

## Department of Agriculture, Food and the Marine

### Terms and Conditions for Animal Welfare Grant Funding of Charities 2023 - 2024

(TCAWFAW June 2023).

The purpose of the Department of Agriculture, Food and the Marine (DAFM) animal welfare grant funding programme is to provide financial provision to registered animal welfare charities to assist in delivery of animal care and animal welfare services.

This document sets out Terms and Conditions applicable to charities in receipt of animal welfare grant funding.

Please read this form carefully, complete required details on page 7 and return to **Animal Welfare Division** [welfaregrants@agriculture.gov.ie](mailto:welfaregrants@agriculture.gov.ie) with the completed application form (FORM AWGF\_2023)

1. Any animal welfare charity in receipt of DAFM grant funding that breaches these Terms and Conditions may have their funding reduced or withdrawn, or be required to repay funding in full, or in part, to DAFM as outlined. In addition, any organisation found in breach of these Terms and Conditions may not be eligible for funding in the subsequent year.
2. Animal welfare grant funding is paid from exchequer funds under the provisions of Department of Public Expenditure and Reform (DPER) **Circular 13/2014 Management of and Accountability for Grants from Exchequer Funds**.
3. Each charity must comply with obligations under **DPER Circular 13/2014** and DPER Guidance Note and Reporting Requirements (included with DAFM funding application **Form AWG\_F2023**).

Each charity must comply with the following **DPER Circular 13/2014** principles applicable to bodies in receipt of grant funding from Exchequer resources:

#### a. Clarity

- Understand the purpose and conditions of the funding and outputs required.
- Use funding only for the business purposes for which funding was approved.
- Apply for funding drawdown only when required for business purposes.
- Seek clarification from the grantor (DAFM) where necessary - on use of funds, governance and accountability arrangements.

#### b. Governance

Ensure appropriate governance arrangements are in place for:

- Oversight and administration of funding.
- Control and safeguarding of funds from misuse, misappropriation and fraud.
- Accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of funding awarded.
- Accounting for the amount and source of funding, its application and outputs/outcomes.

**c. Value for Money**

Be in a position to provide evidence of:

- Effective use of funds.
- Value achieved in the application of funds.
- Avoidance of waste or extravagance.

**d. Fairness**

- Manage public funds with the highest degree of honesty and integrity.
- Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages, working time etc.).
- Procure goods and services in a fair and transparent manner.
- Act fairly, responsibly, and openly in your dealings with DAFM.

**4. Financial Statements**

In line with **DPER Circular 13/2014**:

Each charity must identify DAFM grant funding separately in the accounts/financial statements submitted in support of their funding application and include in financial statements the following information:

- **Name of Grantor:** Department of Agriculture Food and the Marine
- **Name of Grant:** Department of Agriculture, Food and the Marine **Animal Welfare Grant.**
- **Purpose of Grant:** Service provision/Charitable activity: Animal welfare
- Amount and term of total DAFM grant awarded.
- Amount of DAFM grant taken to income in current financial statements.
- Other sources of public funding identified separately.
- Number of employees whose total employee benefits (excluding employer pensioner costs) fall within each band of €10,000 **from €60,000 upwards.**
- Total figure for employer pension contributions.
- Confirmation of adequate financial control.

5. In line with **DPER Circular 13/2014**, each charity must note the following requirements:

***(a)** They have an obligation to make books and accounts available to the Comptroller and Auditor General, where 50 per cent or more of their total income is sourced from Exchequer Funds;*

***(b)** Grantors have the right to inspect the grantee's records."*

6. In line with **DPER Circular 13/2014**, DAFM reserves the right to inspect the records of each applicant charity. Each charity must, when requested, provide access to relevant financial records, including expenditure profiles, cash profiles, regular management accounts and annual financial statements, as appropriate.

7. In line with **DPER Circular 13/2014**, animal welfare grant recipients must provide an annual **Certificate of Assurance** in conjunction with financial records outlined above in point 4. This Certificate must be signed by two responsible persons at management or board level in the charity (or one signature, in the case of smaller organisations that have a single manager and low expenditure) certifying that the public money granted was used in accordance with the terms and conditions of the grant funding ). Sample certificate attached (SCA June\_2023)
8. In line with **DPER Circular 13/2014**, each applicant charity must provide evidence of a current tax clearance certificate or valid Revenue Commissioners Charity Number.
9. Each charity must note the Governance Code for Charities setting out systems and processes to ensure charities are managed in an effective, efficient, accountable and transparent manner. Current Code: <https://www.charitiesregulator.ie/en/information-for-charities/charities-governance-code>.
10. Each charity in receipt of DAFM animal welfare grant funding must acknowledge receipt of funding and make this acknowledgement available to the public (e.g. via charity websites/ literature/social media).
11. Where grant funding to an animal welfare charity is not spent in full, the outstanding balance will be recouped by DAFM and/or taken into account when considering a subsequent application for animal welfare grant funding.
12. Where an animal welfare charity in receipt of grant funding ceases to operate, or ceases to provide services as described in their application for funding, or is the subject of legal action under the Animal Health and Welfare 2013 Act, penalties to be applied by DAFM may include recoupment of all, or part, of the grant funding awarded and the charity may be precluded from future DAFM grant funding.  
Factors to be taken into account in determining penalties will include:
  - (i) Type of breach;
  - (ii) Scale (including frequency) of offence involved;
  - (iii) General record of compliance with legislation and co-operation with DAFM officials; or
  - (iv) In the case of Technical breaches **only**, any applicable mitigating circumstances.
13. Where an applicant wishes to rely on force majeure/exceptional circumstances, the obligation is on the beneficiary to notify in writing to DAFM occurrence of such an event. Notification has to be submitted with relevant evidence to the satisfaction of DAFM within fifteen working days from the date on which the beneficiary organisation is in a position of doing so.
14. If a charity engages the services of employees or volunteers who have been prosecuted under Animal Health and Welfare Act 2013, details must be notified to DAFM in a timely and prompt manner.
15. Each charity must, if requested, allow DAFM officials to access premises and inspect animals present and/or records at all reasonable times.
16. Each charity must clearly outline, in a format accessible to the general public, details of the services they provide and contact details for the organisation.
17. Each charity must have appropriate facilities and expertise to manage rescued animals.

18. Each charity involved in care of dogs must have a written policy in relation to dogs with a history of aggression, biting or sheep worrying.
19. Each charity involved in re-homing dogs and cats must have a neutering programme.
20. If a charity has a Trap, Neuter and Return (TNR) programme for feral cats, the charity must record the location where cats are trapped and total number of cats neutered.
21. If involved in rescuing and re-homing of horses and/or other equines, the charity must castrate all male equines prior to re-homing.
22. If the charity accepts livestock (farm animals), the charity must have a herd number for the species under their care.
23. Each charity, when notified of animal cruelty incidents must, in the first instance, report the matter to An Garda Síochána.
24. Each charity must note that information supplied to DAFM in association with the application procedure may be disclosed in response to a request under the Freedom of Information Act 2014, in accordance with the conditions of the Act.
25. Details of DAFM Grant payments to animal welfare charities will be published on the government website and may be published in the national press
26. Each charity successful in obtaining grant funding must submit a letter acknowledging receipt of funding to [welfaregrants@agriculture.gov.ie](mailto:welfaregrants@agriculture.gov.ie) no later than **31<sup>st</sup> January 2024.**

**27. Record Keeping Requirements**

Each charity must maintain records in relation to animals under their care.  
These records must be made available for inspection by DAFM officials on request.

Records for each animal to include:

- a) Date of intake.
- b) Identification details, including microchip, where applicable.
- c) Date of microchipping (where applicable).
- d) Date of neutering (where applicable).
- e) Details of veterinary treatments (including vaccinations).
- f) Equine passport details (where applicable).
- g) Date of, and reason for, euthanasia or death.
- h) Premises rehomed to.
- i) Date of rehoming.

## **28. Legislative Requirements**

Each charity must:

**a)** Comply with legislative requirements applicable to activities of the charity, including:

- Animal Health and Welfare Act 2013.
- Microchipping of Dogs Regulations 2015.
- Animal Health and Welfare (Sale or Supply of Pet Animals) Regulations 2019.
- Control of Dogs Act, 1986.
- Dog Breeding Establishments Act 2010.

**b)** Comply with relevant legislation in relation to keeping, identification and control of equine animals, transfer of ownership, transport and export of equine animals. Information outlining responsibilities of owners and keepers of equine animals at the following links:

<https://www.gov.ie/en/collection/32568-horses/>

<https://www.gov.ie/en/service/066fa-equine-passports-and-microchips/>

**c)** Comply with relevant legislation in relation to wildlife and to exotic animals.

**d)** Comply with relevant legislation if moving or exporting animals out of Ireland.

[**Note:** Contact [Livetrade@agriculture.gov.ie](mailto:Livetrade@agriculture.gov.ie) to clarify requirements].

**e)** Comply with relevant legislation if involved directly, or indirectly, in transport of animals.

[**Note:** For information: [www.gov.ie/en/publication/f7279-transport-of-live-animals/](https://www.gov.ie/en/publication/f7279-transport-of-live-animals/)]

**f)** Comply with relevant legislation in relation to use of veterinary medicines.

[**Note:** Contact [veterinary.medicines@agriculture.gov.ie](mailto:veterinary.medicines@agriculture.gov.ie) to clarify requirements]

## 29. Requirements in relation to Written Procedures

Each applicant charity must have the following written procedures in place:

Written Procedure	To include the following:
<b>1. Rehoming</b> [Note: Animal welfare bodies in receipt of grant funding should not operate only as a sanctuary & should actively seek to rehome animals].	a. Maximum period of time your charity will hold an animal. b. Circumstances when an animal is unsuitable to re-home. c. Details of home checks.
<b>2. Rehoming of dogs with a history of aggression or biting and sheep worrying *</b> [Note: Working Group on Control of Dogs Report: <a href="http://www.gov.ie">Working Group on Control of Dogs (www.gov.ie)</a> . Recommendation 6 addresses rehoming of dogs with a history of aggression, biting or sheep worrying. Dogs with a history of biting or aggression should not be sent from local authority shelters to charities. As such dogs may pose a risk to the vulnerable, including children, these animals should not be rehomed to houses where children reside or frequently visit.	a. How your charity assesses such dogs. b. How your charity assesses risk posed to children. c. How your charity assesses risk posed to sheep. d. Policy for management of such dogs.  <b>* A copy of this written procedure must accompany the grant application form (FORM AWGF_2023)</b>
<b>2. Veterinary care arrangements</b>	a. Contact details for veterinarian/s available to staff. b. Guidance for staff on when to seek veterinary assistance.
<b>3. Cleaning &amp; Disinfection</b>	Frequency of, and method for, cleaning & disinfection of: a. Structures (including floors/walls/doors) & Fittings b. Equipment (including food/water bowls, bedding, toys. c. Animal transport vehicles/containers.
<b>4. Staff Training</b>	Training procedures for all staff, including volunteers.
<b>5. Daily exercise</b>	Arrangements for daily exercising of dogs.
<b>6. Neutering of dogs and cats</b>	a. Neutering male & female animals before rehoming. b. Procedure if a dog or cat cannot be neutered prior to rehoming (e.g. young when rehomed).
<b>7. Veterinary medicine control and use</b>  [Note : Charities must comply with relevant legislation in relation to administration & control of veterinary medicines. For further details contact: <a href="mailto:veterinary.medicines@agriculture.gov.ie">veterinary.medicines@agriculture.gov.ie</a> ]	a. Details for control of veterinary medicines on site. b. Details of records to be maintained. c. Procedures for medicine storage (in particular cold-chain products) & disposal of unused/expired medicines. d. Roles & responsibilities (who has access to/who administers medicines). e. Procedure for Controlled Drugs. f. If your charity handles food producing animals (including horses): Copies of prescriptions for Prescription Only Medicines must be retained for 5 years & available for inspection.
<b>7. Humane euthanasia</b>	Written procedures for humane euthanasia of animals
<b>8. Dead Animals</b> [Note: Re. carcase disposal, charities must comply with relevant legislation. For information contact: <a href="mailto:AnimalByProducts@agriculture.gov.ie">AnimalByProducts@agriculture.gov.ie</a> ]	a. Disposal of dead animals b. Name, address and approval number of approved collector/knackery/pet cremation business

1. Name of animal welfare organisation: \_\_\_\_\_
2. Charity No: (If applicable): \_\_\_\_\_
3. I have read and understand the Department of Agriculture, Food and the Marine Terms and Conditions applicable to recipients of animal welfare grant funding.
4. Our animal welfare charity will comply fully with these Terms and Conditions.
5. I agree that, if successful in securing animal welfare grant funding, our organisation will forward a signed letter acknowledging receipt of funding to [welfaregrants@agriculture.gov.ie](mailto:welfaregrants@agriculture.gov.ie) before 31 January 2024.

Please complete each line below:

Position in organisation: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

When completed and signed, this page should be returned with your application form to: [welfaregrants@agriculture.gov.ie](mailto:welfaregrants@agriculture.gov.ie)