

# NAAFI FUND

## Application Guidance



# 100



# **The Armed Forces Covenant Fund**

## **NAAFI FUND 2020/21**

### **PROGRAMME GUIDANCE**

**The NAAFI Fund makes grants to UK Armed Forces units, located in the UK or overseas; for projects that improve the quality of life for serving personnel and their families living on base or at an Armed Forces unit.**

**The NAAFI Fund is a rolling programme. This guidance is to apply for a grant by 23<sup>rd</sup> November 2020. You will get a decision in March 2021. There will be further rounds of the NAAFI Fund.**

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The NAAFI Fund comes from funding made available by the Navy, Army and Air Force Institutes (NAAFI). NAAFI is an official trading organisation of HM Forces, providing catering, retail, leisure and facilities management services to the British Armed Forces.

The Armed Forces Covenant Fund Trust is administering the NAAFI Fund on behalf of NAAFI.

#### **Who can apply?**

This programme will make grants to Armed Forces units for projects that have a positive impact on the lives of serving personnel and their families.

Only UK Armed Forces units can apply. Applications can be made by UK units that are located overseas. By “unit” we mean your base, unit, station or garrison as we welcome applications from all three services in order to improve the quality of life for serving personnel and their families.

Charities, and other organisations are not eligible to apply for this programme. An Armed Forces unit could however choose to work with a charity or other local organisation as part of their project.

The application should be made by the person on the unit who would be responsible for delivering the project if successful. Your Commanding Officer (Base or Station Commander) will need to provide a letter of endorsement as part of the application process to show that there is support for the project from your local Chain of Command. This should be on headed paper from your unit.

## What can a grant be used for?

The NAAFI Fund will make grants towards project or activities that improve the quality of life for serving personnel and Armed Forces families living on or near Armed Forces bases or units.

The NAAFI Fund will make grants both now and in the future. The Fund will run for a minimum of a 10-year period. In the first year of the NAAFI Fund, the focus will be on funding smaller projects that will help single serving personnel living in Single Living Accommodation, and Armed Forces families. Following the first funding round, there will be two funding rounds per year.

Grants should be used for projects or activities that help to bring people together on the unit and help reduce boredom or isolation.

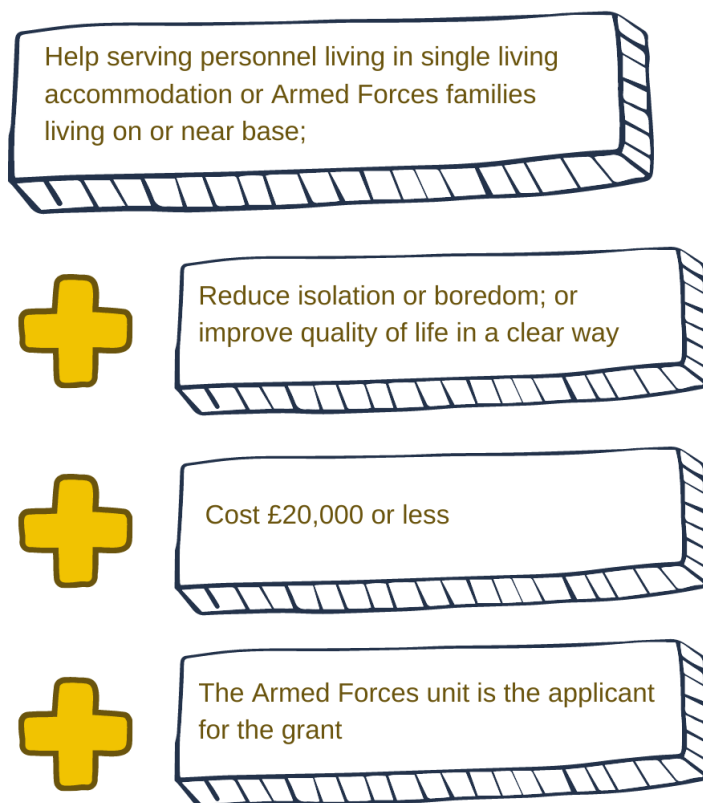
This year, you can apply for a grant of between £5,000 and £20,000.

Grants can be used to refurbish spaces or purchase equipment. You can also use grants for staff costs or fees, but you should be able to show us how an activity would be sustained at the end of the grant period if there is an ongoing need.

The types of projects that this NAAFI Fund may support in 2020/21 are:

- Creating games rooms with pool tables or electronic gaming equipment that could be used as a recreational space by serving personnel in single living accommodation
- Refurbishing recreational spaces to make them more comfortable for serving personnel
- Providing a bank of mountain bikes that can be loaned out for serving personnel and families to explore the local countryside
- Improving play equipment for children from Armed Forces families

This list is to give examples only. If your idea will



Then it is likely that your idea will be eligible.

Your idea should be for a project where there is no other obvious source of funding. This means that it should not be for costs that the MOD or other funders would usually pay for, or where there is a clear, targeted funding programme that would be very likely to meet your funding needs.

We know that the Covid pandemic has had a significant impact. You should tell us in your application if your project will have a specific impact on reducing isolation that serving personnel and Armed Forces families have experienced on your unit as a result of Covid restrictions.

Project ideas do not have to be new. The programme will welcome continuation or extensions of existing work where this provides a clear benefit, but you will not be able to apply for retrospective expenses. Your project cannot duplicate other similar work, and you will need to show that it offers good value for money.

If you receive a grant, we will ask you to acknowledge the NAAFI Fund in your publicity branding or signage.

1



***You need to  
be on an  
Armed  
Forces Unit***

***Your idea needs to***

- Help serving personnel living in single living accommodation or Armed Forces families living on or near your unit;
- Cost between £5,000- £20,000
- Reduce isolation or boredom; or improve quality of life in a clear way



2



***Email your  
project idea  
to NAAFI***

***Your email needs to***

- Give summary of your idea in 50 words or less
- State how much you'd like to apply for
- State which Armed Forces unit you will be applying for



*If your idea broadly fits the aims of the Fund, then you will get a unique code that enables your application to proceed*



3



***Complete  
your  
application***

***As part of this you should***

- Read the programme guidance carefully, and answer all the questions
- Ensure you have any permissions that would be needed to carry out your project on your unit
- Include a letter of endorsement from your Commanding Officer



## Before you apply

To help you check that your project idea broadly fits this programme, before you spend time on completing a full application, you need to send a short (maximum 50-word summary) to NAAFI **before 23 October 2020**.

Send your email to **welfaregrant@naafi.co.uk**

In your email, you need to give the following information

- **Your 50-word summary**
- **The name of your Armed Forces unit**
- **How much funding you would like to apply for**

You will get an email back from NAAFI which will either invite you to apply or advise you why they think this might not be the right fund to apply to.

If your idea broadly fits with the NAAFI Fund programme, then you will be given a unique code and the link to the online application form. You will need to put this code on your application form.

Getting a code enables your application to proceed. Your application will be invalid without it. Your code is unique to your project idea. This means that if you make substantial changes to your idea (such as changing the focus from families to serving personnel) then you will need to write to NAAFI again for a new code.

We expect that you will make changes to the detail of your idea as you develop your application further. The application you submit must have the same, or similar summary to the project summary that you received your unique code for.

### **Receiving a code is no guarantee that your project will be funded.**

If NAAFI does not feel that your proposal is eligible – perhaps because you are seeking an amount of grant that is too large for this Fund, or outside the scope of what can be considered then they will write to tell you this. They may ask you for more information.

## Your application

Once you have received your code, you can complete your application using the Armed Forces Covenant Fund application portal. There is more information on how to use the online application form later in this document.

As part of your application, you should tell us

- Why your project is needed?
- Who will benefit from it?
- How you know that people will use the project?

- What will happen to the project once you spend the grant funds? We would like to know how long you expect this grant to have a positive impact on your unit.

You'll need to give us a budget for your project. We will have expected you to check that any permissions that you would need to carry out your project on your unit have been obtained. If we award you a grant, and your project is not able to proceed then we may withdraw your grant.

You'll need to make sure that you have any necessary permissions. This might be permission from DIO or from inventory holders. **We need to know that if we award you a grant, the project will be able to take place.** The permissions that you need may vary depending on the unit that you are serving on. Approaching staff in facilities management or equivalent may be of help.

You should also talk to your finance/ account department or the relevant budget holder at your unit. If we award you a grant, you will need to give us details of the account to pay your grant into. We will need to know who will be responsible for the grant money.

You will need to include a letter from your Commanding Officer in support of your project. This letter can be uploaded as an attachment to your application. This letter should confirm that the project has their support.

## What can funds be spent on?

Under this programme, we'll make grants of between £5,000 and £20,000 for project lasting up to a year.

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

Your project might include the following costs.

- Refurbishment costs to create comfortable recreational spaces, and purchasing the items that you would need for these
- Staff time for this fixed-term project, including time-managing volunteers that may be involved in your project.
- Purchasing items that provide practical support, or that can enable activities to take place.
- Purchasing items that you may need to provide support, such as additional telephones or laptops.
- Reasonable costs for storing and transporting items, including wear and tear on private vehicles.
- Reasonable overheads that reflect the cost to your organisation of delivering this project.

You can have funding for up to 12 months, but you can also apply for projects that will take less than this. We would expect projects that are mainly about purchasing equipment to be completed in a shorter timeframe.

## 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 NAAFI Fund, or because of relevant legislation or tax rules.

- Where funding is not benefiting people from the Armed Forces community.
- Making grants or donations of money to individuals or families.
- Topping up existing grants and aid from a government department.
- Where money only benefits one person. By this we mean where your whole project would only benefit one person.
- Repeat or regular projects that require a source of uncommitted funding.
- Investments.
- Paying for ongoing costs of existing partnership activity.
- Organisational fundraising activities.
- Endowments (to provide a source of income).
- 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.

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.

## How to apply - the application form

You need to apply through the link that NAAFI will provide in an email to you to our online application form. You will need the code that they will also give you in that email.

If you don't have an account, then you will need to create one. 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.

When you submit your application, you'll receive an email confirmation. **If you don't receive this, then you have not applied.**

You will need to submit your application by **23 November 2020**. No late applications will be accepted.

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.

You'll receive a decision **by the end of March 2021**.

It's important that we can contact you, particularly, of course, if you receive a grant. You'll need to provide two contacts from your organisation on the application, and you should use email addresses from your organisation rather than personal email addresses. At least one contact must hold the relevant authority (Commanding Officer



or equivalent) to authorise any grant contract and bank account to be used should you be successful. If this is not provided, your application may be considered ineligible.

**If either contact changes, do let us know as soon as you can.**

We strongly recommend that you save an offline version of your application form.

You may also find it helpful to complete your application in a Word document and then cut and paste the answers into the online form. 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.

**We suggest you save your form every 10-15 minutes whilst you are completing it, to avoid the risk of it 'timing out'.**

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

You do not need to send any additional information. Any additional information received will not be considered.

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

There will be further rounds of funding from the NAAFI Fund. This guidance is for the first funding round only. More information on future funding rounds will be made available on the NAAFI Fund programme pages. You can also subscribe to a newsletter to receive updates on all funding programmes administered by the Armed Forces Covenant Fund Trust.

## 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.

<b>The difference that your project will make</b>	
What are we looking for?	<p>That your project will achieve one or more of the following aims</p> <ul style="list-style-type: none"> <li>• Improving quality of life for serving personnel on Armed Forces units</li> <li>or</li> <li>• Improving quality of life for Armed Forces families living on or near the Armed Forces unit</li> </ul>
What do you need to show us?	<ul style="list-style-type: none"> <li>• What your project will do.</li> <li>• How this will help.</li> <li>• How you know that people would like to do this.</li> <li>• How many people this is likely to help.</li> </ul>

<b>Delivery of your project</b>	
What are we looking for?	<ul style="list-style-type: none"> <li>• That you have the skills and experience to run your project</li> </ul>
What do you need to show us?	<ul style="list-style-type: none"> <li>• That you have a clear plan of how you will deliver the project</li> <li>• That you have considered any risks</li> <li>• That you have the appropriate permissions that are needed to enable the project to be delivered</li> <li>• That your project will be good value for the money that will be spent on it</li> </ul>

### Check we might carry out

We expect to receive more good applications than can be funded. To make sure that your project idea is not duplicating other, similar work we may share details of your application with other organisations that make grants to Armed Forces units including benevolent charities and the MOD.

We will check your banking details if you are awarded a grant

### Working with others

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. You may, for example, wish to work with a children's charity if you were delivering a project for Armed Forces families.

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.

If we award you funding and you plan to work with one or more delivery partners, we will discuss with you the need to have a formal signed partnership agreement with them. You can find guidance on what a [delivery partnership agreement](#) should include on our website.

### After you submit your application

You will get an automated email to confirm that your application has been submitted.

If you have not received this email, then your application was not submitted successfully, and you will need to 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. We may contact you during our assessment if there are things we are unclear about – but do not assume any contact or lack of contact as an indication of your likelihood of being successful or declined.

We will review the information you provide in your application

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

Final decisions will be made by the Trustees of the Armed Forces Covenant Fund Trust, 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, our Trustees 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: they may also take the decision to part-fund proposals (this may involve awarding less money than was applied for).

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 you've been awarded a grant.

Our draft [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.

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.

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.

Once we have all the necessary documents back, we will pay you the majority 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.

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. We will ask you to report on this later and pay you the final amount of your grant when we have a satisfactory final report

If we're not able to fund your project, we will write to you to tell you this.

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](mailto:info@covenantfund.org.uk)

**When you are ready to send your project summary; please email [welfaregrant@naafi.co.uk](mailto:welfaregrant@naafi.co.uk)**