

## Applications for funding from SCAS

### Funding Application Guidelines

If your question is not answered here please do contact SCAS by email [info@scas.org.uk](mailto:info@scas.org.uk) or telephone 0845 6012207

The human-animal bond is a mutually beneficial and dynamic relationship between people and animals that is influenced by behaviours that are essential to the health and well-being of both. This includes, but is not limited to, emotional, psychological, and physical interactions of people, animals, and the environment.

(AVMA)

#### **Applications for funds to support research/projects**

For funding to be considered by SCAS, projects or research must be specifically related to the human-animal bond. We particularly welcome projects or research that might include:

- *Children and pets*
- *Older people and pets*
- *People with diverse need and pets*
- *Pet loss*
- *Bond-centred veterinary practice*
- *Animal-assisted Interventions*

#### **Amount of funding for which applications may be made**

*Applications may be made for funding at the following levels*

*Between £500-£3000.*

*Between £3001-£10000*

#### **Use of funds:**

Whether funding is matched or not from elsewhere, SCAS funding must be used directly as part of the research or project. Cost tables must show how the funding will be spent. It is not acceptable for funding to be spent on anything other than for the project and in line with agreed spending. Where some of the funds are to be used for organisation overheads this must be specified.

Funding may not be used for:

- Anything illegal or un-ethical
- Anything that might endanger people or animals
- Anything that might be construed as derogatory or defamatory to another company, organisation, or individual.
- A single source of salary for any individuals

## **Who may apply for funding?**

*We are currently only accepting funding applications from organisations/businesses. These might include charities, social enterprises, universities, private or public companies. Applications from consortia are welcome. Full details of the consortium partners and their role in the project/research must be clearly stated.*

## **Additional match funding from other parties.**

*If the amount for which you are applying does not represent the entire cost of your project/research you must indicate the source of the remainder of the funding. Where the amount sought represents the full cost of your project no additional match funding will be required*

## **Analysis of how the funds will be spent**

*Please show clearly how you intend to spend the money for which you are applying. Please note that there will be an audit process for any funding given by SCAS and evidence will be required to justify all expenditure*

*If your spending plans change during the project you should notify SCAS as soon as possible. A small amount of flexibility is offered but this will be at the discretion of SCAS and unauthorised changes might result in the need to repay funding already provided or further funding being withheld.*

## **Governance and management of the project.**

*Please give details of those who will manage, oversee review and evaluate the project and provide a list of your stakeholders.*

## **Risk assessment**

*What risks might there be to the successful completion of the project? How high is the risk and what measures have you put in place to minimise it?*

*Please use a risk assessment matrix to determine the severity of the risk. Further details may be requested from you.*

## **Commercial sensitivity**

*Please ensure that you identify any parts of your application that are commercially sensitive. It would not be acceptable to say the whole application is commercially sensitive. At the very least the project title, background, organisational/consortium details, aims and objectives, the target audience and beneficiaries should not be commercially sensitive.*

## **Submitting your application form**

*Please ensure that you have completed all sections on the application form and that all appendices are attached thereto. Incomplete applications or those without the relevant appendices will not be reviewed or accepted.*

*At present applications will be reviewed twice a year (April and October).*

*We aim to process funding applications within 28 days from the start of the review process. If however further information is required this may extend the time it takes to receive the decision. All applications may be subject to ethical review by our ethics committee.*

*If a decision cannot be made within 28 days you will be notified and informed of the probable additional delay*

*If your application is accepted you will receive an offer in writing from SCAS. This offer will contain any expectations or restrictions, key milestones for funding release and audit expectations. If you accept the offer then you will be required to sign an agreement and return it to SCAS to start drawing down your funding.*

#### **Accessing funds once an application has been approved.**

*Dependent upon the individual project it is usual for an amount of the funding to be retained and released only when agreed delivery milestones are reached and agreed evidence is produced through an audit process. The funding release timetable will form part of the funding agreement.*

#### **Changes to your project/research plan.**

*When any delay is encountered in the progress of the project you should notify SCAS as soon as possible with details of the delay and any changes to the project plan and timetable. This may cause a delay in accessing further funding. If your milestones need to be renegotiated it is vital that this be discussed with SCAS at the earliest opportunity. In some cases this may result in your needing to return funds or that further funds will be restricted or removed from your project. However, this is not always the case.*