

Small Initiatives Fund (SIF) Project Guidelines 2015-16 Brooke Hospital for Animals (India)

Introduction:

The Brooke India aims to relieve immediate pain and suffering and improve substantially the health and welfare of working horses, donkeys and mules in areas where there is proven need, and to work with the communities who depend on those animals, so that they can properly care for them and sustain the improvements the Brooke brings about.

The purpose of the small initiatives fund is to have small scale interventions in areas where the equine numbers and densities are unlikely to justify a full unit or a long term intervention but where pockets of significant need exist and can be helped. SIF provides a means by which Brooke India can offer a limited level of financial support to organizations which are working to improve the welfare of the working equines in the most needy parts of the country or have opportunity to test innovative approach, but lack of scale due to low density or equine numbers required for full-fledged intervention; hence do not qualify to receive a more substantial level of intervention from Brooke India. Developing a category of such partnerships through a small initiatives fund helps the Brooke India to improve working equine welfare beyond its direct operations and partnerships, without placing significant demands on the capacity of the Brooke India. There may be the possibility of developing some of the partnerships in to more substantial projects in the longer term.

Purpose:

The aim of the Small initiatives fund is to support small, practical initiatives that (i) assist in the improvement of the welfare of the working horses, donkeys and mules in areas where there is proven need, (ii) work with the communities who depend on those working equids and (iii) support learning by generating lessons learned based on the experiences within these initiatives.

Criteria:

Who is eligible to apply for funds?

- Non-government organizations operating in areas where Brooke India doesn't have presence and capable of developing and implementing initiatives that contribute to the improvement of working equine welfare. The non- government organization must be able to provide proof that it fulfills all legal requirements viz., Foreign Contribution Regulation Act, 2010 (FCRA) / prior permission from Ministry of Home Affairs for accepting foreign funding.
- Proposals for innovative approaches with great learning potential for Brooke India from existing operational areas but from new partner NGOs may be considered.

What types of projects will be eligible for funding?

(Normally SIF funding is a one off grant. Usually SIF doesn't fund the same organization for the same project, however exceptional/ innovative projects may be considered for new funding only.)

The criteria for proposals are:

- The applicant must be a legally registered organization with clear financial processes. Individuals are not eligible to apply. No payment of approved funds for an organization will be made to the accounts of individuals.
- There should be a clear need for projects' outputs for potential beneficiaries, i.e. clear justification for the proposed project.
- Projects' outcomes must be tangible and support practical solution(s) for working equine welfare development challenges.
- The proposed activities should be linked to existing development activities where possible and not stand totally in isolation of the other work of the organization. The applicant will sign a contract agreement with Brooke India and comply with all reporting and monitoring requirements.

The application form is included as Annexure - 1. In addition to this, applicants will also receive the following documents:

- The Brooke aims and objectives
- The Brooke Ethical Framework
- The Brooke Animal Welfare Policy

What types of projects will not be eligible for funding?

- Proposals which are not in line with the above three documents. Brooke aims objectives and animal welfare standards.
- Organizations who have received funding once under SIF for a project in particular area, however if they have something really innovative it may be considered by the Brooke India SIF Committee.
- Applications for grants to purchase larger capital items (for e.g. motor vehicles etc.) will not be accepted. Smaller capital items may be considered but Brooke India may request evidence from an applicant to verify that the application does not replace the funding for an existing project.

Project proposals, contract and reporting

- The applicants must demonstrate established project management and methodology, including (I) Clear goal and objectives, (II) Proposed activities and intended outputs required to meet the goals and objectives, (III) Time frames to meet those goals and objectives, (IV) Resources and budget required to undertake the project and (v) Management of risks. A proposed project template is included in Annexure - 2.

- The applicants must show a link between the local problem, the project's activity and the likely impact of the activity on the problem. It must be clearly evident why the specific action for which funding is being sought will improve working equine welfare.
- The applicants must be able to show there is reason to believe that the project is likely to achieve its aims. This would ideally include comment on the likely success of the project supported, where possible, by evidence of similar projects that have proven to be successful locally or elsewhere.
- The applicants must be able to demonstrate that the project goals or objectives will contribute to wider strategies of improving working equine welfare. If no such strategy exists, there must be evidence that relevant stakeholders in the area have been consulted about supporting the project.

How long the proposal should be?

Proposals should be no longer than 2500 words.

What are the reporting requirements?

SIF grant awardees should submit an interim project progress report including a finance report clearly showing the expenditures (on prescribed Interim Progress and Finance Report Format) from the 1st installment of the grant in order to proceed for the 2nd and final grant payment. Then a final project completion report of 2,000 words including the final expenses report (on prescribed Final Progress and Finance Report Format) against the approved budget lines once the activity has been completed should be submitted. In the case of seminars and workshops a copy of the proceedings and findings should be submitted. Workshop reports, papers, study materials and similar materials will be shared with the Brooke in addition to project reports.

How much funding is available?

The maximum annual grant will be INR 5, 00,000. Brooke India shall not be liable for any costs or resources associated with projects supported by this scheme that exceed the maximum grant. The SIF grant is a onetime grant that will need to be expended within the stated project duration. Unspent amounts if reported in interim or final financial report may be reallocated and duration extension for completion of project objectives may be given as per decision of BI SMT.

Intellectual Property Rights:

Brooke India reserves the right to intellectual ownership of projects that have been established or managed using the SIF grant. This includes, but is not limited to, any material or data that has been generated like photos, videos or published for e.g. reports; articles will be the intellectual property of Brooke India or shared ownership by both as agreed in the proposal/ MoU.

Documents required for Application to be considered:

The applicant is required to submit the documents as per the list below as part of their proposal for a SIF grant. Incomplete applications will be rejected.

List of documents:

- Completed application form

- Project proposal in required format
- Signed declaration on formal letter head from authorized member of the organization as per the following format:

Declaration of organizational or institutional endorsement

I confirm that the information provided is accurate to the best of my knowledge, I understand that The Brooke India may withdraw the grant of any of it is found to be untrue, and I agree to the conditions of use laid out in the application notes.

Name: _____ **Position:** _____

Signed: _____

Date: _____

- Documentation to verify legal status
- Two organizational references from current or previous funder
- Most recent set of audited accounts'
- Copy of current constitution document

Address for sending the proposal:

(All communication to be clearly marked: SIF Project)

Brooke Hospital for Animals (India)

2nd Floor, A – Block, 223-226, Pacific Business Park

Dr Burman Marg, Plot No. 37/1, Site-IV,

Sahibabad Industrial Area, Ghaziabad-201010, U.P. (India)

Tel: 0120-4151655

Email: mail@thebrookeindia.org

Key Dates for 2015-16:

Quarter II, Fy 2015-16:

Last date for submission of proposal: 14th June, 2015

Meeting to screen and select received proposals: 23rd June, 2015

Quarter III, Fy 2015-16:

Last date for submission of proposal: 13th September, 2015

Meeting to screen and select received proposals: 22nd September, 2015

Quarter IV, Fy 2015-16:

Last date for submission of proposal: 3rd January, 2015

Meeting to screen and select received proposals: 12th January, 2015

Annexure 1: Application Form

1.1 Name of applicant and organization or institution

1.1.1 Full Name of applicant

1.1.2 Full Name of organization or institution

1.1.2.1 Legal registration and charitable status

1.1.2.2 Charitable objectives

1.1.2.3 Trustees, governance and staff structure

1.1.2.4 Funding sources (current and past two years)

1.1.2.5 Major achievements

1.1.2.6 Financial turnover and current projects

1.2 Contact details

1.3 Title of project

1.4 Proposed starting time

1.5 Estimated duration

1.6 Summary of project (do not exceed 250 words)

1.7 Declaration of organizational or institutional endorsement

1.8 Full name of organization or institution

1.9 Full postal address if different from 1.2 above

1.10 Organizational contacts: Telephone, Fax, Email

Annexure 2: Proposal Format for Small Initiatives Fund

Your proposal should not exceed 2500 words

1. Context

- a. Background information on the project area, including a map
- b. Number of working equine animals in the project area
- c. Describe the work done by working animals in the project area
- d. Describe welfare problems and possible causes
- e. Describe the other organizations and animal health service providers which are active in the project area (including government Vets, Local health Providers and NGO's)

2. Aim and objectives of the project

What will you achieve as a result of your project? How will it improve the welfare of working equines? How many animals will benefit and in what way will their welfare be improved?

3. Project activities

- What are the proposed activities and intended outputs you plan to carry out to meet your goals and objectives? What are these intended to change and how?
- Time frames to meet those goals and objectives
- Resources and budget required to undertake the project
- Management of risks

4. Measuring impact

How will you measure the impact of the project or the change it brings about?

5. Sustainability

Will the results of your activities remain and endure when the project comes to a close?
How will this be ensured?

6. Resources and budget required to undertake the project

What are the inputs or resources required to carry out the project?

Please provide a budget breakdown for the project under the following budget lines:

| Budget Line | Amount | Narrative Explanation |
|--------------------------|---------------|------------------------------|
| Staff Costs | | |
| Accommodation and Travel | | |

| | | |
|------------------------------------|--|--|
| Postage, Printing and Stationery | | |
| Professional e.g. consultancy fees | | |
| Education and Training | | |
| Purchase of equipment | | |
| Others- Please specify details | | |
| Total Expenses | | |

7. Additional information

Please add any other information or photographs you feel will be of interest/ relevance.