

Research Animals Rehoming Grant

Frequently Asked Questions

Version 2- Updated August 2024.

What is the Research Animals Rehoming Grant?

The Research Animals Rehoming Grant is a targeted competitive single round grant program that has been established to enhance positive animal welfare outcomes by supporting projects that seek to maximise the number of animals successfully rehomed at the conclusion of their use in research. It is part of the NSW Government's continuing commitment to protect the welfare of animals used in research through a coordinated and cooperative approach to achieve an appropriate outcome for animals at the end of their use in research.

What is the objective of the program?

In New South Wales, the use of animals for research is regulated by the *Animal Research Act 1985* (the Act). The Act sets out the stringent requirements which protect the welfare of animals used in research.

The NSW Government is committed to protecting the welfare of animals used in research and in safeguarding the future of these animals so that, where possible, they can be rehomed into lifelong homes.

The Program's objectives are to:

- Promote positive animal welfare outcomes
- Support eligible rehoming organisations to build capability and capacity for animal rehoming at the conclusion of their use in research
- Increased knowledge and awareness of animal rehoming practices, standards and organisations, and for prospective owners, knowledge of research animals rehoming needs
- Support animals for life outside of research.

Who administers the Program?

The Program is administered by the Department of Primary Industries and Regional Development (DPIRD).

The Minister for Agriculture, Minister for Regional New South Wales, and Minister for Western New South Wales is the final approver.

How much funding is available?

The Research Animals Rehoming Grant will provide up to \$2.5 million for eligible projects. You may

submit one or more applications however each application will be assessed separately.

The funding parameters, exclusive of GST, for each project are:

- Minimum funding amount - \$20,000
- Maximum funding amount - \$1,000,000

Requests for funding outside of these minimum and maximum funding amounts will be considered ineligible and may be set aside for further consideration at the Department's absolute discretion.

When do applications open?

Key dates are as follows:

Applications Open	Monday 22 July 2024
Applications close	12:00pm (midday) AEST on Friday 13 September 2024
Assessment process	Monday 16 September – Friday 11 October 2024
Application outcome date	Friday 8 November 2024

How do I apply?

Applications should be made through the SmartyGrants online portal at:
<https://localcommunities.smartygrants.com.au/>

Will you accept late applications?

In extenuating circumstances, applications submitted after the deadline may be accepted at the sole discretion of the Department of Primary Industries. Late applications will only be accepted where the Department of Primary Industries is satisfied that the competitiveness and integrity of the process will not be compromised.

Am I eligible to apply?

To be eligible, applicants must demonstrate that:

1. They are an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or are registered with NSW Fair Trading under the *Associations Incorporation Act 2009* or another Act.
2. If they not-for-profit organisation, they must also have ACNC registration
3. The Organisation must be either a currently approved rehoming organisation which has been assessed by the Office of Local Government (OLG), or an organisation

providing animal rehoming services in NSW that has been operating for a minimum of 2 years.

4. No staff or volunteers of the organisation (that will be involved in grant funded projects) have ever been convicted of an offence:
 - In NSW, under the *Prevention of Cruelty to Animals Act 1979*, *Companion Animals Act 1998*, *Exhibited Animals Protection Act 1986*, *Animal Research Act 1985*, and animal cruelty offence under the *Crimes Act 1900*, or any of the regulations in force under these Acts, or
 - In another jurisdiction, which would also constitute an offence under any of the Acts listed above if it had been committed in NSW.
5. No staff or volunteers of the organisation (that will be involved in grant funded projects) have ever operated a premises where animals have been kept or controlled that has been subject to a council order relating to the care and control of animals.
6. No staff or volunteers of the organisation (that will be involved in grant funded projects) have been declared bankrupt within the past ten years or been subject to any other insolvency administration or fraud convictions.
7. Applicants must have at least \$20 million public liability insurance or be willing to secure the insurance before entering into a Funding Deed if the application is successful.

What is an ABN and how do I get one?

An Australian Business Number (ABN) is a unique 11-digit identifier issued by the Australian Business Register (ABR), operated by the Australian Taxation Office to help identify businesses to the government. You can apply for an ABN through the [Business Registration Service](#).

What is ACNC registration?

The ACNC Charity Register contains information about Australia's registered charities. Each listing on the Charity Register shows details about a charity, its programs, its finances and the names of the people involved in its operation. If you have an existing organisation, you can apply to register as a charity on the [ACNC Charity Register](#).

Who can't apply?

Ineligible applicants

- Organisations that do not have an ABN or are unable to obtain an ABN to enter into a Funding Deed
- Applicants that are insolvent or a deregistered charity
- Animal rehoming organisations with staff or volunteers (that will be involved in grant funded projects) that hold a criminal conviction for animal cruelty offences

What type of projects does the funding support?

The Program supports projects by eligible applicants that promote positive animal welfare outcomes and aim to optimise rehoming success. Projects must be able to demonstrate that they meet one or more of the program's objectives

Are there examples of eligible project types?

Below are examples of eligible projects and costs. This is not an exhaustive list; it is designed to give you an idea of the types of projects and costs that may be eligible. You are encouraged to apply for projects that align with your organisation and the key program objectives.

Key objectives	Project types and examples of eligible costs
Build capability and capacity for animal rehoming	Facility and equipment upgrade and/or the upgrade or expansion of rehoming and welfare services reasonable repair, maintenance and capital works upgrade and/or build new animal care facilities <ul style="list-style-type: none">• the purchase of equipment such as bedding, crates, leads, etc for the service• operating expenses directly associated the project and with the provision of animal care and rehoming services but excluding workforce payments such as salaries and wages.
Promote positive animal welfare outcomes	Access to veterinary and/or behavioural services <ul style="list-style-type: none">• veterinary treatment, including desexing, vaccinations and any other medical treatments• the provision of services by a suitably qualified provider to deliver training or rehabilitation for an animal
Increased knowledge and awareness of animal rehoming practices, standards and organisations, and for prospective owners, knowledge of research animals rehoming needs	Awareness programs <ul style="list-style-type: none">• Development or upgrading of website, social media• Development of materials that increase awareness of the work done by the organisation• Educational material for new owners, such as brochures or online resources, including information specific to the particular species being rehomed

What types of activities aren't eligible for funding?

Examples of project types and costs that are not eligible for funding include:

- projects or activities already receiving or expecting to receive NSW Government funding
- activities, equipment or supplies that are already being supported through other sources
- activities that are primarily for a fundraising purpose
- financing costs, including interest and debt financing
- costs associated with the repayment of existing debt or loan or finance arrangements
- costs involved in the purchase or hire of equipment not directly related to the project
- costs such as rent and utilities unless specifically related to the project
- insurance costs (applicants must hold and maintain adequate insurance coverage for any liability arising from their participation in funded activities)
- depreciation of plant and equipment beyond the life of the project
- non-project related staff training and development costs
- wages, salaries, remuneration and all other employment costs, not related to project delivery
- projects that require ongoing grant funding from the NSW or Australian government
- costs incurred prior to the funding deed being executed

What should I do if I am unsure if a project is eligible?

Refer to the examples of eligible projects in the Guidelines. You are encouraged to forward any queries regarding the Program to the Department via email at animal.welfare@dpird.nsw.gov.au

What information do I need to provide in my application?

To apply you will need to describe all the project elements and provide the following for each project:

- Completed application form
- Completed project plan
- Completed budget (with evidence of costs)
- Landowner consent (if applicable)
- Evidence of \$20 million Public Liability Insurance.

When will successful applications be announced?

Applications will be announced from Friday 8 November 2024.

How long do I have to complete my project?

Projects must commence within 6 months of the execution date of a Funding Deed and be completed within 2 years from the execution date of a Funding Deed. Where the applicant is unable to demonstrate that the project can commence within this timeframe or be completed within 2 years of the execution of the funding agreement, the Department reserves the right to not consider the application further.

What is a funding deed?

A funding deed is a legal document that sets out the terms and conditions of the funding. Contracting of the Funding Deed may commence once the successful applicant has signed and returned their Conditional Letter of Offer and Confidentiality Agreement.

Funding Deeds must be entered into within 3 months of signing the confidentiality agreement. Project costs can only be incurred from the date of the executed Funding Deed. All projects must be completed within 2 years from execution of the Funding Deed.

Can I commit any costs prior to execution of the funding deed?

Project costs can only be incurred from the date of the executed funding deed by both the applicant and the Department. Any costs incurred including invoices dated prior to the approval of the application and execution of the funding deed are not eligible.

Are projects already in progress eligible?

Funding for the delivery of an existing service, program or project is not eligible unless funding is being used to extend an unfunded program or service; or is for a distinct and separate stage to an existing project. Any costs incurred including invoices dated prior to the execution of the Funding Deed are not eligible.

How much of my application can include project management and administration costs?

Up to 10% of the total grant amount applied for can be included for contingency and up to 10% of the total grant amount applied for can be included for project management and administration. Design, regulatory application and approval costs may be listed separately to project management and administration costs, and therefore do not fall under that 10% maximum. Any unused contingency funds will require reimbursement back to the Department.

Can I include a contingency allocation in my project budget?

Budgets can include up to a total of 10% of the total project cost for contingency costs. Should the project be successful, and the contingency costs included in the budget not used, this amount will be deducted from the final grant payment. "Contingency" is defined as something that may or may not occur but must be dealt with if it does. They are often unknowns.

Do I need to make a co-contribution?

Applicants are encouraged to make a financial co-contribution to their projects however, this is not a mandatory eligibility requirement. Project delivery or viability should not be dependent on co-contributions that have not been secured. Projects that provide co-contribution may be more

favourably assessed in terms of value for money.

It is important to note that in the case of project underspend, any financial co-contributions you have committed as part of your application must be expended.

Will the funding support upgrades to infrastructure or must it be a new build?

The construction of new, or upgrades to existing, infrastructure are both eligible. Upgrades are a renewal or restoration of existing infrastructure that cause significant change to how the asset looks or is used.

Are equipment and other non-fixed infrastructure eligible?

Equipment and non-fixed infrastructure are eligible for funding but will only be considered if they are an essential component required for the delivery of the overall project or program detailed in your application.

What project locations are eligible?

Projects must be located and deliver benefits for animals held in research facilities within NSW. If an applicant organisation or establishment is located and operates outside of NSW, they must provide evidence that they currently operate within NSW.

Can a project be located on private land?

Projects can be located on private land but must not be solely for private benefit. You will need to show how the facility the project will enhance positive animal welfare outcomes. You will also need to provide evidence of landowner consent if the project is being delivered on land not owned or managed by the applicant.

Is the purchase of land and buildings eligible?

No, the purchase of land and buildings is ineligible for this grant funding.

Can a large project be broken into multiple parts and be submitted as separate project applications?

Yes, but each application must have a very clear and defined project description and scope of activities. Each application project should be able to be differentiated and should be able to be delivered independently of other components.

It is possible that only some components/stages of projects will be awarded funding and these components/stages cannot be swapped or changed after the assessment process.

Should I include GST in my applicant grant requests?

All amounts in your project budget should be listed as GST exclusive.

Are quotes required to verify costs in the budget?

Budgets should be based on substantiated quotes or estimates with supporting evidence of either uploaded to the application.

Can I apply for funds to cover staffing costs associated with the project?

Costs that are directly related to the project management and delivery of the project including wages, salaries, remuneration, training and development may be included in the project budget. Costs for wages, salaries, remuneration and all other employment costs unrelated to project delivery are not eligible.

Eligible Examples:

- An organisation applies for funds to employ a project manager to deliver the project outcomes and objectives.
- An organisation applies for funds to enable additional shifts for casual staff members to complete project related activities.

Ineligible Examples

- An organisation may not apply for funds to cover staffing costs to conduct business as usual activities or that are not related to project delivery.

What is a downstream recipient?

Where grant money received by a grantee is transferred to another organisation/individual (an indirect grantee) who would then expend the grant money, the indirect grantee is a 'downstream recipient' and this should be declared. On the other hand, where a grantee uses the funds received to procure a good or service, the provider/supplier is not a 'downstream recipient' and this expenditure does not need to be declared.

If I am an eligible applicant, can I partner with another rehoming group to facilitate the rehoming of animals?

If you are an eligible applicant, you can partner with another organisation to facilitate the rehoming of animals. If they are also an eligible applicant, you will need to determine which of you will be the lead for the project. The application needs to be completed by the lead. If the application for funding is successful, the lead will need to enter into a Funding Deed and will be responsible for delivering the project, milestone updates and acquitting all costs on completion of the project.

Does a project need to prove it has ongoing viability?

This Research Animals Rehoming Grant is a one-off funding stream. If the intent is for a project to continue beyond the funding period, you must demonstrate that you can do so independently of this grant funding.

What makes a project viable?

A project will be considered viable if it:

- has a realistic budget based on substantiated quotes or assumptions
- is cost-effective and represents value for money
- can be delivered within 2 years
- demonstrates access to the necessary expertise and support to deliver the project

- project management and administration costs for projects do not exceed a maximum of 10 % of the total project cost
- contingency costs do not exceed 10% of the total project cost
- does not require ongoing funding from the NSW Government
- demonstrates how it will be operated and/or maintained when the project is completed (where applicable).

Are there templates available to help me complete my application?

Templates for project plans and budget are available on the [website](#). You are encouraged to discuss the project with the Department of Primary Industries or forward your question via email to animal.welfare@dpiird.nsw.gov.au

How are the outcomes of a project measured?

As part of the application process you are required to identify how you will report on the delivery of the project against expected outcomes. This will be incorporated into your Funding Deed. The information will also form part of the assessment process.

How will projects be assessed?

Applications will be assessed on the eligibility and assessment criteria outlined in the Guidelines. There are three assessment criteria:

- capability, experience and capacity to deliver
- deliverability and affordability
- alignment with program objectives

An Assessment Panel will meet to consider suitability of projects. The Minister for Agriculture, Minister for Regional New South Wales, and Minister for Western New South Wales will consider suitable projects for final funding decision and approval.

Who will be consulted during the assessment?

Relevant stakeholders may include other NSW and Commonwealth Australian government agencies, local councils, independent experts and other external parties.

How will I know if my project is successful?

Successful Applicants:

Successful applicants will be notified in writing via a Letter of Conditional Offer, including a Confidentiality Agreement.

The contracting process will commence after the signed Letter of Conditional Offer with Confidentiality is returned to the Department.

The Department is required to publish information about grants awarded on the NSW Government Grants and Funding Finder at nsw.gov.au/grants-and-funding within a specified timeframe. Announcements should not be made regarding grants awarded before successful applicants have

been informed.

Unsuccessful Applicants:

Unsuccessful applicants will be notified in writing of the outcome of their application and will be offered a feedback information session.

Can ineligible projects be referred to a more appropriate funding program?

Projects that are more suitable for other NSW Government programs may be referred to those programs by the Department of Primary Industries and Regional Development. Applications that are referred will be subject to the full assessment criteria of the other NSW Government program to which they are referred. In this case, you may need to update your application to meet the criteria of the referred program. The referred application will not be given preferential treatment over any other application but will be considered on merit in accordance with the guidelines for that particular program.

The project I submitted has received funding elsewhere. Can I substitute another project?

If a project receives funding elsewhere once the application period has closed, you cannot swap in another project. All projects must be submitted by the close of the grant funding at 12.00pm (midday) on 13th September 2024.

Projects are not eligible for funding if they are the recipient of duplicate grant funding from another NSW Government grant program for the same project.

You must notify the Department of Primary Industries in writing as soon as possible if a project is funded elsewhere. The project can then be withdrawn from assessment to avoid it being considered against other projects you submit.

How do I acknowledge financial support from the NSW Government for successful applications?

All recipients of NSW Government funding should acknowledge financial support received from the Research Animals Rehoming Grant as per the Funding Acknowledgement Guidelines available at <https://www.nsw.gov.au/branding>

How will information in applications be handled?

All information submitted by you may be provided confidentially to other organisations for the purposes of eligibility and project assessment. Summary information about the project will be posted on NSW Government websites unless you advise that they do not agree to this. You should identify any information submitted which you wish to be considered as confidential, supported by reasons for the request. Except as disclosed, the Department will keep all information confidential and secure.

Any request made under the Government Information (Public Access) Act 2009 for access to an application, including information marked 'confidential', will be determined in accordance with the Act.

Who can I contact for support?

Resources to assist with applications may be updated regularly at nsw.gov.au/grants-and-funding. The Grants and Funding Finder website should be considered the authoritative source of all Grant information.

Please contact the Department via email animal.welfare@dpi.nsw.gov.au

Please check with the Department prior to submitting if you are unclear about any part of the application. Applicants should seek advice from their legal, business and financial advisers to determine the suitability of the funding before applying.

FOR MORE INFORMATION

<https://www.dpi.nsw.gov.au/animals-and-livestock/animal-welfare>

Email: animal.welfare@dpi.nsw.gov.au

Summary of changes

Version 2: Aug 2024

The following updates and/or changes are highlighted in blue below

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