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**GRANT GIVING POLICY**

**June 2024**

**V3.0**

**PURPOSE**

The Florence Foundation provides funding to organisations in England whose main activity is established to advance such charitable purposes for the public benefit as the Trustees may see fit, in particular, though not exclusively,

 (a) the advancement of animal welfare, especially by providing support for locally based animal rehoming centres. (“Impacting the lives of pets programme”)

(b) the prevention or relief of poverty, by supporting people to tackle both the causes and consequences of poverty; (“Impacting the lives of people affected by poverty 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 in England and carries out its activities primarily within this area.

1.4. Organisations based within England must be a Registered Charity, with the Charity Commission.

1.5. The Florence Foundation does not fund organisations which operate as petting farms and/or city farms.

1.6. The Florence Foundation will not retrospectively award funds towards a project that has already been completed.

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

1.8. The Florence 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.

1.9. There is no minimum value of grant awarded. Typically, the maximum grant awarded will be £10,000.

**2. Pet Rescue and Rehoming Organisations (**“Impacting the lives of pets programme”)

2.1. The Florence Foundation provides funding to pet rescues for purposes which:

(Definition of pet : cats, dogs, rabbits, guinea pigs, hamsters, gerbils, degus, mice, chinchillas, rats, parrots and pet birds, commonly kept reptiles, ferrets, chickens, equines.)

▪ make a real difference to the welfare of 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. (Definition of pet : cats, dogs, rabbits, guinea pigs, hamsters, gerbils, degus, mice, chinchillas, rats, parrots and pet birds, commonly kept reptiles, ferrets, chickens, equines.)

 2.3. All funding requests must be for purposes which have a direct impact on the welfare of domestic pets in rescue centres.

2.4. Organisations can be,

* national pet rescue charities and their branches
* independent pet rescue and rehoming centres /foster based

2.5. The significant majority of each pet species the organisation rescues must be from within England.

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. (“Impacting the lives of people affected by poverty programme”) . Organisations impacting the lives of people through the prevention or relief of poverty, by supporting people to tackle both the causes and consequences of poverty;

3.1 The organisation’s main charitable activity must be the prevention or relief from poverty by supporting people to tackle both the causes and consequences of poverty. Definition of activity is (not exclusively) : supporting homelessness, provision of emergency accommodation and shelter, supporting and accessing education for young people, food banks, provision of essential services and furniture or equipment.

3.2 All funding requests must be for purposes which have a direct impact on people who are impacted by poverty.

 3.3. Organisations can be,

* national charities and their branches
* local independent organisations

3.4. The significant majority of people supported by an organisation must be located in England.

3.5. The charitable purpose of the application must have a direct impact on the welfare and impact of persons who are impacted by poverty.

**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.

4.4. Organisations applying for more than £5,000 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 Florence 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 Florence Foundation before applying.

**5.0. What will we fund?**

This is not an exhaustive list, applications will be judged on the impact of the grant. The following will be given priority;

5.1. Pet Rescue and Rehoming“Impacting the lives of pets programme”

The Florence Foundation will not retrospectively award funds towards a project that has already been completed

We will consider applications for the following (not exhaustive):

* vet bills
* boarding costs
* food
* funding towards capital projects, including vehicles, equipment and building work

We will not fund:

* General salaries (unless directly associated to provision of a project or a direct service), uniforms or expenses
* the cost of leasing a vehicle, road tax, insurance or petrol costs
* the purchase of land or buildings
* any costs associated with a charity shop
* fundraising costs such as marketing materials

5.2 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.

5.3.Poverty causes and impact(“Impacting the lives of people affected by poverty programme”)

The Florence Foundation will not retrospectively award funds towards a project that has already been started or completed.

We will consider applications for the following (not exhaustive):

* running costs
* funding towards capital projects, including vehicles, equipment and building work.
* vehicles used for the organisation’s main charitable activity(ies)
* specific initiatives or projects which are aligned to our charitable objects
* funding of relevant learning and development opportunities for staff and volunteers directly involved in the delivery of the charity’s main activities

5.4. We will not fund:

* General salaries, (unless directly associated to provision of a project or a direct service), uniforms or expenses
* the cost of leasing a vehicle, road tax, insurance or petrol costs
* the purchase of land or buildings
* any costs associated with a charity shop
* fundraising costs such as marketing materials

5.5. We will only consider funding building renovations or new building work if the building’s main use is the delivery of accommodation or facilities for the homeless, delivery of community based initiatives addressing poverty or the causes of poverty.

 **6. What other evidence must I provide?**

6.1. All organisations making an application under the “Impacting the lives of people affected by poverty” programme must provide a copy of their safeguarding policy (if applicable).

6.2. All organisations making an application under the “Impacting the lives of people affected by poverty” 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. Any other information I should be aware of?**

7.1 All organisations must provide (if requested) 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 Florence Foundation.

7.2 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.

7.3 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)

7.4 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

7.5 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 Florence Foundation to promote a grant to your supporters and be supportive of any PR that The Florence Foundation undertaken to demonstrate the impact of their grant giving.

7.6 The Florence 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.

7.7 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.

**8. When do Trustees meet to review and approve applications?**

In 2024, the Trustees will meet on 23rd June and again late in November (date tba). Applications must be submitted by June 21st for consideration in the June meeting and two days prior to the November date, once announced.