

Healthy Pets NEW ZEALAND



Healthy Pets NZ Procedure and Criteria for Approval of Grants

Receipt of Applications:

- Applications to be sent to Healthy Pets NZ Grants Manager at healthypetsnz@gmail.com
- HPNZ GM to check applications for completeness, and any incomplete application will be returned to the applicant.
- HPNZ GM to forward all completed applications to assessment team after closure date for applications (1 March, 1 November)

Assessment of Applications:

- Assess if any conflicts of interest amongst the assessors – manage these as appropriate, record any actions taken in conflicts register
- Assess each application against standardised assessment protocol
- Make a recommendation for each application; to either fully approve, partially approve with amount recommended with reasons provided, or decline with reasons provided.
- Summarise findings in a report to Board of Trustees.

Role of Board of Trustees:

- Give final approval for one or more grants based on funds available.
- Advise HPNZ GM outcomes of all grant applications.
- Advise HPNZ Treasurer which grant(s) are approved.

Application feedback

- HPNZ GM to communicate with all applicants the outcome of their project's assessment, along with reasons for declining if the grant is not accepted or not fully approved
- For successful applicants, HPNZ GM to provide the applicant the Terms & Conditions document again, and request completion of acceptance agreement with agreed completion criteria
- HPNZ GM to send a copy of the acceptance agreement to HPNZ Treasurer

- The successful applicant is requested to provide an invoice for 75% funds to HPNZ Treasurer within 6 months of approval. If the applicant does not invoice HPNZ within six months, the Trustees can revoke the grant.
- HPNZ GM to update successful grants on the HPNZ website & shared records spreadsheet

Grant Management:

- HPNZ GM to request six monthly progress reports from the project manager or lead investigator of all funded projects, and summarise these for the Board of Trustees biannually.
- If a report on a projects progress is not forthcoming, the project manager or lead investigator will be given six weeks notice to provide an update then sent notice that the retained 25% of the granted funds will no longer be claimable.
- If a report on a grant project is more than three months overdue for a progress report, the project manager will be sent a request for the full refund of the grant amount paid, unless there are extenuating circumstances that are accepted by the Board of Trustees.
- Refer to the Healthy Pets New Zealand Project Grant Terms and Conditions for full details.

Completed grants:

- HPNZ GM to request evidence of completion as per acceptance agreement from project manager, along with invoice for final 25% of grant funds
- Evidence of completion to be confirmed by Board of Trustees before approval of final 25% payment of grant by HPNZ Treasurer
- If completion of the project requires publication or communication, a copy or access notation must be provided.
- The project manager is to provide a summary of findings of the project to be provided to HPNZ GM for public dissemination where appropriate.
- HPNZ GM to record completion of grant on website and records spreadsheet, along with a project a summary suitable for the general public as appropriate.