award funds towards a project that has already been started or completed.
- 4.2 We will only consider applications for the following:
- vet bills to a maximum of 25% of that cost centre (annual) or £10,000 (whichever is lesser) *in relation to non-permanent resident pets only*³
 - boarding costs to a maximum of 25% of that cost centre (annual) or £10,000 (whichever is lesser)
 - utility bills (electricity, gas, water) to a maximum of 25% of that cost centre (annual) or £10,000 (whichever is lesser)
 - trap and neuter schemes for feral or stray cats
 - food/bedding/litter to a maximum of 25% of that cost centre (annual) or £10,000 (whichever is lesser)
 - funding towards capital projects, including vehicles, equipment and building work
- 4.3 We will not fund:
- salaries, uniforms or expenses
 - the cost of repairing or leasing a vehicle, road tax, insurance or petrol costs or funding towards vehicle finance
 - the purchase of land or buildings
 - fundraising costs such as marketing materials
- 4.4 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.
- 4.5 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.
 - If required, planning permission must have been agreed prior to submitting a grant application.

³ 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.

- 4.6 We will not fund building renovations or new building work on land which is owned or leased by an individual.
- 4.7 Exceptions to 4.6 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 if requested.
- 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 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.
- 5.4 All applications requesting funding for veterinary bills, animal food/bedding/litter, utility bills 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, 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 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.

5.9 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.

5.10 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.