

# **One is Too Many**

**A FUNDING PROGRAMME TO  
REDUCE SUICIDES IN  
VETERANS**

**Application guidance**

# The Armed Forces Covenant Fund Trust

## One is Too Many programme

### PROGRAMME GUIDANCE

**Under this programme, the Armed Forces Covenant Fund Trust (the Trust) will award grants of up to £300,000 to two-year projects that aim to reduce suicide risks within vulnerable veterans in a co-ordinated and targeted way.**

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In the March 2020 budget, the Chancellor of the Exchequer awarded additional funding for veterans' mental health under the Veterans Mental Health and Wellbeing Fund and this programme seeks to understand the difficulties experienced by vulnerable veterans in dealing with suicidal thoughts and feelings; but who are not successfully accessing the support that they need.

Projects funded through this programme will need to show:

- How you will identify and reach veterans who are at severe risk of taking their own lives, yet are not engaged with services that can offer appropriate support
- How you will support veterans to engage in relevant health and social care services, promoting a joined-up approach and reducing duplication
- Which sections of the veteran community your project will work with. We would like to ensure that we are supporting projects that will reach older veterans, younger veterans, female veterans, veterans who are wounded, injured or sick, veterans from BAME communities and veterans from LGBTQ+ communities
- Why the approach that you are proposing is different, and will reach suicidal veterans who would otherwise not engage with appropriate care

The programme will fund a small number of projects that will provide urgent support and coordinated assistance to those veterans most at risk of suicide or self-harm to help them access the care that best meets their needs. It can also fund projects that can demonstrate that they would hope to reduce suicide levels in the future through this funded work.

Projects should be able to demonstrate that they have consulted and engaged with TILS and other appropriate NHS services as well as those with existing experience

of the difficulties that seem to face the most vulnerable veterans in accessing the help they need.

Applicants will need to show clear and credible plans of how you will find veterans who are at significant risk of suicide (and struggle to engage with available healthcare); and how they will provide support without duplicating other services currently available.

Your project must show that it will be likely to reduce suicides in veterans through

- Providing direct support to groups of veterans who are at significant risk of suicide and are not accessing support
- or
- Delivering a project that will have a clear and demonstrable impact on suicide prevention through changing how support is offered to save lives



Partnership working is encouraged



Your project needs to show that you have a new, better approach that will save lives



Your project must complement, rather than duplicate other services



A strong project would show how it will reach groups of veterans that don't have support that meets their needs

This could include female veterans, BAME veterans, veterans from LGBTQ+ communities, veterans who were wounded, injured or sick, or veterans of different ages

## Which organisations are eligible to apply?

To be eligible to apply for this funding, you must be:

- a registered charity whose primary aim is to support Armed Forces communities or
- a Community Interest Company (CIC) whose primary aim is to support Armed Forces communities

You **cannot** apply if you are any of the following.

- An individual.
- A school.
- A charity or a CIC not specifically set up to work with Armed Forces communities although you could work as a delivery partner with an eligible organisation as the lead
- A local authority, NHS Trust, university or similar organisation although you could work as a delivery partner with an eligible organisation as the lead
- A company that is not a CIC

## What types of projects can you apply for under this programme?

This programme seeks to target veterans who are not engaging with available provision and to understand the barriers they experience. This could be NHS services or other third-sector provision they choose not to access.

Your application needs to clearly show how your work should reduce suicide among vulnerable veterans and must meet one or more of the programme aims; which are listed at the beginning of this guidance document.

The list of communities of veterans within our programme aims list is not exhaustive as veterans of all ages and at any risk of suicide are the beneficiaries of this programme but is designed to give an idea of the range of beneficiaries we would hope projects might consider.

You cannot apply for work relating to general mental health support, and your project must show that it will not duplicate work delivered by the NHS or other charities.

We will not fund work that only continues the existing provision of a service or pathway. Projects must focus on veterans at risk of suicide who do not engage with appropriate services and to understand what barriers exist.

It is also important that the projects we award funding avoid duplicate provision elsewhere. You'll be asked in your application form how you will ensure this.

A strong application would be able to show:

- how many veterans your project is likely to help
- how you will target people from harder to reach groups, and how you are confident that they would like to take part in the project you are proposing
- how you will reach the people who you would like to support through your project

- how you know that your proposed support is additional/complementary to that which others are providing (at the time of your application).
- what specialist/expert skills you have or will engage to deliver this project
- how this project differs from any of the programmes of support you or others already offer veterans and their families/carers

You will need to ensure that you manage relevant risks, such as relevant safeguarding to ensure keep people safe.

To the best of your knowledge, the activity that you plan to offer should not be currently being offered to veterans by other organisations. You can work together with other organisations as part of your project. There is more information on working with others later in this guidance.

## Measuring the impact of your grant

In your application, you will need to tell us how you will measure the impact of your work.

You will also have access to the Impact Hub, which will offer you options on how to measure the impact of your grant, while supporting your beneficiaries.

## What can funds be spent on?

Under this programme, we will make grants of up to £300,000 for projects lasting up to two years. We would not expect to fund a project of less than £100,000 as this would be less likely to support the overall programme aims. We anticipate funding only 3-5 projects overall.

We understand that working with veterans who are suicidal is complex; and we will consider projects that have a relatively high cost of delivery per user if we can see from the evidence you give us in your application that this approach is likely to save lives and reach veterans who will not engage with existing services.

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

It is highly unlikely that we will fund projects with budgets that are dominated by capital costs.

We will not 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, including time-managing volunteers that may be involved in your project.
- The cost of research that specifically supports your proposed project
- Fees for specialists or experts to work with your organisation
- Purchasing items that provide practical support, or that can enable support 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.

## What can funds not be spent on?

There are several things **we cannot pay for**, either because they are not in the spirit of the Veterans' Mental Health and Wellbeing Fund, the Armed Forces Covenant or because of relevant legislation or tax rules.

- Where funding is not benefiting veterans or other 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 (before the end of February 2021).
- Excessive management or professional fees or contingency costs.

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

## Working with others

You can work with other organisations as part of your project. We encourage this, and expect that strong applications will work with relevant partners especially to build the evidence base for your proposed work and to ensure full evaluation if funded. You may choose to work with public sector organisations such as NHS services, universities or with charities that have specific skills or experience that are relevant to 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 are successful, the draft delivery partnership agreement must be approved by us and finalised prior to any funding being released. We may request changes to the draft agreement before it is finalised. You can find guidance on what a [delivery partnership agreement](#) should include on our website.

## **How to apply - the application form**

You need to apply through the link that we will provide to our online application form.

If you do not 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 have submitted at any time.

When you submit your application, you will receive an email confirmation. **If you do not receive this, then you have not applied.**

You will need to submit your application by **noon on 14<sup>th</sup> December 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 will receive a decision **by the end of February 2021**

It is 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 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.

**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 do not 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 Covenant Fund Trust – only applications submitted via the online form can be considered.

## 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?	That your project is highly likely to reduce suicides within veterans who would not otherwise seek help
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 many veterans this is likely to help.</li> <li>• Why this is different to other approaches in the past</li> <li>• How you will reach veterans at risk of suicide who would not otherwise access help</li> </ul>

<b>Delivery of your project</b>	
What are we looking for?	That your project is well planned, and achievable and that you understand the barriers that face those who need to access existing services
What do you need to show us?	<ul style="list-style-type: none"> <li>• That you have or will engage the appropriate clinical skills to work with veterans who are very unwell</li> <li>• That you have, or will work with those who have, knowledge and experience appropriate to the beneficiaries you are expecting to work with</li> <li>• That you can identify and manage risks</li> </ul>



	<ul style="list-style-type: none"> <li>• Why your project is complementary, and does not duplicate other services</li> <li>• That you can manage the relationship with delivery partners, and that they add value to your overall project.</li> <li>• That you have a clear plan to measure impact, using the Impact Hub if appropriate.</li> </ul>
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## Checks we may carry out on your organisation and accounts

We may carry out several checks on the information you provide us. 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 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 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 is held elsewhere in the public domain
- that your bank statement shows that your account is being managed in line with your own financial procedures and our programme requirements, and
- that the signatories are valid and well informed about the project
- on your published accounts and on your website/social media activity that your organisation is undertaking the activities as described in your application.

We may ask you to send us additional information or answer specific questions about your organisation. If we ask you to do this, you will need to send us this information within five working days.

## 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 is anything 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 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 will look at your organisation's website and social media activity.

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, the Trustees will use their discretion to choose which projects to fund to produce a balanced portfolio of funded projects for this programme.

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

If we plan to fund your project, you will need to accept our grant offer and the terms and 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 formal 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 an 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.

If you receive a grant, you will need to keep full records of how the funds were spent and how many people you helped and how. We will ask you to report on this later.

If we are 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)