

## Background

SPAN, 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).

SPAN achieves its objectives in three ways: 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; running education and training programmes directed at veterinary students, local service providers and animal owners; and finally, our humane education programme teaches 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 and to see the types of projects we have historically funded please visit our website: [www.spana.org](http://www.spana.org)

## What We Fund

SPAN's overall mission is to improve the health and welfare of **working animals** and the communities that depend on them.

Our work aims to achieve the following outcomes

- **TREAT:** Enabled access to free veterinary treatments and other animal welfare services for working animals
- **TRAIN:** Increased expertise among veterinary professionals and humane animal care and good husbandry practices by animal owners through community engagement
- **TEACH:** Children develop positive beliefs, respect and compassion towards animals.
- **TRANSFORM:** Policy and legislation supports lasting change for working animals

Our outreach programme typically offers funding of £5,000 per year per project. However, projects that seek to meet several of the outcomes above, through multiple interventions (i.e. a combination of Treatment,

### Working animals

Working animals support the livelihoods, wellbeing and economic development of people and communities. SPANA supports working animals in low and middle-income countries. Their roles include but are not limited to:

- Working animals in agriculture
- Delivering goods to market
- Transport of goods and people
- Animals used to collect water or other necessities such as firewood
- Construction
- Refuse collection

Training, Teaching or Transformation) may apply for a higher budget. Projects must be able to measure those outcomes realistically and demonstrate the benefits of their combination. Our funding is offered alongside advice and support, to help trusted organisations implement projects that work towards achieving *at least* one of the above outcomes. 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.

## We Do Not Fund

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.

## Filling out the form

### Details of the organisation

Please use this section to provide us with details on your organisation. Please note that the organisation name must match the name on your governing documents and financial accounts.

Name of organisation			
Address			
Telephone number			
Email address			
Legal status (please tick one)	Public	Private	Charitable
Type of organisation (please tick one)	Local	National	International

## Details of the person responsible for the project

Please complete contact details for the primary person responsible for this project. Please also list additional staff working on the project and the roles they will be carrying out.

Name	
Position	
Telephone number	
Email address	
Qualification and/or skills	
Additional project staff and their positions	

## Please tell us about your charity and its work (your mission)

Ensure that your answer includes:

- Examples of the range of your work
- Where you deliver these services

Use this section to tell us about the type of work your organisation carries out and your overall mission. Please include examples of the range of work you carry out and where you deliver these services.

### Mission

In one or two sentences, your mission statement sums up the essence of your organization.

A strong mission statement explains three things:

- why your organization exists
- who it serves
- how it serves them

## Details of the project

Project Title		
Is this project (please tick one)	New project	Ongoing project
Intended start date		
Intended end date	SPANAs outreach funding runs for a maximum of 12 months.	
Location of the project (country/regions)	Please list where your project will be working geographically	

## Which of SPANA's intended outcome(s) will your project be working towards?

Please refer to the definitions above, you may be working towards more than one, but please ensure that your project is in line with at least one of our overall intended **outcomes**.

### Outcomes

The intermediate changes as a result of project or programme activities (e.g. changes in knowledge, behaviour, attitudes/improvements in animal welfare).

Outcomes can usually be measured during the lifetime of a project or programme.

Treat	Train	Teach	Transform
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Please describe what type of **working animals** that exist within your **target community** or area, and what work they carry out (200-300 words max)

Use this section to highlight the ways in which people rely on working animals in your region. Things you may wish to include in your answer are the species of working animal and the type of work that they carry out. Who uses these animals and why? And why is this work important for the wider community?

For education projects only, how are these animals related to the students you wish to reach?

For education projects it's important that our humane education programmes will have a long-term impact on animal owning communities.

Please describe the project you are requesting funding for (500 words max.)

Ensure that your answer includes the following:

- What **need** your project is addressing and how you know that there is a need for this work (please include any supporting evidence and relevant statistics if available)
- What you hope to achieve (your **scope** and **objectives**)
- How you will **monitor** and **evaluate** your project

You may wish to also include the scale of the problem and the scope of your project. In other words, the target beneficiaries you can expect to reach, realistically and within the project timeframe and given resources.

Be as clear and concise as possible in defining your projects objectives. What are you aiming to achieve and how will this help deliver the intended outcome(s)? Please include defined and realistic targets.

(Continued overleaf).

#### Target community

A subset of the population, such as those residing in a geographic area or school catchment area, or a countywide target population (e.g. final year veterinary students) that will be the focus for your project.

#### Need

A needs assessment is a systematic process for determining and addressing needs, or "gaps" between current conditions and desired conditions. This assessment is typically carried out before a project starts.

#### Objectives

A specific, time bound and measurable goal for projects or programmes

#### Monitoring

The regular routine tracking of data on a given indicator in order to detect changes over time. Monitoring tells us whether a project or programme is being implemented as planned and allows us to make improvements and changes.

#### Evaluation

the assessment of a project or programme at one point in time against its objectives (usually at the mid-point and at the end of the project), including unintended and negative changes. It tells us whether the project or programme objectives have been achieved.

Once you've broken down your objectives into your key activities (below), how will you track your results? Successful projects will be offered support in developing a monitoring and evaluation framework (M&E) but it is important at this stage that you consider the indicators you might use to track your project's implementation.

Use this section to describe your project. Tell us why your project is needed. This might seem like a simple question, but a strong application will include evidence to back up your answer. This could include:

- Existing demographic information or census data (the number of children in schools, the number of working animals in the community)
- Evidence of support for your project (from the local community, schools, governing bodies or other local organisations)
- Any research that supports the need for intervention and sets the wider context
- Evidence of demand for your project (e.g. from owners, users, teachers or others)

What **activities** will you carry out in order to achieve your objectives? (500 words max.)

- How will you deliver these activities?
- How often will you carry out these activities?

We want to know what you've got planned for your project. What are you planning to do, when and how? The level of detail you provide here will depend on the complexity of your project.

Please aim to be as clear and concise as possible, linking your activities to your intended objectives and outcomes. Include information on how often you will carry out these activities and your targets.

**Activities**  
What tasks you will carry out in order to achieve your objectives

Can you see any potential problems (**risks**) in carrying out this project?

How will you mitigate or reduce these **risks**?

When planning your project, you should identify any potential risks that might impact on the project, cause delays or affect your ability to achieve the project outcomes. A risk assessment includes:

- Description of the risk
- Potential impact this might have on the project
- Severity of the impact (High/Medium/Low)
- Probability of risk, how likely is this to happen? (High/Medium/Low)
- Steps taken to reduce (mitigate) the risks?

You may find it helpful to use a framework such as SWOT analysis or a risk analysis matrix.

What will be in place by the end of your project to ensure its sustainability?

- How will you ensure that animals/children/owners/communities are supported once SPANA funding has ended?
- Could the project continue without SPANA funding?

We aim to support projects that will have a lasting impact on working animals and the communities that depend on them (through our treat, train, teach, transform framework).

This is your opportunity to explain how your project empower and build community capacity, infrastructure and/or behavioural change that will continue once SPANA funding has finished? How do you intend to maintain the benefits of your project after this funding period has ended.

For projects with long term outcomes beyond the 12 month funding period, how will your objectives be achieved after SPANA funding has ended?

You may have a long-term strategy and wish to apply for further funding, or be able to maintain the project through additional partnerships.

Will you be working with anyone else to deliver this project?

For example another NGO, government bodies, schools.

Use this section to tell us about other organisations you may be working with to make this project happen. This could be anyone from another NGO, government bodies, or schools. Please also explain what their involvement in the project will be.

## Terms & 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 £10,000, 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.