

ANIMAL WELFARE FUND GRANTS PROGRAM

Round 8 Program Guidelines



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1 Document authorisation details

Title	Animal Welfare Fund – Round 8 Program Guidelines
Issuing Division/ Branch	Animal Welfare Victoria
Date Effective	16 July 2019
Enquiries Contact	Animal Welfare Victoria pet.welfare@agriculture.vic.gov.au
Approved by	Minister for Agriculture

2 Glossary/definitions

Term	Definition
Animal shelter	Any premises maintained for the purpose of providing temporary care or finding new homes for stray, abandoned or unwanted dogs or cats, not including premises on which foster care is being provided. A Shelter must have all relevant council permits, including registration with local council as a domestic animal business. An animal shelter must also comply with the Code of Practice for the Management of Dogs and Cats in Pounds and Shelters.
Animal Welfare Fund (AWF)	The Animal Welfare Fund established under Part 7F of the <i>Domestic Animals Act 1994</i> .
Animal Welfare Victoria (AWV)	Dedicated public service group within DJPR that brings together aspects of domestic animal and animal welfare research, policy, legislation, education and compliance.
Australian Charities and Not-for-profits Commission (ACNC)	The Australian Charities and Not-for-profits Commission is the national regulator of charities, established under section 105(5) of the <i>Australian Charities and Not-for-profits Commission Act 2012</i> (Cth).
Community Foster Care Network (CFCN)	An organisation that: (a) arranges temporary housing for cats or dogs in private residential premises instead of other premises, and (b) seeks permanent housing for the dogs or cats.
Community vet clinic	Veterinary clinic that offers low cost or discounted veterinary services to the community.
DA Act	<i>Domestic Animals Act 1994</i> (Vic).
DJPR or department	Department of Jobs, Precincts and Regions.
Foster carer	Person/s temporarily caring for stray, abandoned or unwanted dogs or cats (whether or not as part of a CFCN) for the purpose of finding a new home for the animal.

	<p>Limitations on the number of animals in care at a premises at any one time are as follows:</p> <ul style="list-style-type: none"> (a) 5 dogs or animal adult equivalent dogs; or (b) 5 cats or animal adult equivalent cats; or (c) a combination of 5 dogs and cats or animal adult equivalent dogs and cats. <p>Foster carers must comply with council and planning laws with respect to the number and confinement of animals on their property.</p>
Minister	Minister for Agriculture (or delegate)
Not-for-profit Organisation	An incorporated body or an organisation registered with the ACNC.
Registered veterinary practitioner	<p>A person:</p> <ul style="list-style-type: none"> (a) registered under Part 2 of the Veterinary Practice Act 1997; or (b) deemed to be registered by operation of section 3A of the Veterinary Practice Act 1997.

3 Introduction

3.1 Overview of the AWF grants program

The Animal Welfare Fund Grants Program was established to support improvement of companion animal welfare in the Victorian community.

Round 8 of the program offers financial support to not-for-profit and community organisations who rehome pets or provide low cost veterinary services (see section 4.1) in recognition of the excellent companion animal welfare services they deliver.

These grants recognise that companion animals play a significant role in the lives of Victorians and are an example of the Victorian Government's continued commitment to improving the welfare of animals in Victoria.

The objectives of the program are to:

- improve companion animal welfare
- improve responsible pet ownership
- provide better animal welfare services to companion animals and the community

Round 8 applications are open from **14 October 2019** until midnight on **1 December 2019**. All eligible applications will then undergo an assessment process, led by Animal Welfare Victoria (AWV) within DJPR.

3.2 What funding is available?

Round 8 offers:

- a total pool of \$200,000 to not-for-profit organisations, shelters and foster carers to support the rehoming of dogs and cats
- a total pool of \$450,000 is available to not-for-profit and community vet clinics to allow them to maintain and expand their services, and allow new low cost clinics to be set up in areas of need around Victoria.

Preference may be given to projects that leverage off other projects and/or to which some financial co-funding or in-kind contribution can be made by the project proponent to the funds being sought.

Only one grant application will be permitted per organisation.

3.2.1 Grants for rehoming pets (small grants)

This program will provide up to **\$10,000 (GST Free)** to animal shelters, foster carers and not-for-profit organisations wishing to purchase equipment or upgrade or expand their services to benefit the welfare of cats and dogs.

3.2.2 Grants for rehoming pets (large grants)

This program will provide up to **\$50,000 (GST Free)** to animal shelters, foster carers and not-for-profit organisations wishing to purchase equipment or upgrade or expand their services to benefit the welfare of cats and dogs.

3.2.3 Grants for veterinary equipment, upgrades and expansions

This program will provide grants up to \$50,000 (GST Free) to not-for-profit and community vet clinics wishing to purchase equipment, or upgrade or expand their facility or services to benefit the welfare of cats and dogs.

3.2.4 Grants for the establishment of new, low cost veterinary clinics

This program will provide grants up to \$150,000 (GST Free) to organisations wishing to establish new, low cost veterinary clinics in areas of need in Victoria.

4 Eligibility

4.1 Applicants

Grant funding can be awarded to:

- animal shelters, CFCNs and foster carers looking to purchase equipment or upgrade or expand their services
- not-for-profit and community vet clinics looking to purchase equipment, maintain or expand their facility or services
- organisations looking to establish new low cost clinics in areas of need in Victoria.

Applicants must also:

- meet one or more of the following definitions as described in section 2:
 - Animal shelter
 - CFCN
 - Foster carer
 - Community vet clinic
 - Not-for-profit organisation
 - Registered veterinary practitioner, and
- have an Australian Business Number (ABN).

The following will not be funded:

- natural persons (excluding registered veterinary practitioners)
- government organisations
- veterinary clinics who do not offer discounted or low cost services
- organisations that are seen to endorse, sanction, or give comfort to acts of trespass or unauthorised access to private property.

Eligibility for funding is subject to a business unit assessment undertaken by AWV, to determine that the above criteria have been satisfied.

4.2 What is supported under Round 8 of the AWF grants program?

Eligible organisations wishing to invest in infrastructure, programs and activities that benefit the welfare of companion animals within Victoria will be considered for funding.

Consideration will be given to applications covering the following areas:

- Education programs on responsible ownership of animals, including consideration of ethics, sentience and duty of care.

- Improvement in the rates of reuniting companion animals to their owners and rehoming of companion animals.
- Services, systems or equipment which improve the efficiency and effectiveness of:
 - foster care, or
 - CFCNs, or
 - community and not-for-profit veterinary clinics.
- Upgrade or extension of current shelter, foster care or low-cost veterinary clinic facilities to improve the welfare of companion animals.
- Establishment of new low cost veterinary clinics in areas of need around Victoria.

The following will not be funded:

- salaries
- legal fees
- cash prizes or commercial gifts
- ongoing or routine maintenance activities
- recurrent operating costs (such as utility bills and premises lease or rental fees)
- individual business training
- lobbying activities
- costs of consultants to prepare the grant application
- education campaigns that could be considered political in nature (whole or part)

5 Application and assessment process

5.1 Application

Eligible organisations wishing to apply for Round 8 funding can do so online from **14 October 2019** until midnight on **1 December 2019** at:

<https://businessvic.secure.force.com/PublicForm?id=awgpappsg19> (rehoming pets – small grants)

<https://businessvic.secure.force.com/PublicForm?id=awgpapplg19> (rehoming pets – large grants)

<https://businessvic.secure.force.com/PublicForm?id=awgpaveueg19> (veterinary equipment, upgrades and expansions)

<https://businessvic.secure.force.com/PublicForm?id=awgpappelcvc19> (establishment of new low-cost veterinary clinics)

5.2 Assessment process

AWV and a panel of assessors will assess applications against the assessment criteria and priority areas.

The Minister for Agriculture will approve and announce successful applications following completion of the assessment process.

5.2.1 Subject area

The applicant should clearly outline the:

- goals and aims of the proposal
- types of activities (Project Milestones) that will comprise the proposal

- any financial or in-kind contributions by the organisation
- outcomes and benefits of the proposal.

5.2.2 Justification of proposal

The applicant should describe which of the following priority areas the proposal addresses, including how it will bring about improved animal welfare outcomes for Victoria's companion animals:

- Education programs on responsible ownership of animals, including consideration of ethics, sentience and duty of care.
- Improvement in the rates of reuniting companion animals to their owners and re-homing of companion animals.
- Services, systems or equipment which improve the efficiency and effectiveness of:
 - foster care, or
 - CFCNs, or
 - community and not-for-profit veterinary clinics.
- Upgrade or extension of current shelter, foster care or low-cost veterinary clinic facilities to improve the welfare of companion animals.
- Establishment of new low cost veterinary clinics in areas of need around Victoria.

The application should also demonstrate:

- evidence of service provision/low cost services
- evidence of how the establishment of a new low-cost vet clinic will reach communities in need (Grants for the establishment of new low cost clinics only)
- what level of community support the proposal has
- thorough planning for the proposal's development
- how the proposal addresses an existing identified gap in service provision.

5.2.3 Project plan

For each proposal, applicants should provide:

- a comprehensive project plan
- a time frame that demonstrates the proposal is ready for funding and supported by a clear scope and realistic timing
- a budget that demonstrates the proposal is based on sound cost estimates and represents value for money
- any other supporting documentation as required by DJPR (please see the application form).

5.2.4 Project team

The applicant should indicate the following:

- who will plan, manage and coordinate the proposed application
- who will be engaged to deliver the overall program, project or infrastructure
- the various people and/or organisations involved in delivering components of the program, project or infrastructure.

6 Terms and conditions

The Department reserves the right to make changes to these guidelines as required.

6.1 Funding agreement conditions

Successful applicants must:

- Enter into a Project Funding Agreement with DJPR.
- Submit a written project progress report(s), as per required pro forma to DJPR.
- Submit an acquittal/final written report, as per required pro forma to DJPR, within 60 days of completing the project.
- Obtain approval from DJPR for any proposed variations or extensions to the project plan, timeframe or budget.
- Operate public liability insurance as required, covering the project's activities and outcomes.

A project period of 12 months will be allocated for completion of projects associated with:

- grants for rehoming pets (small and large grants), and
- grants for veterinary equipment, upgrades and expansions.

A project period of 24 months will be allocated for completion of projects to establish new low cost veterinary clinics.

Successful applicants will receive 90 per cent of the grant allocation upon provision of a signed Project Funding Agreement.

The remaining 10 per cent of funds will be paid upon DJPR's acceptance of the acquittal/final report.

6.2 Publicity

Grant Recipients may be required to keep the funding confidential until a public announcement is made by the Minister or their representative. If this applies to your service or project activity, you will be advised of this in writing at the time you are directly notified that funding had been approved.

Recipients may be asked to assist DJPR in promotion of the Program. This may include involvement in media releases, case studies or promotional events and activities.

Recipients must not make any public announcement or issue any press release regarding the receipt of a grant without prior approval by DJPR.

DJPR may publicise the benefits accruing to the Recipient and/or the State associated with the provision of the grant. DJPR may include the name of the Recipient and/or the amount of the grant in any publicity material and in the Department's annual report.

If requested by DJPR, the Recipient must ensure that the State's support is acknowledged on all promotional materials and appropriate signage consistent with the Victorian Common Funding Agreement Acknowledgement and Publicity Guidelines, which will be provided following grant approval, or as otherwise specified by the Department.

6.3 Privacy and Confidentiality

Any personal information provided by the Applicant in an application will be collected by DJPR for the purpose of program administration. This information may be provided to other Victorian Government bodies for the purposes of assessing grants in the future.

Data gathered through assessments may be compiled, aggregated and anonymised by DJPR for program evaluation and research purposes.

Any personal information collected will be held by DJPR and managed in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1974*.

DJPR is committed to protecting the privacy of personal information. For more information, go to the Department's [Privacy Policy](#).

Enquiries about access to information should be directed to the Department's Privacy Unit by phone on (03) 9651 9749 or email privacy@ecodev.vic.gov.au.

6.4 Data Security and Ownership

Information included in an application is transmitted to the DJPR's secure environment once an application has been saved or submitted. Draft application forms can be seen by DJPR staff but will not be viewed in detail or assessed until it has been submitted.

Authorised by the Department of Jobs, Precincts and Regions
1 Spring Street Melbourne Victoria 3000
Telephone (03) 9651 9999

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