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| WarningThis document is provided for information purposes only. The only way to apply for a grant is through our online application form.  Many organisations find it helpful to work on the questions in a Word Document; then upload full answers when ready to apply. This can be particularly helpful if there are any issues with your internet connection when you are completing the online form. |
| **The first part of your form will ask for**  **CONTACT AND ORGANISATION DETAILS** | |

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| Please note that, included in this, you will be asked for the details of two contacts within your organisation and that at least one of your contacts will have an email address which is that of the charity or CIC (that is, not a personal email address). At least one of these contacts MUST be authorised to sign the grant terms and conditions and authorise use of the organisation’s bank account, and its details for accepting grant payments, if your application is successful.  You will also be asked to say whether you are a member of Cobseo.  **The next part of the form is ABOUT YOUR PROJECT**  5a.   |  | | --- | | **What service or activity are you applying for funding for?**  **This may be one element of your work, or your whole organisation’s usual activity.**  ***Please use a short phrase, with 5 words or fewer.*** | |  |   5b. |
| |  | | --- | | **Tell us about your organisation and how you currently support members of the Armed Forces Community through your work.**  ***You can write up to 200 words*** | |  | |
| 5c. |
| |  | | --- | | **Please tell us where your beneficiaries are based?**  ***This should be the region in which your beneficiaries live (if it crosses a border please choose where the majority are based). This will be a dropdown selection.*** | |  | |
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5d.

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| ***Summarise why your organisation is applying for this funding in 50 words or fewer.***  ***We may use this in our publicity, if we offer you a grant, so please write this in the third person (‘the organisation will …’ rather than ‘we will…’)*** |
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5e.

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| **Which of the programme categories are you applying under?**  ***You can only choose one of the following from the dropdown:***   * ***Bereavement*** * ***Criminal justice*** * ***Domestic violence*** * ***Employment*** * ***Housing*** * ***Mental and physical health*** * ***Service families*** * ***Support of the elderly*** * ***Welfare*** |
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5f.

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| **Tell us more about; your organisation’s planned activity over the next 6 months, what service you are seeking funding to support, about demand for the service you are asking for funding for, whether demand has increased, and how you are expecting to respond to this.**  ***You can write up to 500 words.*** |
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5g.

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| **Tell us how the Covid-19 pandemic has impacted on your organisation’s finances so far and what further effect you are anticipating. This may include loss of fundraising income from events or earned income.**  ***You can write up to 300 words.*** |
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5h.

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| **What will be the impact on your beneficiaries if you are unable to continue the service for which you are applying for funds? How do you know this?**  ***You can write up to 300 words.*** |
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| **Please tell us how you ensure that your organisation is well run and well managed; including how you ensure that people who access your work are kept safe. Tell us about any significant changes to your governance and management or staffing arrangements which you are making to respond to the current crisis.**  ***You can write up to 200 words.*** |
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6b.

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| **What regulators are you registered with?**  ***E.g. CQC, OFSTED, etc.*** |
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7.

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| **How many individuals will benefit from this funding?**  ***We do not need to know the make-up of the beneficiaries here, just the numbers involved. If there are none, please enter 0.*** |
| **Direct Beneficiaries =**  **Indirect Beneficiaries =** |

8.

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| **Who are the beneficiaries?**  ***You can pick more than one option from the dropdown:***   * ***Veterans under 25 (early service leavers)*** * ***25-40*** * ***40-65*** * ***65+*** * ***Serving personnel and Reservists*** * ***Serving families*** * ***Veterans’ families and carers*** |
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| **Please tell us the date on which you will start using this funding if you are successful?**  ***Please Note: Give us the date, this MUST be after 15 June 2020 but before 1 August 2020.***  ***Daily calendar***  ***When completing the online form, please click on the calendar icon to select date. DO NOT manually input the date as it will cause an error.*** |
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**The next part of the form is PROJECT COSTS**

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| **Please tell us how much funding you are applying for.**  ***When completing the online form, please ensure you just enter the amount. DO NOT use a currency symbol, or any punctuation.*** |
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11a.

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| **Please describe in words and amounts the main costs that you are asking for (we may ask for a detailed budget if you are awarded a grant)**  ***You do not need to complete a budget table, however, please tell us what your costs are.***  ***You can write up to 250 words.*** |
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11b.

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| **If you are applying for more than £60,000 please give a short summary here detailing why your need is exceptional.**  ***You can write up to 150 words.*** |
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12a.

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| **How much did your organisation have in liquid unrestricted reserves at the end of your last financial year?**  ***This should be confirmed and explained in your letter from your Chair, Treasurer or Accountant which you will attach to this application. (This may be an unaudited figure)*** |
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12b

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| **What was the date of the end of your last financial year?*Daily calendar***  ***When completing the online form, please click on the calendar icon to select date. DO NOT manually input the date as it will cause an error.*** |
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13.

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| **Which other funders are you applying to for emergency /Covid-19 related funding, and have you secured it yet?**  ***You can write up to 150 words.*** |
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**The next part of the form is ATTACHMENT LETTER**

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| **Please attach the letter from your Chair, Treasurer or Accountant.**  ***See the Guidance to Applicants for what this should include.***  ***Please Note: No other documents should be attached. Do not send copies of your accounts – we will ask you for these if we need them.*** |

**The next part of the form is DECLARATION**

**You will be asked to click and sign our online declaration.**

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| **Is your organisation a signatory to the Armed Forces Covenant Fund?** |
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**click and sign our online declaration.**

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| **You will be asked to click and sign our online declaration.** |