This document is provided for information purposes only.

You may 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.

**CONTACT DETAILS**

* NAAFI Code provided
* Name of Unit
* Which Service
* UIN
* Address
* POC 1. Main (the person responsible for delivering the project and managing it day to day
* POC 2. Senior Authority (the person responsible for the Unit such as a CO)
* POC 3. Finance (a senior person within your finance team who will be responsible for the grant money)

**ABOUT YOUR PROJECT**

1. **What would you like to call your project?**

Please give your project a short title (five words or fewer) that captures what you want to do, something we can use to publicise your project on our website if you are successful.

1. **Summarise what your project will do.**

Briefly tell us what your project will do 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…’)

1. **Please attach your supporting letter from your unit Commanding officer (or equivalent) here.**

**4. Please select the theme under which your project falls:**

* Recreational Space/ Activity (Capital purchases such as games room or refurbishing a social space)
* Recreational Groups (such as a sports club)
* Travel/ Transport links (such as communal bikes or a minibus)
* Family Support / Activity (such as mother and baby group or activities for young people)

**5. Tell us more about what you plan to do if you receive a grant (150 words)**

**6. How will your project improve quality of life within the unit? How do you know it is needed? (200 words)**

**7. Will you be working with anyone to deliver the project?**

Describe their role and why you will be working with them. (for example, any relevant other departments like DIO or outside organisations such as charities)

**8. Tell us about the skills and experiences of those involved in delivering this kind of work or organising relevant activities. (150)**

**9. Who are the main beneficiaries of the project?**

* Serving personnel
* Families

**10. How many people will it directly benefit?**

**11. Tell us when you plan to start? (calendar date)**

**12. Tell us when you think your project will be completed? (no more than 12 months)**

**13. Project location (our drop-down menu – country/region and county)**

**PROJECT COSTS**

**14. Please confirm the total grant amount that you are requesting.**

Please note you can only apply for between £5,000 and £20,000.

**15. Please describe in words and amounts the main costs of your project (we may ask you for a detailed budget if you are awarded a grant)**

You can write up to 200 words.

**16. Please confirm the total grant amount that you are requesting.**

Please DO NOT add a currency symbol or use any punctuation when entering the amount. Only enter the amount without any space. E.g. 5000

**17. Please tell us the total cost of your project (this may be more than the amount you are requesting from us)**

Please round this figure up to the nearest pound (£).

Please DO NOT add a currency symbol or use any punctuation when entering the amount. Only enter the amount without any space. E.g. 7000

**18. Are the total project costs more than the amount you would like from us?**

**19. If the total project cost is more than you are requesting from us where will you get the other funding from and have you secured it yet?**

* Source of funding
* How much?

Please DO NOT add a currency symbol or use any punctuation when entering the amount. Only enter the amount without any space.

* Status - (Secured/Unsecured)

**YOUR DECLARATION**

 The contact named in answer to question 3 must confirm the following.

* The organisation named in answer to question 1 has been authorised by the governing body of your organisation (the board or committee that runs your organisation) and understands and accepts that they will be the accountable body for the delivery the project.
* The information you have given is accurate and true.
* You understand that if you make misleading statements or withhold information at any point, your application will be invalid, and your organisation will be liable to repay any money you have received.
* Any organisations mentioned in question 8 as delivery partners have seen this application and agree with the content (as we may contact them as part of the assessment process).
* You have read and understood the guidance and supporting information on our website and meet our requirements.
* You will be able to meet the large grants terms and conditions on our website.
* You agree we can use the information you have provided for the purposes described under our data protection policy.
* You accept that if information about this application is requested under the Freedom of Information Act, we will release it in line with our freedom of information policy.

 Please tick the box to confirm that you agree with the above.