

# Animal Welfare Fund Grants Program

Round 11 guidelines: Grants for rehoming pets



We acknowledge and respect Victorian Traditional Owners as the original custodians of Victoria's land and waters, their unique ability to care for Country and deep spiritual connection to it.

We honour Elders past and present whose knowledge and wisdom has ensured the continuation of culture and traditional practices.

DEECA is committed to genuinely partnering with Victorian Traditional Owners and Victoria's Aboriginal community to progress their aspirations.



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# Animal Welfare Fund Grants Program

## Round 11 rehoming pets

These guidelines provide the information you need to apply for a Rehoming Pets grant under round 11 of the Animal Welfare Fund Grants Program. If you need more information, please email [awvgrants@agriculture.vic.gov.au](mailto:awvgrants@agriculture.vic.gov.au).

### About the Animal Welfare Fund Grants Program

The Animal Welfare Fund Grants Program was established under the *Domestic Animals Act 1994* in 2011 to support improvement of companion animal welfare in Victoria.

The program aims to:

- improve companion animal welfare
- improve responsible pet ownership
- provide better animal welfare services to companion animals and the Victorian community.

The program provides grants to animal shelters, organisations promoting responsible animal ownership education, community foster care networks, not-for-profit and low-cost veterinary services and groups that provide relief facilities and services during an emergency.

### About round 11 rehoming pets grants

This round forms part of the Victorian Government's \$5 million commitment to support pet shelters and companion animal rescue and rehoming organisations.

#### What funding is available?

In round 11, eligible organisations may apply for **one small grant and one large grant**.

- **Small grants** are defined as up to **\$20,000 (GST Free)**
- **Large grants** are defined as up to **\$100,000 (GST Free)**.

#### Who can apply?

Grant funding can be awarded to not-for-profit organisations that provide:

- for the welfare of companion animals, or
- an animal shelter service, or
- education programs on responsible ownership of animals, or
- services as a community foster care network (CFCN) for companion animals, or
- animal relief services and use of facilities to the community during emergencies.

All applicants must have an Australian Business Number (ABN).

#### What type of activities, programs or infrastructure might be funded?

Eligible organisations can apply for grants to purchase equipment, or upgrade or expand their services, to benefit the welfare of companion animals.

Projects must relate to at least one of the following types of companion animals kept as pets: cats, dogs, horses (and other equines), rabbits, caged birds, guinea pigs, ferrets, rats or mice.

Consideration will be given to applications covering the following areas:

- Upgrade or extension of current facilities to improve the welfare of companion animals.
- Improvement in the rates of reuniting companion animals to their owners and rehoming of companion animals.
- Education programs on responsible ownership of animals, including consideration of ethics, sentience and duty of care.

- Training, services, systems or equipment that improve the efficiency and effectiveness of companion animal rehoming.
- Provision of animal relief services during an emergency or crisis.

### Who or what will not be funded?

- projects that relate to the rehoming of wildlife, livestock, or pest animals declared under the *Catchment and Land Protection Act 1994*.
- natural persons
- government organisations
- salaries
- legal fees
- cash prizes or commercial gifts
- ongoing or routine maintenance activities
- recurrent operating costs (such as utility bills and premises lease or rental fees)
- lobbying activities
- costs of consultants to prepare the grant application
- education programs that could be considered political in nature (whole or in part)
- organisations that are seen to endorse, sanction, or give comfort to acts of trespass or unauthorised access to private property.

**Apply online from 10 November 2023. Applications close at 11:59pm on 9 December 2023.**

**Small grants Application Form:** <https://deeca.my.site.com/publicform?id=a0hRF0000005njJ>

**Large grants Application Form:** <https://deeca.my.site.com/publicform?id=a0hRF0000005ri1>

### How will applications be assessed?

A panel of assessors that includes Animal Welfare Victoria will assess applications against the assessment criteria and priority areas.

Preference may be given to projects that leverage off other projects and/or that include financial co-funding or in-kind contribution from other sources (such as the applicant's own funds or fundraising).

The Minister for Agriculture will announce successful applications following completion of the assessment process.

### What are the assessment criteria?

#### **Subject area**

The application should clearly outline the:

- goals and aims of the proposal
- types of activities that will comprise the proposal (including project milestones)
- any financial or in-kind contributions by the organisation
- outcomes and benefits of the proposal.

### ***Justification of proposal***

The application should state which of the following priority areas the proposal addresses, and describe how it will result in improved animal welfare outcomes for Victoria's companion animals:

- Upgrade or extension of current facilities to improve the welfare of companion animals.
- Improvement in the rates of reuniting companion animals to their owners and rehoming of companion animals.
- Education programs on responsible ownership of animals, including consideration of ethics, sentience and duty of care.
- Training, services, systems or equipment that improve the efficiency and effectiveness of companion animal rehoming.
- Provision of animal relief services during an emergency or crisis.

The application should also demonstrate:

- evidence of rehoming service provision
- the level of community support for the proposal
- thorough planning for the proposal's development
- how the proposal addresses an existing identified gap in service provision.

### ***Project plan***

For each proposal, applicants should provide:

- a comprehensive project plan
- a timeframe that demonstrates the proposal is ready for funding and is supported by a clear scope and realistic timing
- a budget that demonstrates the proposal is based on sound cost estimates and represents value for money
- any other supporting documentation as required by the Department of Energy, Environment and Climate Action (DEECA). *(Please see the application form).*

### ***Project team***

The application should indicate the following:

- who will plan, manage, and coordinate the proposed application
- who will be engaged to deliver the overall program, project or infrastructure
- the various people and/or organisations involved in delivering components of the program, project or infrastructure.

## **What are the funding conditions?**

### ***Funding agreement conditions***

Successful applicants must:

- Enter into a Project Funding Agreement with DEECA.
- Submit a written project progress report(s) to DEECA, as per required pro forma.
- Submit an acquittal/final written report to DEECA, as per required pro forma, within 60 days of completing the project.

- Obtain written approval from DEECA for any proposed variations or extensions to the project plan, timeframe or budget.
- Operate public liability insurance as required, covering the project's activities and outcomes.

A project period of 12 months will be allocated for completion of funded projects.

Successful applicants will receive 90% of the grant allocation upon provision of a signed Project Funding Agreement. The remaining 10% of funds will be paid upon DEECA's acceptance of the acquittal/final report.

### **Publicity**

If your application is approved for grant funding:

- You must not make any public announcement or issue any press release regarding the receipt of a grant without DEECA's prior approval.
- You must keep the funding confidential until a public announcement is made by the Minister or their representative, if DEECA requests you to do so.
- You may be asked to assist DEECA in promotion of the Animal Welfare Fund Grants Program. This may include involvement in media releases, case studies or promotional events and activities.
- You must ensure that the State's support is acknowledged on all promotional materials and appropriate signage if you are requested to do so by DEECA.. Acknowledgement must be consistent with the Victorian Common Funding Agreement Acknowledgement and Publicity Guidelines, which will be provided to you after your grant has been approved, or as otherwise specified by DEECA.

DEECA may publish details of your grant in publicity material and in the department's annual report, including the name of the recipient and/or the amount of the grant.

### **Privacy and confidentiality**

Any personal information provided by the applicant in an application will be collected by DEECA for the purpose of program administration. This information may be provided to other Victorian Government bodies for the purposes of assessing grants in the future.

Data gathered through assessments may be compiled, aggregated and anonymised by DEECA for program evaluation and research purposes.

Any personal information collected will be held by DEECA and managed in accordance with the *Privacy and Data Protection Act 2014* and the *Public Records Act 1973*.

DEECA is committed to protecting the privacy of personal information. The DEECA Privacy Policy can be found online at [www.deeca.vic.gov.au/privacy](http://www.deeca.vic.gov.au/privacy).

Requests for access to information about you held by DEECA should be sent to the Manager Privacy, PO Box 500 East Melbourne 8002 or by emailing [Foi.unit@delwp.vic.gov.au](mailto:Foi.unit@delwp.vic.gov.au).

### **Data security and ownership**

Information included in an application is transmitted to DEECA's secure environment once an application has been saved or submitted. Draft application forms can be seen by DEECA staff but will not be viewed in detail or assessed until submitted.

## Glossary/definitions

| Term  | Definition   |
|---|--|
| <b>Animal shelter</b>   | Any premises maintained for the purpose of providing temporary care or finding new homes for stray, abandoned or unwanted companion animals, not including premises on which foster care is being provided. A shelter must have all relevant council permits, including registration with local council as a domestic animal business. An animal shelter must also comply with the Code of Practice for the Management of Dogs and Cats in Pounds and Shelters.  |
| <b>Animal Welfare Fund</b>  | The Animal Welfare Fund established under Part 7F of the <i>Domestic Animals Act 1994</i> .  |
| <b>Animal Welfare Victoria</b>                                    | Dedicated public service group within DEECA that brings together aspects of domestic animal and animal welfare research, policy, legislation, education and compliance.  |
| <b>Australian Charities and Not-for-profits Commission (ACNC)</b> | The Australian Charities and Not-for-profits Commission is the national regulator of charities, established under section 105(5) of the <i>Australian Charities and Not-for-profits Commission Act 2012</i> (Cth).   |
| <b>Community Foster Care Network (CFCN)</b>                       | An organisation that:<br>(a) arranges temporary housing for companion animals in private residential premises instead of other premises, and<br>(b) seeks permanent housing for the companion animals.   |
| <b>DA Act</b>   | <i>Domestic Animals Act 1994</i> (Vic).  |
| <b>DEECA or department</b>  | Department of Energy, Environment and Climate Action.  |
| <b>Foster carer</b>   | Person/s temporarily caring for stray, abandoned or unwanted companion animals (whether or not as part of a CFCN) for the purpose of finding a new home for the animal.<br>Limitations on the number of animals in care at a premises at any one time are as follows:<br>(a) 5 dogs or animal adult equivalent dogs; or<br>(b) 5 cats or animal adult equivalent cats; or<br>(c) a combination of 5 dogs and cats or animal adult equivalent dogs and cats.<br>Foster carers must comply with council and planning laws with respect to the number and confinement of animals on their property. |
| <b>Livestock</b>  | For the purpose of these guidelines, 'livestock' means any animal (other than equines) that is usually kept for the purpose of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer. For the avoidance of doubt, applications that relate to the rehoming of livestock will not be considered for funding.  |
| <b>Minister</b>   | Minister for Agriculture (or delegate).  |
| <b>Not-for-profit organisation</b>                                | An incorporated body or an organisation registered with the ACNC.  |
| <b>Wildlife</b>   | For the purpose of these guidelines, 'wildlife' is as defined in section 3(1) of the <i>Wildlife Act 1975</i> . For the avoidance of doubt, applications that relate to the rehoming of wildlife will not be considered for funding.   |