

THE SERVICE PUPILS' SUPPORT PROGRAMME

PART OF THE ARMED FORCES FAMILIES FUND

Programme Guidance

2024



 **THE ARMED FORCES
COVENANT FUND TRUST**
Funded by HM Government



Ministry
of Defence

The Armed Forces Covenant Fund Trust

Armed Forces Families Fund (AF3)

Service Pupil Support Programme

PROGRAMME GUIDANCE

Under this programme, the Armed Forces Covenant Fund Trust (the Trust) will award grants of £5,000 to £80,000 for projects which support Service children along their educational pathway.

This funding will enable Service children to reach their full life potential. This Fund is primarily focused on schools and local authorities across the UK. **We will expect you to work in clusters and be collaborative.**

Applications can only address the needs of children aged 4-18 in full-time statutory education, who are from currently serving Armed Forces families. This includes pupils whose parents are on full commitment as part of the full-time Reserve Service.

This funding is for stand-alone projects, lasting **up to two-years** in length.

- The Programme will open: **14 March 2024**.
- The Programme will close for applications: **12 noon, Wednesday 8 May 2024**.
- You will hear from us with a decision by **the end of June 2024**.
- You will need to start your project by **January 2025**.

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What is the aim of the Service Pupil Support Programme?

The Armed Forces Covenant Fund Trust makes grants that deliver real change to Armed Forces communities.

Following the launch of the UK Armed Forces Families Strategy in January 2022, the MOD created a dedicated fund, 'The Armed Forces Families Fund' (AF3). This programme sits within the AF3. The MOD has partnered with the Trust to administer the AF3.

Through this programme, we would like to support projects that ensure the needs of Service pupils are met. Projects that support a **cluster of schools** working together, are considered most likely to provide the best opportunity to have the biggest impact on Service pupils.

This programme is designed to help support Service children along their educational pathway by:

- closing the gap in attainment between Service and non-Service pupils, using data-led evidence
- addressing the needs of Service pupils with additional needs, through early identification and intervention, using a collaborative and coordinated approach
- identifying and addressing the needs of small cohorts of Service pupils within educational settings.

Most children from military families (54%) attend schools where less than 30 other children are also in the military. We refer to these schools as having small cohorts of Service children under this programme, and we define this as where your military child cohort is less than 40%, for primary settings, or less than 10% for secondary settings.

Your project should address one or more of these themes.

There are two ways in which you can apply for a grant under this programme. We expect that most applications will come through the cluster route. Applications from single schools can only be made in exceptional circumstances.

Apply as a group or cluster

You can apply to carry out a project across **three or more** schools. A single school, Academy Trust or Local Authority will need to be the lead applicant, and would be responsible for managing the project, if you were awarded a grant.

We are keen to encourage schools to work together to offer better support to Service pupils and anticipate that most of the projects we fund will be for cluster-based projects. This could include:

- a lead school, working in partnership with two or more schools, sharing a staff member to deliver targeted, Service pupil-centred, interventions
- three or more schools, using an outreach programme to identify and assess Service pupils with an additional need, creating sharable resources
- creating capacity for a team member, with the relevant skills and knowledge, to develop and implement resources for Service pupils that can be shared across three or more schools
- a targeted programme of work, with a small number of Service pupils, to help close an academic gap in achievement, in rural and/or isolated schools
- cluster applications might include specialist staff, with Armed Forces knowledge and understanding, to work across schools, to provide short-term, focused interventions.

If you apply as a cluster, we will ask you to list all the schools involved and give us the number of Service pupils at the time of applying. In addition, you will be able to apply for the maximum amount of £80,000 over a two-year delivery period.

Apply as a single school - for a project in that school only

We expect that most applications will come through clusters. We are keen to encourage schools to work together, to offer better support to Service pupils.

If you are a school with a large cohort of Service pupils, or you are facing a significant challenge, such as a large upcoming entry of Service children into your school, you can apply to us directly through this programme.

You will need to tell us:

- why you need funding for the project in your school
- the urgent or significant needs for Service children that you are experiencing
- why it is not feasible to work as part of a cluster, at this time.

Service Pupil Support Programme

Your project must meet one of these three themes

Closing the gap

Closing the gap in educational attainment between Service pupils and non-Service pupils, using data-led evidence.

Service Pupils with additional needs

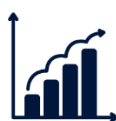
Addressing the needs of Service pupils with additional needs, through early identification and intervention, using a collaborative and coordinated approach.

Small cohorts

Identifying and addressing the needs of small cohorts of Service children in individual schools and working collaboratively as part of a cluster.

Under all of the above themes, we will prioritise applications from clusters of 3 or more schools.

To learn more about any exceptions to the above, please read the programme guidance.



Your project needs to deliver tangible outcomes.



Your project can last up to two years in length.



Your project should be collaborative.



Theme 1 - Closing the Gap

Educational outcomes are an important indicator by which to assess children's future life chances. Therefore, by assessing gaps in attainment, and offering early interventions, Service children's lives can be improved.

If you are applying under this theme, you need to show us that you have used robust data to identify this gap and your project should have clear, achievable outcomes to reduce the gap.

This could incorporate:

- training of staff to enable outstanding, quality-first teaching based on an understanding of Service pupils' needs and personalised approaches
- an intervention appropriate to the need identified, utilising specialists (e.g. Maths specialists) to help assess need and devise targeted interventions with a view to creating long-term resources and sustainable impact.

Example

A group of schools have been working together to understand educational outcomes for Service pupils. They have reviewed attainment data for the past two years and have identified some key areas where Service pupils in Key Stage 2 are performing less well academically than their peers from civilian families. They plan a targeted programme of work that can be delivered in a single academic year, which includes delivering interventions to students; additional staff training to boost understanding of Service pupils needs and coordination through the schools to deliver sustainable outcomes. They apply for funding for the staff training elements and some resources for the coordination through their partnership. The coordinator will develop new processes, resources and pathways for supporting Service pupils which will last beyond the end of the grant.

Theme 2 - Service pupils with additional support and learning needs

Pupils with additional support and learning needs can benefit from early assessment and identification, which can be particularly difficult for Service pupils to access if they regularly move schools.

The AF3 is keen to support activity which focuses on reducing any barriers relating to the identification of mobile Service children's additional needs, and their access to services and required provision. Examples of activity include:

- child-centred approaches that help to address needs and close the gap between Service and non-Service pupils
- funding the provision of services that add value to the additional needs support offered to Service children in local authority areas
- the funding of pathfinder projects, that test approaches to improving access to services for Service children with additional support and learning needs

- the development/provision of professional development that builds capacity to champion additional support and learning systems to effectively support children from Service families.

Example

A cluster project is located near a large garrison and works with families on the base and local schools to identify and support families where children have additional needs that are impacting on their educational experiences and seeks to improve educational outcomes.

The project incorporates the local authority and educational psychologists. The project has a particular focus on identifying and supporting Service pupils with additional needs who may have had challenges in accessing appropriate services and support due to frequent moving between different areas. The project works in a co-ordinated way with relevant local services.

Theme 3 - Small cohorts

To deliver innovative projects that reach Service pupils who are in a cluster of three or more schools that have very low overall numbers of Service pupils.

Example

A local authority leads a project across a wide geographic area to reach 40 schools that all have low numbers of Service pupils. They develop an education programme to upskill teachers and school leaders on the needs of Service pupils. Their project also explores how to best support Service pupils transitioning to secondary school. They develop e-learning training and other resources which can be used in future years.

Exceptionally, outside of these themes, we will support sudden and significant increases in a school's military cohort. The needs of this cohort should be emphasised in the application.

What types of projects are we looking for?

The Service Pupil Support Programme will provide grants to support Service pupils to reach their full potential through robust interventions in response to an evidence base that clearly defines need.

We will support projects which offer tangible outcomes; close the gap between Service and non-Service pupils and address additional needs and/or reach small cohorts within educational settings.

If the needs of the Service children are identified and evidenced in the application, a variety of projects/activities could be supported. Proposals could include requests for funds towards:

- relevant educational resources and equipment
- projects that help to support and reach as many Service children as possible, to create the most impact
- projects that provide staff with additional skills to enable them to understand and support the Service children within a school/cluster - we particularly encourage projects that incorporate learning and resources, such as toolkits, that can be cascaded and used beyond the grant period
- projects that help to utilise early identification and interventions to support Service children with additional needs.
- refurbishment/upgrading of existing resources (but not for capital works).

Your project must be able to complete within two years and you must have clear activities that you will deliver as part of your project.

You should also be able to tell us, in your application, about the difference that you expect these activities to make to Service pupils.

Your project idea should be for a stand-alone project, which demonstrates a lasting impact. Priority may be given to innovative projects, which can show they will not need ongoing funding after they have completed.

If we award you a grant, we will ask you to share information and data with us about the impact of your grant. We will use this to understand the reach and impact of this programme. We will not ask you to share any data that would identify individual pupils.

We strongly encourage you to register with and use the SCiP Alliance Thriving lives toolkit to inform your work with Service pupils if you are not doing so already. You can find the toolkit at <https://www.scipalliance.org/thriving-lives-toolkit>

This toolkit was developed by the SCiP Alliance in collaboration with several Uni Connect partnerships. The Toolkit was piloted in a variety of schools in 2020. Evaluation officers in six Uni Connect partnerships, led by Higher Horizons at Keele University, analysed feedback from schools and provided recommendations which have enhanced the content and format. Schools in the pilot ranged from those with a high proportion of Armed Forces children to those with only a few. Pilot schools served families from the Army, RAF and the Royal Navy in many different locations. All participants recommended that other schools educating Armed Forces children use this tool to consider their support for their Armed Forces children.

Your application will need to show the following.

- ✓ How the need for this project has been identified and how you will target the people who have the greatest need for support.
- ✓ What activities will be delivered to address the need.
- ✓ What the planned outcomes of the project are.
- ✓ How you will evaluate and measure the impact of the project and outcome achievement.

- ✓ How your project provides good value for money.
- ✓ Plans for sustainability beyond the funded period from both a pupil and organisational perspective.
- ✓ The total number of Service pupils in your school and the proportion of pupils that your project will target.
- ✓ We also need to be able to see that you have the skills and experience necessary to be able to carry out your project. You can work together with other organisations as part of your project. There is more information on working with others later in this guidance.

Your proposed project should be additional to activities that are currently funded by Service Pupil Premium (SPP) provision (England only) and or statutory responsibility, and should complement your other work. You can tell us more about how your project will complement your other existing work within the application form.

Who will benefit?

Service pupils who may be at risk of not reaching their full educational potential, including those with additional needs, who would benefit from targeted, evidence-based interventions with a view to closing learning gaps. This may include Service pupils who are disadvantaged due to separation/mobility or those with additional learning barriers.

Which organisations are eligible to apply?

We invite applications from local authorities and schools in the UK, which have children of currently Serving Armed Forces Personnel on roll. Service refers to Regular Forces and full-time Reserve Service.

We can accept applications from:

- maintained schools
- academy schools
- free schools
- sixth form colleges
- further education colleges
- local authorities
- multi-academy trusts.

Specialist educational organisations can be involved in a bid; however, the lead applicant will need to be one of the above. Partnerships need to be able to demonstrate a history of working with pupils with additional needs or an understanding of Armed Forces communities.

The following restrictions may apply.

- We generally receive more good applications for funding than we can support. We may prioritise organisations which have not yet received a grant under the Service Pupil Support Programme.
- Applications may be declined from current Trust grant holders if the reporting requirements for existing grants from the Trust are not up to date.

Who cannot apply?

The following types of organisations are not eligible for funding from the Service Pupils Support programme.

- Childcare providers (including early years).
- Commercial organisations that would seek for their solution to be provided to a school for profit. For example, an organisation could not be awarded a grant to develop a training course which it then charges schools to attend.
- Independent (fee-paying) schools including boarding schools, whether or not registered as charities.
- Charities and charitable organisations (though they can be part of a project working with an eligible applicant). If you are both a charity and an academy, you can apply if you meet our criteria in the 'who can apply' section.

Universities and research institutions could work with a lead applicant as part of a wider project but cannot apply directly.

How much funding can you apply for?

If you are applying for a grant as a **cluster**, then you can apply for up to **£80,000** in total towards a project being delivered over a period of up to **two years**.

If you are applying for a grant as a **single school**, then you can apply for up to **£40,000** in total towards a project being delivered over a period of up to **two years**.

What costs can you apply for?

Staffing costs: Any successful application that requires hiring staff should ensure that all parties are aware they are being employed by the successful applicant (school/local authority) and not by the Trust or the MOD. The application for funds will need to clearly demonstrate how the funding of posts would be maintained beyond the project funding period. Alternatively, the application will need to clearly show how the project's impact will be sustained without the posts being in place.

Resources: Clearly aligned to the delivery of the project. Temporary licences for numeracy, literacy or emotional literacy (examples only).

Reasonable overheads: Those that are directly related to the project/programme of activities.

Refurbishment: Of an existing space (library, sensory rooms) where the main beneficiary will be the Service children and will not be absorbed into a whole school large resource once the delivery period is over.

Activities: Out of school hours clubs or an enrichment activity for Service pupils.

What costs can't you apply for?

Capital projects: The Service Pupil Support Programme cannot be used for infrastructure projects. Contributions to smaller scale refurbishments, such as adapting current spaces, and equipment are acceptable.

More than one project: Applicants can make one individual bid each and can also be included in a joint cluster bid with other schools, providing it is for a different initiative.

Long-term funding: The award of a grant from the Service Pupil Support Fund is *not* a commitment to future funding and should be regarded as a one-off contribution. In year applications are not accepted.

Repeat funding requests for projects previously funded by a similar grant, can only be considered with clear evidence as to why this funding is vital and why the school/LA could not secure it via other means.

IT refresh: Large ICT requests including PCs, whiteboards and tablets.

Ad-hoc: Uniforms, musical instruments, school trips, mini-buses.

England only: Costs that would normally be met through Service Pupil Premium.

Ethics

Our work supports the Armed Forces Covenant through funding projects that deliver real change to Armed Forces communities. The projects we support need to be carried out to the highest possible ethical standards.

We therefore need to know that you have the skills and experience to work with the groups of people that your project focuses on; that you can ensure they are kept safe; and that you take an ethical approach to your work.

Our ethical values are Respect, Competence and Integrity.

We have a Code of Conduct and free online training to explain our approach to ethics. We will ask you to confirm in your application form that you will run your project in line with our Code of Conduct. If your organisation has its own Code of Ethical Conduct, then you will need to explore whether your Code is compatible with ours, and tell us about this.

You can access our ethics resources [here](#)

Our assessment criteria

Our criteria are set out below. We will consider each application to see how well it meets these criteria and fund those that we believe will best achieve the programme aims.

The difference that your project is making	
What are we looking for?	That the project is addressing an identified need for Service children in a specified school or schools and that it will: <ul style="list-style-type: none"> • be able to make a significant difference to the children/families • have longer-term sustainable benefits that will have ongoing legacy after the end of the grant • not duplicate existing statutory funding or other services.
What do you need to show us?	What your proposed project will do.: <ul style="list-style-type: none"> • How this will help Service children/families. • How this need has been identified. • How you know that Service children/families will participate and benefit. • Who supports the project, and why they support it. • How many children this is likely to help. • What difference this will make. • What the long-term benefits will be

Delivery of your project	
What are we looking for?	That you have the skills and experience to run your project; and that the approach to running your project would be likely to lead to the long-term legacy that you are seeking to have.
What do you need to show us?	<ul style="list-style-type: none"> • That your organisation is well run and well managed • That you'll be able to start your grant activity quickly • That you can keep people on your project safe • That your project will be delivered in line with our ethical values • Why your project offers good value for money. • Whether you will be working with others to achieve your aims, and how you will do this. • How you will measure the impact of your project • Your plans to ensure a long-term legacy of your work that will continue after the end of the grant

Working with other organisations

You can work with other organisations as part of your project. If any of the organisations that you will be working with will receive part of your grant, then you need to read our guidance below on delivery partners.

A delivery partner is an organisation which is either:

- receiving part of the grant OR
- their involvement in the project, through providing resources or some other means, is critical to the delivery of the project.

Role of the lead organisation

The organisation that submits the application is the lead organisation. It will have legal responsibility for all funding we award and will be financially accountable for any funds that may be distributed by the lead organisation to delivery partners.

Delivery partnership agreements

If we award you funding and you plan to work with one or more delivery partners, it will be a term and condition of your grant offer that you have a formal signed partnership agreement with them. If you're successful, the draft delivery partnership agreement must be deemed to be compliant (with our terms and conditions) by us and finalised prior to any funding being released. We may request changes to the draft agreement before it's finalised. You can find guidance on what a delivery partnership agreement should include on our website.

Preparing your project budget

What can funds be spent on?

We can pay for most of the things you'll need for your project or activity, whether it is people's time, costs of delivering work online or buying/hiring equipment.

We understand that currently the real value of your income may have dropped due to inflationary pressures of running your organisation. You may have also found the rising cost of living has increased demand on your services. The Trust will consider applications that include a reasonable contribution to overhead/core costs. We would expect to see this reflected within your budget breakdown.

It is highly unlikely that we will fund projects with budgets that are dominated by capital costs. We would not expect to fund the costs of purchasing a vehicle, but we would pay for mileage costs on vehicles used by your staff and volunteers.

Your project might include the following costs.

- ✓ Staff time for this fixed-term project. This could be direct project work or for admin or to manage volunteers that may be involved in your project
- ✓ Sessional staff or freelancers that you may need to run your project and activity.
- ✓ Reasonable travel costs including fares or mileage for project staff, volunteers or beneficiaries to enable participation in the project.
- ✓ Purchasing items that can enable activities to take place. This may include art materials; sports/games/outdoor equipment; supplies for breakfast or social hubs.
- ✓ Purchasing items that will help you to deliver your project, such as additional telephones or laptops.
- ✓ Reasonable costs for storing and transporting items, including wear and tear on private vehicles.
- ✓ Reasonable overheads, which reflect the cost to your organisation of delivering this project, taking account of recent cost increases.
- ✓ Appropriate clinical supervision for workers who are supporting vulnerable individuals.

What can't funds be spent on?

There are several things **we can't pay for**, either because they're not in the spirit of the Fund, or because of relevant legislation or tax rules.

- ✗ Where funding is not benefiting people from the Armed Forces community.
- ✗ Projects that do not clearly meet the aims of the programme.
- ✗ Where money only benefits one person. By this we mean where your whole project would only benefit one person.
- ✗ Making grants or donations of money or items of value to individuals or families.
- ✗ Repeat or regular projects that require a source of uncommitted funding.
- ✗ Endowments (to provide a source of income).
- ✗ Topping up existing grants and aid from a government department.
- ✗ Investments.

- ✘ Fundraising costs, including organising fundraising events and activities.
- ✘ Paying for ongoing costs of existing partnership activity.
- ✘ Projects, activities or services that the state has a legal obligation to provide.
- ✘ Retrospective funding for projects that have already started or taken place.
- ✘ Excessive management or professional fees or contingency costs.
- ✘ Projects with budgets that are dominated by capital costs. We would not expect to fund the costs of purchasing a vehicle, for example.

This is not an exhaustive list as we feel it's more useful to focus on what you're trying to achieve and how you're going about this, than to issue long lists of eligible and ineligible costs.

Any grant that we award under this programme would be in line with our charitable objectives. As such, any grant that we award will be for non-economic activities only.

What financial information should you include in your application?

The application form will ask you to give details of your project budget, so that we can understand the costs for which you are asking for funding towards. Whilst you can show this in categories (rather than, for example, listing every item of the IT equipment you require) we will need to have sufficient information to assure us that you have fully considered how much the work will cost and told us how you know this.

If we award you a grant, you will need to send us a full budget, and project milestones before we can pay the first instalment of your grant.

Timetable

If you apply by **midday on Wednesday 8 May 2024**, you'll receive a decision before the end of June 2024.

We cannot accept any late applications.

We highly recommend you plan to submit your application before the deadline to avoid the risk of missing the cut-off because of technological or other unexpected problems.

How to apply - the application form

You need to apply using our online application form which you can access via our website.

If you don't yet have an account for our online application portal, then you will need to create one. (You will need this anyway if you are successful in receiving a grant, so that you can submit reports and receive grant payments). On our system, you can save a draft application form to complete later or send a draft copy to colleagues. You can also access copies of the application that you've submitted at any time.

We strongly recommend that you complete your application in a Word document, save it locally as you work on it and when it is complete you then cut and paste the answers into the online form. You will find a Word document with a list of the project related questions on our website. Please don't use any formatting, such as tables or numbered lists, in your Word document, as the online form may not accept this formatting and you might have trouble submitting the form.

When you are entering data onto the online form, we suggest you save your form every 10-15 minutes whilst you are completing it, to avoid the risk of it 'timing out'.

You will be emailed when you both save and when you submit the application, please be aware of this when completing the application. We can only consider applications that have been fully submitted. Please check the "Submitted Applications" tab on your grant portal, to ensure the application has been fully submitted.

It's important that we can contact your organisation, particularly, of course, if you receive a grant. You will need to provide two contacts from your organisation on the application. At least one of these should have an email address that belongs to your organisation. At least one contact must hold the relevant authority (CEO/ CO or equivalent) to authorise any grant contract and bank account to be used should you be successful. The main contact must have an email address that belongs to your organisation. If this is not provided, your application may be considered ineligible.

Please think carefully about who these should be, as they will need to be able to sign acceptance of the grant and use of the bank account on the Offer Letter/ Terms and Conditions if your application is successful. If either contact changes, do let us know as soon as you can.

Do check that you have fully answered all the questions because, if not, we might not be able to consider your application.

If you are an **Academy Trust**, please do ensure that you upload a copy of your most recent accounts and your governing document. Your application will not be complete without this. You do not need to send any additional information once the application has been submitted. Any additional information sent will not be considered.

If you are not an Academy Trust do not submit any other documents with your form. Any other documents will not be considered.

You do not need to send any additional information once the application has been submitted. Any additional information received will not be considered unless specifically asked for by our assessors.

Do not send your application by email or post to the Covenant Fund Trust – only applications submitted via the online form can be considered.

You must also make sure that the Trustees/Directors/ senior staff within your organisation know that you are submitting this grant application.

After you submit your application

You will get an automated email to confirm that your application has been submitted. This email will come from an address called mailuk@grantapplication.com. You may wish to add this email to a safe senders list on your email system to ensure that it can come through to you.

If you have not received this email, then your application was not submitted successfully. Please log back into the portal to submit it.

We will check your application to ensure that you've provided all the information we have requested. During our assessment we very occasionally contact applicants to ask for clarification, or specific questions about the organisation. This will only be if there are answers in your application form which are unclear or left blank. We will only contact you at this stage if we believe this will make a material difference to the decision about your application. If we ask you to do this, you'll need to send us this information within five working days. Please do not assume any contact or lack of contact is an indication of your likelihood of being successful or declined.

We will review the information you provide in your application and, where relevant, data and information from the Charity Commission, Companies House or other regulators' websites relating to your constitution and recent audited accounts. We may also look at other publicly available sources such as your organisation's website and social media activity.

After submitting your application, you must advise the Trust of any significant changes in your organisation, its governance or finances which might impact on our consideration of your application.

We will assess your application against the key criteria of the programme.

Checks we may carry out on your organisation

We may carry out several checks on the information you provide us with and about your organisation. This is to make sure that the information is correct and there are no significant risks we can identify when awarding grants.

These may include checks:

- on whether financial information on your application form matches that held by your regulatory body (Companies House, Charity Commission etc.)
- that we can see that you have a minimum of three unrelated Directors or Trustees listed on your regulator's website
- that your governing documents (such as constitutions and memorandum and articles of association) are up to date, correct and properly signed
- on your accounts that are accessible through regulatory bodies
- on any identified concerns about a person named as a contact or who has a position within your organisation
- that the signatories are valid and well informed about the project
- on your annual report and on your website/social media activity that your organisation is undertaking the activities as described in your application
- to ensure you are up to date on all reporting with any active grants you hold with the Trust
- If your organisation is a branch of a larger organisation (such as charities with regional branches or offices), as part of our due diligence checks we may be sharing key details of the application with your head office to confirm eligibility to apply for this funding.
- If you are awarded a grant, that your organisational name and address on your bank statement are consistent with the details you've provided in any completed form or the information that's held elsewhere in the public domain.
- If you are awarded a grant, that your bank statement shows that your account is being managed in line with your own financial procedures and our programme requirements.

Decisions and what happens next

Final decisions will be made by the Board of Trustees, who will review the applications, using balancing criteria in addition to the key criteria. The balancing criteria include the relative strength and value for money of the project when viewed as part of a national portfolio of projects.

Funds are limited. Therefore, the Board will use their discretion to choose which projects to fund, ensuring a good spread of funded projects and to differentiate between projects that are considered fundable.

Please note that in order to minimise the risk to public funds the Trust may prioritise funding those applicants which have good track records on reporting to regulators, demonstrate transparent and appropriate governance arrangements and have comprehensive published accounts. For organisations which previously had grants from us, we expect all reporting on these grants to be up-to-date and may consider this when considering new applications.

Trustees may also take the decision to part-fund proposals. This may mean you are awarded less money than was applied for. If this is the case we will talk to you about what elements of the project were supported and why and discuss this with you.

After the Trustees have met, we will send an email to you using the primary contact email address you provided in your application. This will tell you whether or not you' have been awarded a grant.

Our programmes are often oversubscribed and, unfortunately, we often have to turn good applications down due to lack of available funding. If you have been unsuccessful, we will email you to tell you.

What happens next if we award you a grant?

If we plan to fund your project, you'll need to accept our grant offer and the terms & conditions of the grant **within four weeks of receiving the Offer Letter** or risk the offer lapsing.

Our [terms and conditions of grant](#) can be accessed on our website. If we offer you a grant, you will need to confirm that you will follow these terms and conditions of grant before we can release any of your grant to you.

We will email you in the first instance to advise you that you have been successful. This email will give you full instructions of what you need to do next in order to receive your official offer letter, how to accept the grant and what documents you need to provide.

If we offer you a grant, we may invite you to come to a briefing session for new grant holders; and we'll send you the dates for these. The briefing will be held online and explains the next stages of your grant. Alternatively, we may request a

virtual meeting with you to provide you with further information and answer any questions you may have.

Your formal Offer Letter and Terms and Conditions will be sent to you after the briefing or meeting. We won't be able to pay your grant until these documents have been signed.

Once we have all the necessary documents back, we will pay the first instalment of your grant. If there are any discrepancies/queries within these documents, this will delay your payment, so please read the accompanying information we provide, thoroughly. Grants will be paid in instalments, and the number and size of these will depend on the size and duration of the grant. A small proportion of the total amount awarded will be retained pending a satisfactory End of Grant report.

If you receive a grant, you will need to keep good records of how the funds were spent and how many people you helped and how. As part of the Terms and Conditions of funding we will ask you to update us on the progress of the project, this will include detailing how the funding has been spent.

We may also expect you to take part in evaluations, impact studies or other research related to the funding you have received. We will let you know what is required and how to participate.

The Trust has a Privacy Policy which explains what data we collect from our grant applicants, and how we use this. Please read this in advance of applying:
<https://covenantfund.org.uk/privacy-policy/>

If you have any questions relating to this programme, please look at the programme information that we have on our website.

Following this, if you still have queries and cannot find the answer in these guidance notes, please email info@covenantfund.org.uk