



**TERMS AND CONDITIONS FOR
EQUINE WELFARE PROJECT GRANTS AND VETERINARY UNDERGRADUATE BURSARIES**

1. AWARD OF EQUINE WELFARE GRANTS AND VETERINARY UNDERGRADUATE BURSARIES

- 1.1 **Equine Welfare Project Grants** are awarded to eligible institutions, namely veterinary schools and equine research centres in the United Kingdom and the Republic of Ireland.
- 1.2 **Undergraduate Bursaries** are awarded to individual veterinary students as part of an equine elective period or approved extra-mural studies {EMS} or Year 3 research project.
- 1.3 In the case of **Equine Welfare Project Grants**, the institution is the Grant Holder and the grant is administered by the Senior Officer responsible for this. In the case of **Veterinary Undergraduate Bursaries** the Undergraduate is the Grant Holder.
- 1.4 Grant Holders are not employees, or the responsibility of World Horse Welfare and an award does not constitute a contract of service with the Grant Holder. World Horse Welfare accepts no liability for Grant Holders or any claim in relation to them {including compliance with, and claims for compensation under, any statute or common law and health and safety requirements) beyond payment of their grant/bursary.
- 1.5 It is the responsibility of the Grant Holder to ensure that the grant/bursary is applied exclusively for the purpose for which it has been awarded, that all applicable laws, regulations and obligations to third parties are met including obligations under applicable data protection legislation such as the Data Protection Act 2018 and General Data Protection Regulation {"GDPR"}.
- 1.6 The Grant Holder shall also ensure that for the activity funded by the grant/bursary, the work is undertaken in an adequate and proper way, there is appropriate supervision of people and activity; that all personnel receive training appropriate to their duties and that all reasonable precautions to safeguard the health and safety of those involved in the activity are taken.
- 1.7 World Horse Welfare expects grant/bursary recipients to adhere to host institution policies pertaining to equal opportunities, anti-bullying and harassment, health and safety {including undertaking necessary risk assessments and the use of personal protection equipment), safety and security and smoking.

2 EQUINE WELFARE PROJECT GRANTS

- 2.1 **Equine Welfare Project Grants** are made to applicants' institutions based on a Full Project Proposal submitted to World Horse Welfare on form VAC-2 and the accompanying Notes {VAC-3}. The work must be commissioned by World Horse Welfare and may be peer reviewed. Unsolicited applications will not be considered.
- 2.2 The Grant Holder is responsible for the administration of the **Equine Welfare Project Grant** and the employment of any funded positions.

- 2.3 World Horse Welfare should be notified of all appointments made in connection with an **Equine Welfare Project Grant**. Appointments may be subject to World Horse Welfare's prior approval and World Horse Welfare's Veterinary Advisory Committee (VAC) may ask to be consulted in the selection process.
- 2.4 The award is tenable for up to three years or for whatever period may be decided by World Horse Welfare. If made for more than 12 months, the grant will be renewable *subject to satisfactory progress reports* submitted by the Grant Holder annually or as otherwise specified by the VAC.
- 2.5 Unless otherwise agreed with World Horse Welfare, **Equine Welfare Project Grants** commence on 1st October. Reasonable efforts should be made by the Grant Holder to appoint any necessary staff to commence in the post on the due date. If this is not possible, World Horse Welfare must be informed before the due date, and must subsequently be consulted over any proposed revised commencement date.
- 2.6 In special circumstances, the duration of the grant awarded may be extended with World Horse Welfare's prior written approval. *Any such extension is unlikely to be supported by funding additional to that approved at the time of the original award.*
- 2.7 The Principal Investigator, as named on the **Equine Welfare Project Grant** Full Project Proposal {VAC-2}, must submit a written progress report to World Horse Welfare at least **every six months** and a final report after the award's agreed date of conclusion. Additional progress reports may be required. The Head of Department, as named on VAC-2, may be asked to submit a confidential written report of the project's progress by 1st September in each year of the project. The Head of Department may be asked for a recommendation as to whether the award should be renewed for the coming year.
- 2.8 A **1-2 page lay summary** of the work may be requested at any time and must be provided with the Final Report.
- 2.9 World Horse Welfare may appoint a Project Review Group {PRG} to monitor the work and PRG meetings may be requested on an ad hoc or regular basis. The Principal Investigator may also be asked to attend a meeting of the VAC or to present interim or final reports in person to the VAC or to a wider audience.
- 2.10 If the Principal Investigator or Senior Officer responsible for administering the grant moves to another institution, or if a change becomes necessary for any reason, World Horse Welfare's approval for the Equine Welfare Project Grant to continue must be sought and received in writing in advance.

3 VETERINARY UNDERGRADUATE BURSARIES

- 3.1 **World Horse Welfare Undergraduate Bursaries** are made on the basis of an application submitted by a candidate to World Horse Welfare on form VAC-6 and the accompanying Notes {VAC-7}. *The award will be made to the specified individual.*
- 3.2 **Veterinary Undergraduate Bursaries** are designed for veterinary undergraduates in their third, fourth or final year of study at a veterinary school in the United Kingdom or Republic of

- Ireland and who have registered for an equine elective of 4-8 weeks' duration or who intend to pursue the opportunity as part of approved period of extra-mural studies (EMS). Year 3 veterinary students may apply as part of their integrated bachelor's degree research project.
- 3.3 Students in equine science or other non-veterinary degree courses are not eligible for World Horse Welfare Veterinary Undergraduate Bursaries.
 - 3.4 Only applications showing a clear aptitude for equine clinical work and horse welfare will be selected. Selection will be based on the application submitted by the candidate on Form VAC-6, the reasons given for the application, and the support provided by a University Sponsor (normally the Head of School, Head of Department or tutor as appropriate). World Horse Welfare reserves the right to interview the applicant before awarding the bursary.
 - 3.5 The bursary may be taken at home or abroad. Opportunities will exist for the study period to be undertaken at one of World Horse Welfare's four Recovery and Rehabilitation Centres in UK or with a World Horse Welfare international training project in a developing country overseas. Details of current programmes and projects that may be suitable will be available to applicants who are also advised to refer to the World Horse Welfare website (www.WorldHorseWelfare.org).
 - 3.6 In special circumstances, the duration of the award may be extended with World Horse Welfare's prior written approval. *Any such extension is unlikely to be supported by funding additional to that approved for the original 4-8 week period.*
 - 3.7 **A report must be presented to World Horse Welfare within 4 weeks of completing the study period.** This *must be no more than 4 pages of A4* and must include a lay summary. High definition photographs (that may be reproduced by World Horse Welfare) should accompany the report and compressed images included in the text. Alongside the report, to help improve accessibility of the research findings and any learnings, an alternative communication format such as a poster, infographic, blog or short film would be advantageous.
 - 3.8 The bursary will be granted for the year in which it is given. If circumstances change, World Horse Welfare must be informed well before the due date expires, and any revised commencement date must be approved. If an award has been made, but for whatever reason the Grant Holder is unable to undertake the elective or period of EMS then *a full refund must be made promptly to World Horse Welfare.*
 - 3.9 World Horse Welfare reserves the right to request additional reports at any time from the Grant Holder's University Sponsor.

4 FINANCIAL MATTERS

4.1 Grants.

An **Equine Welfare Project** grant will be made by World Horse Welfare for each year of the project subject to annual renewal of the award. Payment will normally be made in advance to coincide with the academic year and in three annual instalments in October, February and June, or at such other intervals as may be agreed with World Horse Welfare. Payment will be made by Bank transfer to the account nominated by the University or institute.

Veterinary Undergraduate Bursaries are awarded competitively and are worth up to **£4,000**

to each successful student. This is intended to be sufficient to support the student for 4 – 8 weeks. From 2025 successful students will additionally receive a **stipend of £250 per week** up to a total value of £1,000. Applications for more than £4,000 will not be considered, although joint-funding may be acceptable. A single payment will be made to the Grant Holder in advance of the elective or EMS period. **The undergraduate will be required to send an invoice to World Horse Welfare.** For those undertaking an international study programme the liaising member of the World Horse Welfare International team will advise the student when and how to present the invoice.

- 4.2 Responsibility. The Grant Holder must ensure proper financial management of the grant/bursary and accountability for the use of funds, including maintaining proper books and detailed records of costs and expenses incurred in relation to the grant/bursary, and by monitoring to prevent fraud and any other corrupt practices.

The Principal Investigator (for **Equine Welfare Project Grants**) is responsible for ensuring that claims to World Horse Welfare for expenditure do not exceed the grants approved by World Horse Welfare. He/she is also responsible for advising his/her institution's finance office of approved grants and of these Terms and Conditions. For **Undergraduate Bursaries**, the Grant Holder is responsible for administering the bursary.

- 4.3 Overheads are not payable. These include but are not limited to lighting, heating, support staff salaries, insurance, maintenance and administrative costs.
- 4.4 Reimbursement for capital and consumable items. All claims to World Horse Welfare for reimbursement of expenditure on agreed capital items or consumables within the approved grant must be submitted in three annual instalments to coincide with the academic year, beginning from the agreed start date of the Equine Welfare Project or as agreed with World Horse Welfare Director of Finance and Administration. The final claim must be submitted within 3 months of the agreed date of conclusion of the project/bursary period. Final claims submitted later than this will not be reimbursed unless by prior arrangement with World Horse Welfare.

Any equipment provided by the grant/bursary is donated to the Grant Holder specifically for the research as specified in the grant/bursary. The Grant Holder must take responsibility for installation, maintenance, repairs and insurance costs of the equipment throughout its useful life at their own expense.

- 4.5 Expenditure of Grants. Monies from a grant will not be paid to the Grant Holder before the start of the 12-month period to which the grants relates, except with World Horse Welfare's prior written approval.
- 4.6 Over expenditure of Grants. World Horse Welfare will only reimburse expenditure up to the amount of the approved grant. Any over expenditure is the responsibility of the Grant Holder.
- 4.7 Under expenditure. Unexpended amounts of the grant at the end of any year will be carried forward and will be available in the subsequent year(s), without further reference to World Horse Welfare, for expenditure incurred in direct relation to the **Equine Welfare Project Grant**.

Amounts unspent after reimbursement of the final claim will become immediately unavailable

to the Grant Holder, and any excess funds already paid over must be repaid to World Horse Welfare. Requests for virement may be considered but must be requested within three months of the proposed completion date of the project.

4.8 Disallowance of Expense Claims. World Horse Welfare reserves the right to disallow claims, in full or in part, which it considers do not comply with these Terms and Conditions.

4.9 Control of Expenditure and Auditing. The controls of expenditure under World Horse Welfare's grants must be governed by the normal standards and procedures of the Grant Holder and must be covered by that institution's formal audit arrangements.

5 PUBLICATIONS

5.1 It is anticipated that at least two substantial papers arising from an **Equine Welfare Project Grant** will be published in appropriate refereed journals. Publication (or acceptance i.e. 'in press') of articles is expected during or in a timely manner after conclusion of the award. Details of these publications should be forwarded to the Scientific Adviser at World Horse Welfare.

5.2 The VAC reserves the right to see articles arising from the funded work at the time of submission and before they are accepted for publication.

5.3 It is a condition of all grants that unless otherwise agreed in writing with World Horse Welfare funding must be clearly acknowledged whenever possible and always when the results of the work are published in the scientific or lay literature, Conference Proceedings etc. World Horse Welfare should be advised in advance when any such presentation or publication is envisaged. A 1-2-page lay summary of the work may be requested at any time and must be provided with the Final Report.

5.4 World Horse Welfare may publish personal data of the Grant Holder and others funded by the grant/bursary including but not limited to names, professional expertise, title and abstract of the grant and funding details on its website, in its annual report or in other publications from time to time.

6 LICENCES AND CONSENTS

All necessary licences and consents required for the **Equine Welfare Project Grant** must be held throughout the duration of the grant and all conditions and requirements attached to such licences and consents must be complied with. Copies of any such licences and consents shall be produced to World Horse Welfare on request.

7 INTELLECTUAL PROPERTY RIGHTS

7.1 The ownership of any Intellectual Property Rights (IPR) arising or likely to arise from the project shall be agreed in writing between World Horse Welfare and the Grant Holder before the project commences. In the case of **Equine Welfare Project Grants**, the Principal Investigator is responsible for advising World Horse Welfare of the possibility of any IPR potential.

7.2 The ownership of any Intellectual Property Rights {IPR} arising or likely to arise from the project shall be owned by the host institution. As a charity, World Horse Welfare is under an obligation to ensure that the useful results of research that it funds {whether in whole or in part} are applied for the public good, and to ensure that it obtains a fair share of the fruits of any World Horse Welfare funded IPR. The host institution is required to co-operate in this and provide all assistance as reasonably requested by World Horse Welfare from time to time in a commercial and timely manner. The Principal Investigator is responsible for advising World Horse Welfare of the possibility of any IPR potential. The host institution hereby grants World Horse Welfare a non-commercial licence to the IPR solely for charitable purposes.

8 TERMINATION OF EQUINE WELFARE PROJECT GRANT AND WITHDRAWAL OF GRANTS

8.1 World Horse Welfare reserves the right at any time and without notice to terminate an Equine Welfare Project Grant and withdraw grants, in full or in part, on grounds of unsatisfactory progress, or failure to comply with these Terms and Conditions, if the Grant Holder by act or omission does anything in which in World Horse Welfare's opinion may bring its name and reputation into disrepute, or for any other reason. In such cases, a notice period would be agreed with the host institution.

8.2 World Horse Welfare will reimburse expenditure properly incurred up to the date of termination, will withdraw the grant/stipend from the next month onward after this date, and will not be liable for any matters or circumstances, including financial, after this date.

8.3 If the Principal Investigator discontinues the project/programme before expiry of the award, or if the Grant Holder considers the work to be unsatisfactory, World Horse Welfare must be informed immediately.

9 CHANGES TO THE TERMS AND CONDITIONS

World Horse Welfare reserves the right to modify or vary the Terms and Conditions of **Equine Welfare Project Grants** or **Veterinary Undergraduate Bursaries** or to add further Terms and Conditions at any time. Grant Holders will be informed of any such changes.

10 SCIENTIFIC PROCEDURES ON ANIMALS

Where scientific procedures on animals subject to the Animals {Scientific Procedures} Act 1986 are to be carried out as part of the **Equine Welfare Project Grant**, these must be rigorously justified and always approved in advance by World Horse Welfare. No such procedures may commence unless and until it has been confirmed to World Horse Welfare that the appropriate licences have been secured from the Home Secretary under the terms of the Animals {Scientific Procedures} Act 1986, and that approval from the Grant Holder's Ethical Committee for the experiment to be carried out, has been obtained. A copy of this approval must accompany the application.

11 ACCEPTANCE OF GRANTS

Equine Welfare Project Grants and **Veterinary Undergraduate Bursaries** offered by World Horse Welfare are not valid until the offer and these Terms and Conditions have been accepted in writing by the Principal Investigator, Head of Department and Senior Officer responsible for administering the grant **(for Equine Welfare Project Grants)**; or by the Applicant and the University Sponsor **{for Undergraduate Bursaries}**, as appropriate, and any other parties whose acceptance may be required by World Horse Welfare.

12 LIABILITIES AND INDEMNITIES

World Horse Welfare accepts no liability for any accident, injury or loss sustained by any person as a result of/in the course of activity funded by the grant/bursary. In accepting the grant/bursary the Grant Holder agrees to indemnify World Horse Welfare against any costs, claims or liabilities {including legal costs) incurred by World Horse Welfare as a result of any action, claim or complaint brought against World Horse Welfare in connection with or arising from any activity funded by the grant/bursary.

13 GOVERNING LAW AND JURISDICTION

These Terms and Conditions shall be construed in accordance with English Law. The Grant Holder irrevocably submits to the exclusive jurisdiction of the English Courts to settle all matters in connection with the grant/bursary.

WHW/vac190525