

# ANIMAL WELFARE FUND GRANTS PROGRAM

Individual Pet Rehoming Grants Program Guidelines





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## 1. Document authorisation details

<b>Title</b>	Individual Pet Rehoming Grants - Program Guidelines
<b>Issuing Division/ Branch</b>	Animal Welfare Victoria
<b>Date Effective</b>	15 June 2021
<b>Enquiries Contact</b>	Animal Welfare Victoria <a href="mailto:awvgrants@agriculture.vic.gov.au">awvgrants@agriculture.vic.gov.au</a>
<b>Approved by</b>	Minister for Agriculture

## 2. Glossary/definitions

<b>Term</b>	<b>Definition</b>
<b>Animal shelter</b>	Any premises maintained for the purpose of providing temporary care or finding new homes for stray, abandoned or unwanted dogs or cats, 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 (AWF)</b>	The Animal Welfare Fund established under Part 7F of the <i>Domestic Animals Act 1994</i> .
<b>Animal Welfare Victoria (AWV)</b>	Dedicated public service group within DJPR 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 (Cth)</i> .
<b>Community Foster Care Network (CFCN)</b>	An organisation that: (a) arranges temporary housing for dogs and/or cats in private residential premises instead of other premises, and (b) seeks permanent housing for the dogs and/or cats.
<b>DA Act</b>	<i>Domestic Animals Act 1994 (Vic)</i> .
<b>DJPR or department</b>	Department of Jobs, Precincts and Regions.
<b>Eligible species/Eligible animal</b>	For the purposes of these grants, only dogs and cats are deemed eligible (for avoidance of doubt, this includes puppies and kittens).
<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>Pound</b>	<p>For the purposes of these grants, a Local Government Council owned and operated registered pound that provides dog and cat rehoming services is eligible to apply.</p> <p>Costs must not be claimed for under this grant program in relation to impounded animals returned to their owner.</p>
<b>Pet Exchange Register</b>	<p>The Pet Exchange Register (PER) is an online database where individuals, organisations and businesses can register for a source number. It promotes responsible pet breeding and improves the traceability of dogs and cats being sold in Victoria.</p> <p>Since 1 July 2019, advertisements to sell, rehome or give away a dog or cat must display both the individual animal's microchip number and a unique source number from the PER.</p>
<b>Pet rescue and rehoming organisation</b>	<p>For the purpose of this grant, a pet rescue or rehoming organisation is a CFCN, animal shelter or pound that is engaged in rehoming dogs or cats to individuals.</p>
<b>Rehome</b>	<p>For the purpose of this grant, 'rehome' is to transfer permanent ownership of a dog or cat to an individual that has agreed to provide ongoing ownership and care for the animal.</p> <p>The transfer of a dog or cat to another rescue group, shelter or CFCN is <b>not</b> considered to be 'rehoming' for the purpose of making an eligible claim under this grant.</p>

## 3. Introduction

### 3.1 Overview of the AWF grants program

The Animal Welfare Fund Grants Program was established to support improvement of companion animal welfare in the Victorian community.

The Individual Pet Rehoming grants offer funding support to assist organisations providing vital pet rehoming services across Victoria.

These grants recognise that companion animals play a significant role in the lives of Victorians and are an example of the Victorian Government's continued commitment to improving the welfare of animals in Victoria.

The objectives of the program are to:

- improve companion animal welfare
- improve responsible pet ownership
- support organisations that rehome pets.

Round 1 of this new funding stream is accepting applications from **21 June 2021 to 30 June 2022**. Eligible applications will be accepted until the allocated funding of \$1.25 million is expended.

All applications will undergo an assessment process, led by Animal Welfare Victoria (AWV) within DJPR, to ensure eligibility prior to payments being made.

### 3.2 What funding is available?

Round 1 offers a total pool of \$1.25 million to pet rescue and rehoming organisations to support the rehoming of dogs and cats.

Eligible organisations may apply to be reimbursed for up to \$500 per dog and \$200 per cat on costs incurred, on or after **1 June 2021**, for:

- veterinary treatment, including desexing, microchipping, vaccinations and any other medical treatments, and/or
- the purchase of specific equipment that is supplied to the new owner as part of the adoption process (e.g. crate, bedding, lead), and/or
- services to deliver training or rehabilitation for a dog or cat.

Applicants can claim for up to 15 eligible animals per application. Applications for reimbursement should be submitted within 12 months of the expenditure occurring.

Only one claim will be approved for each eligible animal. Funding will be capped at a maximum of \$250,000 per organisation, unless special Ministerial approval is granted to exceed this cap.

## 4. Eligibility

### 4.1 Applicants

Applicants must have an Australian Business Number (ABN) and meet one or more of the following definitions, as described in section 2:

- Animal shelter
- CFCN
- Not-for-profit organisation
- Pound.

The following applicants will not be funded:

- natural persons
- services in non-Victorian jurisdictions
- organisations that are seen to endorse, sanction, or give comfort to acts of trespass or unauthorised access to private property.

### 4.2 Expenditure

Eligible expenses are operational expenses incurred by pet rescue and rehoming organisations in Victoria to care for and rehabilitate dogs and cats in preparation for rehoming. This includes:

- veterinary treatment, including desexing, microchipping, vaccinations and any other medical treatments, and/or
- the purchase of specific equipment, supplied to the new owner as part of the rehoming process (e.g. crate, bedding, lead), and/or
- services to deliver training or rehabilitation for a dog or cat.



For those applicants whose ABN is registered for GST, claims for costs incurred must be exclusive of any GST incurred. GST will not be reimbursed by DJPR as these amounts are claimable by the applicant from the Australian Tax Office (ATO).

For those applicants whose ABN is not registered for GST, claims for costs incurred may be inclusive of GST

The following will not be funded:

- multiple claims for the same animal, either due to the return of the animal or transference of the animal between rescue and rehoming organisations
- payment of staff wages or traineeships
- expenses associated with the care of animals other than dogs or cats
- expenses associated with routine animal care (e.g. food, water, cleaning etc.)
- expenses associated with dogs or cats kept for private recreation, that is, animals not being rehomed
- expenses associated with the care and maintenance of animals held in other states or territories
- recurrent operating costs (such as utility bills, premises lease or rental fees, council permits, rates or pet registration)
- marketing, advertising, fundraising or promotional activities
- upgrades, enhancements or operating expenses that relate to a component of the business not directly related to the care of dogs or cats (e.g. cafes, gift shops).

Eligibility for funding is subject to a business unit assessment undertaken by AWW, to determine if the above criteria have been satisfied.

## 5. Application and assessment

### 5.1 Application and evidence required

Eligible organisations wishing to apply for Round 1 funding can do so online from **21 June 2021** via the below link. Applications will remain open until all allocated funding has been expended.

<https://businessvic.secure.force.com/PublicForm?id=awgipr21>

All questions and evidence requirements in the application must be completed to the standard required by these guidelines to ensure timely assessment and payment of the grant.

An application seeking reimbursement for expenses associated with the rehoming of dogs or cats must include a valid Pet Exchange Register (PER) source number for the submitting organisation.

Application forms will require the following details for each individual animal:

- Animal species and gender
- A valid microchip number that is compliant with the permanent identification device requirements under the DA Act (for all cats and dogs)
- Date animal entered the organisation's care
- Date animal was rehomed (if applicable)
- A declaration affirming an intent to rehome the animal (if not already rehomed)
- Reimbursement amount claimed
- Details of equipment purchased, veterinary treatment administered and/or training and rehabilitation services procured (i.e. eligible expenses), and associated evidence of expenditure.

## 5.2 Assessment

The submission of an application does not constitute an agreement to provide funding. Provision of funding support is contingent on meeting the eligibility criteria, availability of funding and the conditions of these guidelines.

Grant funding will be allocated through a grant application process and may be awarded if the organisation meets all eligibility criteria.

Applicants must ensure that their business registration (including their ABN) information is accurate and up-to-date at the time of application.

Further information may be sought from applicants to confirm the appropriate grant amount at the discretion of AWW.

Subject to AWW's business unit assessment, the Department reserves the right to:

- not approve any application, or
- to approve a lesser amount than that applied for.

Any of the following circumstances may be taken into consideration in any decision to award a grant:

- the submitted information does not adequately evidence the requested grant amount based on eligible expenses
- any adverse information by a regulator regarding a business and/or adverse information by a regulator or findings of guilt of an offence under any relevant legislation including the *Domestic Animals Act 1994* or *Prevention of Cruelty to Animals Act 1986*, or equivalent interstate laws
- the business/submitted organisation is placed under external administration
- there is a petition to wind up or deregister a company or business
- the business/submitted organisation is, or becomes, deregistered or unregistered (including cancellation or lapse in registration).

## 6. Administration and Payments

### 6.1 Provision of Evidence

Applicants seeking reimbursement under this program are required to provide evidence of expenditure that occurred on or after **1 June 2021** to support their claim.

Note that tax invoices or bank statements alone are not sufficient evidence that a payment has occurred. Tax receipts, or other acceptable evidence of payment, of all claimed fees and charges is required.

Applicants may be subject to audit by the Victorian Government or its representatives and will be required to produce evidence at the request of the Victorian Government for a period of four years after the grant has been approved.

If any information in the application is found to be false, misleading or contrary to the conditions of these Guidelines, the grant will be repayable on demand and future grant applications may not be considered.

## 6.2 Payment Conditions

AWV will authorise payment based on the Guidelines and evidence provided. The timing of the payment will be influenced by the evidence provision requirements being met to the satisfaction of AWV.

Successful applicants will have approved funding remitted to their nominated Australian bank account via Electronic Funds Transfer (EFT).

All grant payments made under this program are exempt from GST.

## 7. Terms and Conditions

The Department reserves the right to amend these guidelines and application terms at any time.

### 7.1 Publicity

Recipients may be asked to assist DJPR in promotion of the grant program. This may include involvement in media releases, case studies or promotional events and activities.

DJPR may publicise the benefits accruing to the Recipient and/or the State associated with the provision of the grant. DJPR may include the name of the Recipient and/or the amount of the grant in any publicity material and in the Department's annual report.

### 7.2 Privacy and Confidentiality

Any personal information provided by the Applicant in an application will be collected by DJPR 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 deidentified by DJPR for program evaluation and research purposes.

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

DJPR is committed to protecting the privacy of personal information. For more information, go to the Department's [Privacy Policy](#).

Enquiries about access to information should be directed to the Department's Privacy Unit via email to [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au).

### 7.3 Data Security and Ownership

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

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