

## Background

SPANNA, 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).

Alongside our work providing veterinary care, training and humane education, we operate an emergency programme to assist animals and animal-dependent communities affected by conflict, climatic shock or disaster and other crises. Our emergency funding supports both rapid **response** crisis initiatives, capacity-building projects for disaster **preparedness** and risk reduction, and post disaster **recovery** designed to deliver sustainable outcomes. Many projects feature more than one of these elements.

For further information on SPANA's work, please visit [www.spana.org](http://www.spana.org).

## What We Fund

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

Alongside our work providing veterinary care, training and humane education, we operate an emergency response programme to assist animals and animal-dependent communities affected by conflict, climatic shock or disaster and other crises. Our emergency funding supports both rapid response crisis initiatives and capacity-building projects for disaster preparedness and risk reduction, designed to deliver sustainable outcomes. Many projects feature elements of both.

Our outreach programme typically offers funding of £5,000 per year per project.. Our funding is offered alongside advice and support, to help trusted organisations implement projects that work towards protecting working animals and their owners.

SPANNA'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

## Definitions of Terms

### Preparedness:

Developing knowledge and capacities to effectively anticipate, respond to and recover from the impacts of likely, imminent or current disasters.

### Response:

The provision of emergency services and assistance during or immediately after a disaster in order to save lives, reduce health impacts, and meet the basic subsistence needs of the people and animals affected.

### Recovery:

The restoration, and improvement where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors.

## 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

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.

## Details of the project

Project Title			
Is this project (please delete as appropriate)	Preparedness	Response	Recovery
Is urgent assistance required?	Yes	No	
Intended start date			
Intended end date	SPANANA's outreach funding runs for a maximum of 12 months.		
Location of the project (country/regions)	Please list where your project will be working geographically		

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?

## About the Emergency

Please describe the **hazard or hazardous event** affecting working animals and their owners

For example: Flood, disease epidemic, earthquake, conflict

What is the history or background of this type of **hazard** in the region?

- If applicable, please include detail on the probability of occurrence and intensity

## 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

## Hazard

A process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation. Hazards may be single, sequential or combined in their origin and effects. Each hazard is characterized by its location, intensity or magnitude, frequency, and probability.

## Hazardous event

The manifestation of a hazard in a particular place during a particular period of time. The intensity of the event determines its classification as an emergency, disaster or catastrophe.

What area has been affected?

Please attach map where possible

Please describe the affected populations:

Working animals/livestock population

- Be sure that your answer includes information on the animal's location, species, purpose, status etc.

Use this section to *describe* the populations affected. *How* they are affected is covered in subsequent sections of the form.

Humans, animals and resources can be affected both directly and indirectly.

Human population

- Location, population size, demographics, livelihoods

Affected Resources

- For example: Animal shelters, food stores, animal lives, crops.

### Assessing need

For emergency response proposals the first step is to assess the extent and impact of the damage caused by the disaster (the needs) and the capacity of the affected population to meet its immediate survival needs (degree of vulnerability).

Rapid assessment: Undertaken immediately after a disaster, rapid assessment provides information on needs, possible courses of action and resource requirements.

Detailed assessment: A more detailed assessment is carried out after a rapid assessment, if the situation is changing and more information is needed.

## Vulnerability Analysis

Please tell us about existing factors that contribute to the **vulnerability** of both humans and animals:

For animals this includes their basal health and welfare status, diseases they face, the conditions they are kept, owner's knowledge of good animal handling and husbandry practices and other factors.

For humans this includes their basic living conditions, income, as well as perceptions of risk, knowledge of risk and environmental conditions.

The following questions in this section provide additional information on factors that determine vulnerability.

### Vulnerability

Vulnerability in this context can be defined as the diminished capacity of an individual or group to anticipate, cope with, resist and recover from the impact of a natural or man-made hazard. It is a relative and dynamic concept.

In animals, vulnerability is defined by factors that make them more or less able to cope with, resist and recover from the impact of hazards.

What veterinary services or animal health services currently exist in the area?

In this region, is there legislation, emergency response plans or disaster risk reduction frameworks that include provisions for working animals?

Are any other agencies working on the same issue in this region?

Use this section to list any other agencies responding to or working on the same emergency. These do not need to be linked to your project and they may be humanitarian focused.

## Disaster Risks

What impact does this emergency have on human and animal populations?

Please ensure your answer includes:

- Disaster risks affecting animal welfare.
- Disaster risks affecting animal owning communities.

For example: food & water shortages, disease outbreak, injury or death, livelihood security.

Please provide evidence where possible and depending on the nature of the project.

Disaster preparedness and recovery projects may be asked to complete a disaster management plan for animal populations.

## About the project

Summarise your proposed intervention in under one thousand words, explaining what you would do (your **activities**) and how your actions would improve outcomes for working animals.

Please be as clear and concise as possible in defining your project's **objectives**. What are you aiming to achieve and how will your activities lead to your intended **outcome(s)**?

Use this section to describe your project and tell us why it is needed. This may seem like a simple question, but a strong application will include clear definition of need, processes and outcomes. Be sure to include any evidence that supports this.

You should aim to include detail on the scope of your project and how you will monitor its implementation.

### Disaster Risk

The potential loss of life, injury, or destroyed or damaged assets which could occur to a system, society or a community in a specific period of time, determined probabilistically as a function of hazard, exposure, vulnerability and capacity.

### Disaster Risk Management Plan

Disaster risk management plans set out the goals and specific objectives for reducing disaster risks together with related actions to accomplish these objectives.

### Activities

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

### Objectives

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

### 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.

How many animals will benefit from your project? (Explain how you arrived at this number).

Please estimate the number of animals that will benefit directly/indirectly.

How many people will benefit from your project? (Explain how you arrived at this number).

Please estimate the number of people that will benefit directly/indirectly from the intervention.

What work and / or consultation have you undertaken to prepare for these activities?

Where applicable and depending on the nature of the project:

Have you carried out any participatory assessments to include local stakeholders in the project design?

Have you conducted any assessments of animal welfare or risk perception within the target community?

Have you held any meetings with key stakeholders or local authorities and services?

Please provide details or attach these to your application.

Will your intervention deliver sustainable benefits to the community that will endure beyond the life of the project? Explain specifically how the project will continue to deliver benefits after you have exited.

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 behavioural change and/or policy 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.

Can you see any potential problems (project **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.

### **Risk**

When an uncertain event or condition can occur and have an adverse effect on the project outcome.

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 'Emergency 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 Emergency 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.