

**Outreach Programme Application Form**

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 seven 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).

In order to apply for SPANA’s support on behalf of a charity or organisation, please complete the following application form and return it by email to audrey@spana.org or by post to Audrey Mailhol, c/o SPANA, 14 John Street, London WC1N 2EB, UK. Continue your application on a separate sheet if required.

1. **Details of the organisation**

Name of organisation:

Address:

Country:

Legal status: Public [ ] Private [ ] Charitable [ ]

Type of organisation: Local [ ] National [ ] International [ ]

Purpose and objectives of the organisation:

Telephone number:

Fax number:

Email address:

1. **Details of the project co-ordinator / contact**

Name:

Title / Position:

Qualifications and/or skills:

Telephone number:

Fax number:

Email address:

Additional project personnel and their positions:

1. **Project details**

Project title:

Location:

Expected start date:

Expected completion date:

What is your project trying to achieve in terms of improving working animal health and welfare? Please identify your overall aims and objectives. *(maximum of 100 words):*

Would this project be run for the first time or is it an already existing project? (*if so, please provide any available project data from the past year*)

Short summary of the core activities required to carry out this project (*please specify the number and frequency of activities where appropriate*):

Has there been any background research for this project? Can you demonstrate a demand for it from the local communities?

What are the **outputs** of the project? *(What are the tangible results relating to each project activity?)*

What are the **outcomes** of the project? *(What short-term changes do you intend to achieve as a result of completing your activities?)*

Please estimate the **number** of people/animals that will benefit directly from the project. *How* will the project benefit them? *Who* are the beneficiaries?

What is the **expected long-term impact** of this project? Will there be a long lasting positive impact on the local area after SPANA funding has been exhausted? Are there any potential negative impacts?

How will the project continue to function in a sustainable way after the SPANA funding has been finished? (Please consider if or how the project might be streamlined in to existing local arrangements)

What other sources of funding do you have, or are you applying for? Is there any overlap with local or national government policy or other local actors (NGOs etc)?

*How* and *when* will the project be monitored and evaluated? *What* are the **indicators** you will measure and *how* will this information be used to ensure your project is running effectively?

Are there any potential risks to the project and how may these be minimised? What assumptions have been made in the likelihood of achieving your aims?

1. **Financial proposal**

All figures to be quoted in Pounds Sterling.

**Proposed financial plan**

|  |  |
| --- | --- |
| **Source of financing** | **Amount** |
| Requested SPANA contribution |  |  |
| Proposer’s contribution (if any) |  |  |
| Other sources (include sources of funding you have applied for or will apply for here)  |  |  |
| **TOTAL** |  |  |

**Financial summary**

|  |  |  |
| --- | --- | --- |
| **Budget line** | **Amount**  | **Detail** |
| Large capital costs\*:  |  |  |  |
| Other capital costs†: |  |  |  |
| Human resources:  |  |  |  |
| Consumables:  |  |  |  |
| Operating costs:  |  |  |  |
| Promotional and education costs: |  |  |  |
| Evaluation costs: |  |  |  |
| **TOTAL** |  |  |

\* Large capital costs include items such as building constructions and vehicles

† Other capital costs include items such as equipment and furniture

*February 2020*