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Emergency Application Form

**About the Programme**

SPANA is a UK-registered non-governmental organisation which works worldwide to improve the health and welfare of working animals/livestock and dependent communities.

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 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).

In order to apply for SPANA emergency response programme funding, please complete this application form and return it to **globalprogrammes@spana.org**

## **Before you start**

Please take time to read our **Application Guidance** notes before completing the application form and refer to the guidance notes for each section to help you with your application. These are also available to download from our website.

|  |  |  |  |
| --- | --- | --- | --- |
| Details of the organisation | | | |
| 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 |

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| --- | --- |
| Details of the person responsible for the project | |
| Name |  |
| Position |  |
| Telephone number |  |
| Email address |  |
| Qualification and/or skills |  |
| Additional project staff and their positions |  |

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| 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 | | | | |
|  | | | | |
| Details of the project | | | | |
| Project Title |  | | | |
| Is this project (please delete as appropriate) | Preparedness | Response | | Recovery |
| Is immediate assistance required? | Yes | | No | |
| Intended start date |  | | | |
| Intended end date |  | | | |
| Location of the project (country/regions) |  | | | |

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| Please describe what type of **working animals** exist within your **target community** or area, and what work they carry out (200-300 words max) |
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**About the Emergency**

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| Please describe the type of disaster or hazard affecting working animals and their owners |
| For example: Flood, disease epidemic, earthquake, conflict |
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| What is the history of this type of hazard in the region? |
| If applicable, please include detail on the probability of occurrence and intensity |
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| What are the current strategies used by working animal owning communities in response to disasters and natural hazards? |

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| What area has been affected? |
| Please attach map where possible |
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| 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. |  |
| Human population   * Location, population size, demographics, livelihoods |  |
| Affected Resources   * For example: Animal shelters, food stores, animal lives, crops. |  |

**Vulnerability Analysis**

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| 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 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. |
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| What veterinary services or animal health services currently exist in the area? |
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| In this region, is there legislation, emergency response plans or disaster risk reduction frameworks that include provisions for working animals? |
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| Are any other agencies working on the same issue in this region? |
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**Risks**

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| What impact does this emergency have on human and animal populations? |
| Please ensure your answer includes:   * Risks affecting animal welfare. * Risks affecting animal owning communities.   For example: food & water shortages, disease outbreak, injury or death, livelihood security*.* |
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**About the project**

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| Summarise your proposed intervention in under one thousand words, explaining what you would do (your activities) and how your actions would improve outcomes for human and animals. |
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| How many animals will benefit from your project? (Explain how you arrived at this number). |
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| How many people will benefit from your project? (Explain how you arrived at this number). |
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| What work and / or consultation have you undertaken to prepare for these activities? |
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| 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. |
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| Can you see any potential problems (**risks**) in carrying out this project? |
| How will you mitigate or reduce these **risks**? |
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| Will you be working with anyone else to deliver this project? |
| For example, another NGO, government bodies, schools. |
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**Workplan**

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| **Proposed workplan** | | |
| Dates:  Begin-end | Activities: |
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# **Funding**

All figures to be quoted in Pounds Sterling.

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| --- | --- |
| Source of financing | Amount |
| Requested SPANA contribution |  |
| Other sources (if any – guaranteed/applied for or will apply for) |  |
| Total |  |

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

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

† Other capital costs include items such as equipment and furniture.

Thank you for taking the time to complete this application. We look forward to reading it. Please return completed forms to your contact at SPANA, or to **globalprogrammes@spana.org**

# THIS SECTION TO BE COMPLETED INTERNALLY

**\*\*\*\*\*\*\*\*\*\*\*\*The remainder of the form is for internal use only\*\*\*\*\*\*\*\*\*\*\*\***

**Risk**

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| 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? |

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| No. | Owner | Risk | Severity | Tolerance | Actions | Deadline |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |

## Strategic fit

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| In what way will the project contribute to our programme strategies of Treat, Train, Teach? |
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# Further funding details

If existing funds from a current budget are applicable to spend on this project, please indicate the details below:

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| --- | --- |
| Restricted funds | |
| Fund description(s) |  |
| Fund code/ID(s) |  |

## Next steps

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| **All supporting evidence to be attached** |  | | |
| **Date submitted for DMF review** | / / | | |
| **DMF panel (see 0.0 Project Flow for criteria)** | Staff Panel | Director Lead Department | CEO |