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# ANIMAL WELFARE FUND GRANTS PROGRAM

Pet Desexing and Equine Rehabilitation Program Guidelines – Round 3



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## 1 Document authorisation details

<b>Title</b>	Animal Welfare Fund – Pet Desexing and Equine Rehabilitation Program Guidelines – Round 3
<b>Issuing Division/ Branch</b>	Animal Welfare Victoria
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<b>Approved by</b>	Minister for Agriculture

## 2 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 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 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: (a) arranges temporary housing for cats or dogs in private residential premises instead of other premises, and (b) seeks permanent housing for the dogs or cats.
<b>DA Act</b>	<i>Domestic Animals Act 1994</i> (Vic).
<b>DEECA or Department</b>	Department of Energy, Environment and Climate Action.
<b>Eligible Equine Species</b>	For the purposes of these grants, the following equine species are deemed eligible: horses (incl. ponies) donkeys and mules.
<b>Local Government Council</b>	Local Government Councils within Victoria (of which there are 79) are eligible to apply for pet desexing grant funding.  Local Government Councils within other state jurisdictions are ineligible to apply for grant 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.

## 3 Introduction

### 3.1 Overview of the AWF grants program

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

Commencing in 2012, the fund has provided grants to animal shelters, organisations promoting responsible animal ownership education, community foster care networks, low-cost veterinary services and groups that provide relief facilities and services during an emergency.

Round 3 of the Pet Desexing and Equine Rehabilitation grants offers financial support to organisations that:

- provide free or low-cost desexing programs for cats and dogs owned by vulnerable and/or disadvantaged Victorians, or
- rescue, rehabilitate and rehome horses, ponies or other eligible equine species (refer to Glossary/definitions).

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
- provide better animal welfare services to companion animals and the community.

Round 3 Pet Desexing and Equine Rehabilitation applications are open from **5 May 2023** until midnight on **7 June 2023**. All eligible applications will then undergo an assessment process, led by Animal Welfare Victoria (AWV) within DEECA.

### 3.2 What funding is available?

Round 3 Pet Desexing and Equine Rehabilitation offers:

- a total pool of \$500,000 to support local government councils and not-for-profit organisations that will provide free or low-cost desexing for cats and dogs owned by vulnerable and/or disadvantaged Victorians
- a total pool of \$330,000 to support not-for-profit equine rescue, rehabilitation and rehoming organisations.

Applications will be assessed on a value for money basis, being the level of improvement to animal welfare outcomes for the funding amount requested. Preference may be given to projects that leverage off other projects and/or to which some financial co-funding or in-kind contribution can be made by the project proponent to the funds being sought.

Only one grant application will be permitted per organisation.

### 3.2.1 Grants for pet desexing

This program will provide grants to local government councils and not-for-profit organisations for the purchase of equipment and/or services that enable delivery of free or low-cost desexing programs of cats and dogs owned by vulnerable and/or disadvantaged Victorians.

There is no cap on the grant funding amount an organisation may request, though applicants must supply sufficiently detailed justification for the funding amount requested.

### 3.2.2 Grants for equine rehabilitation

This program will provide grants to not-for-profit equine rescue, rehabilitation and rehoming organisations, to allow them to purchase equipment, professional services, upgrade facilities or expand their services.

There is no cap on the grant funding amount an organisation may request, though applicants must supply sufficiently detailed justification for the funding amount requested.

## 4 Eligibility

### 4.1 Applicants

Grant funding can be awarded to:

- not-for-profit organisations, animal shelters and CFCNs looking to purchase equipment and/or services to enable delivery of free or low-cost desexing programs targeting vulnerable or disadvantaged Victorians
- local government councils looking to implement free or low-cost desexing programs, targeting vulnerable or disadvantaged Victorians, within their municipality
- not-for-profit vet clinics looking to deliver free or low-cost desexing programs targeting vulnerable or disadvantaged Victorians, including the purchase of any necessary equipment where relevant
- not-for-profit organisations who rescue, rehabilitate and rehome eligible equine species (refer to Glossary/definitions), including retiring racehorses.

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
- Local Government Council.

The following will not be funded:

- natural persons
- services in non-Victorian jurisdictions
- veterinary clinics who do not meet the definition of a not-for-profit organisation
- organisations that are seen to endorse, sanction, or give comfort to acts of trespass or unauthorised access to private property.

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

## 4.2 What is supported under the Pet Desexing and Equine Rehabilitation AWF grants program?

Consideration will be given to applications from eligible organisations covering the following areas:

- Free or low-cost cat and/or dog desexing programs for vulnerable and/or disadvantaged Victorians, including the purchase of necessary equipment.
- Services, systems or equipment which improve the efficiency and effectiveness of not-for-profit equine rescue, rehabilitation and rehoming for eligible species.
- Upgrade or extension of existing equine rescue, rehabilitation and rehoming facilities to improve the welfare of animals in care.

The following will not be funded:

- 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)
- individual business training
- lobbying activities
- costs of consultants to prepare the grant application
- education campaigns that could be considered political in nature (whole or part).

## 5 Application and assessment process

### 5.1 Application

Eligible organisations wishing to apply for Round 3 Pet Desexing and Equine Rehabilitation funding can do so online from **5 May 2023** until midnight on **7 June 2023** at:

<https://assist.business.vic.gov.au/PublicForm?id=awgpptdsxrd3> (pet desexing grants)

<https://assist.business.vic.gov.au/PublicForm?id=awgpeqrehabrd3> (equine rehabilitation grants)

### 5.2 Assessment process

AWV and a panel of assessors will assess applications against the assessment criteria and priority areas.

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

#### 5.2.1 Subject area

The applicant should clearly outline the:

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

### 5.2.2 Justification of proposal

The applicant should describe which of the following priority areas the proposal addresses, including how it will bring about improved animal welfare outcomes for Victoria's companion animals:

- Free or low-cost cat and/or dog desexing programs for vulnerable and/or disadvantaged Victorians, including the purchase of necessary equipment.
- Services, systems or equipment which improve the efficiency and effectiveness of not-for-profit equine rescue, rehabilitation and rehoming for eligible species.
- Upgrade or extension of existing equine rescue, rehabilitation and rehoming facilities to improve the welfare of animals in care.

The application should also demonstrate:

- what level of community support the proposal has
- thorough planning for the proposal's development
- sufficiently detailed justification for the funding amount requested
- how the proposal addresses an existing identified gap in service provision.

### 5.2.3 Project plan

For each proposal, applicants should provide:

- a comprehensive project plan
- a time frame that demonstrates the proposal is ready for funding and 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 DEECA (please see the application form).

### 5.2.4 Project team

The applicant 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.

## 6 Terms and conditions

The Department reserves the right to make changes to these guidelines as required.

### 6.1 Funding agreement conditions

Successful applicants must:

- Enter into a Project Funding Agreement with DEECA.
- Submit written project progress reports, as per required pro forma, to DEECA.
- Submit an acquittal/final written report, as per required pro forma, to DEECA 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 projects.

Successful applicants will receive 90 per cent of the grant allocation upon execution of a Project Funding Agreement.

The remaining 10 per cent of funds will be paid upon DEECA's acceptance of the acquittal/final report.

## 6.2 Publicity

Grant Recipients may be required to keep the funding confidential until a public announcement is made by the Minister or their representative. If this applies to your service or project activity, you will be advised of this in writing at the time you are directly notified that funding had been approved.

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

Recipients must not make any public announcement or issue any press release regarding the receipt of a grant without prior approval by DEECA.

DEECA may publicise the benefits accruing to the Recipient and/or the State associated with the provision of the grant. DEECA 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.

If requested by DEECA, the Recipient must ensure that the State's support is acknowledged on all promotional materials and appropriate signage consistent with the Victorian Common Funding Agreement Acknowledgement and Publicity Guidelines, which will be provided following grant approval, or as otherwise specified by the Department.

## 6.3 Privacy and Confidentiality

DEECA is committed to protecting personal information provided by applicants in accordance with the principles of the Victorian privacy laws.

Any personal information provided by the Applicant in an application will be collected by DEECA for the purpose of program administration and informing Members of Parliament of successful applications. This information may also be disclosed to external experts, such as members of assessment panels, or other Government Departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities.

Data gathered through assessments may be compiled, aggregated and de-identified 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*.

For more information, go to the Department's [Privacy Policy](#).

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



## 6.4 Data Security and Ownership

Information included in an application is transmitted to the Department'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.

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