

**Outreach Application Guidelines**

1. **SPANA: Background information**

SPANA, The Society for the Protection of Animals Abroad, is a UK registered international non-governmental organisation which works worldwide to improve the health and welfare of working animals (including equids, camelids and livestock). SPANA achieves its objectives through the provision of veterinary care by locally employed vets and animal health workers through our permanent veterinary operations across eight countries, working from fixed and mobile clinics. SPANA also runs education and training programmes directed at veterinary students, local service providers and animal owners. We also teach humane education to children through our animal handling centres, school visits and animal welfare clubs. In addition to these activities, we operate an outreach programme to support initiatives that are designed to help *working* animals. These may be veterinary projects, projects that focus on training of local service providers or on children’s education. We also respond to disasters and emergencies across the world.

For further information please visit our website: [www.spana.org](http://www.spana.org).

**2. Outreach programme: What we support**

Our outreach programme provides limited financial support to projects worldwide whose aims and objectives are consistent with those of SPANA:

1. To provide **veterinary care** to working animals
2. To provide **training** to veterinary professionals, students and para-professionals
3. To provide **education** and **community training** **programmes** to change the knowledge, attitudes and behaviour of animal owners, communities and children
4. To engage in **research** to generate essential evidence to help inform our decisions, policies and practices, leading to improvements in animal welfare.
5. To respond to **emergencies** caused by natural and man-made disasters

SPANA’s Outreach Programme targets well-managed, small scale independent projects that lead to practical improvements in the welfare of *working* animals. Proposals may be submitted by in-country non-governmental organisations (NGOs), independent groups or individuals.

Organisations that have previously received funding from SPANA are eligible to submit outreach applications for new projects. Existing projects may be eligible for future funding, but the organisation must submit a new application form for each project year and must demonstrate the impact of the project by submitting narrative and financial reports and monitoring and evaluation records.

**3. Outreach programme: Exclusions**

We do not accept applications from government bodies, political organisations or multi-national NGOs. We will not consider retrospective proposals requesting funding for projects which have already started or been completed.

**4. Terms and conditions**

1. Applications must be submitted using SPANA’s ‘Outreach Programme Application Form’.
2. Applicants are expected to respond promptly to queries to allow efficient processing of the application.
3. Applications must specify any collaboration with other NGOs, government bodies and groups. They must specify any other funding bodies that have been approached or have provided financial assistance to the project. SPANA do not usually co-fund projects with other UK-based ‘working equid’ organisations due to the limits of the donor pool within the UK where the majority of our funding originates from. Applications that have the potential for co-funding will be considered on a case-by-case basis.
4. Applications should describe the potential impact and benefits of SPANA funding.
5. Proposals should demonstrate effective accounting, management, monitoring and evaluation processes.
6. Financial proposals should be quoted in Pound Sterling. Should the proposal be accepted, SPANA will transfer the agreed amount in instalments, and will not be responsible for additional fees or charges incurred during the bank transfer process.
7. Completed Outreach Programme Application Forms must be accompanied by a copy of the organisation’s Constitution or Certificate of Incorporation to provide proof of legal status, sent by email or post.
8. Successful applicants will be required to sign a Grant Agreement before funds are released.
9. If the application is successful, SPANA will usually award a MAXIMUM TOTAL of £5,000, paid in instalments over the project period. The magnitude of funding provided for emergency projects will be considered on a case-by-case basis.
10. SPANA will inform applicants of the result of their application within four weeks of the outreach application deadline. Successful applicants will receive the first payment within a further eight weeks, and will receive subsequent instalments on submission of monitoring reports. Proposals and funding for emergency projects will be processed as quickly as possible. The instalment plan will be decided on project acceptance.
11. Successful applicants are required to submit monitoring reports detailing project activities, locations, time frames, project outputs and outcomes during the period covered by the report; and financial reports detailing project income and expenditure during the period covered by the report. The frequency of these reports will be stipulated on project acceptance.
12. On completion of the project, recipients of funding will be required to complete and submit SPANA’s ‘Outreach Programme Project Evaluation Form’ within one month after project completion.

*February 2019*