This 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**

Applications must be submitted by **the hospital’s senior management lead for the armed forces and the second contact must be an established armed forces welfare officer currently working in the hospital.** One of these must be authorised to sign the grant terms and conditions and authorise use of the organisation’s bank account to receive the grant payments if your application is successful. At least one of your contacts must provide an email address which is that of the organisation (that is, not a personal email address).

If either contact changes, even before we have made a decision, you must let us know as soon as you can so we can ensure that, if you are successful, your offer is sent to the correct people for signing.

**The next part of the form is**

**ABOUT YOU and YOUR PROJECT**

**Please confirm that your organisation is either:**

A Veteran Aware NHS hospital in England that is a member or aspirant member of the Veterans’ Covenant Healthcare Alliance (VCHA) at time of application.

**Or**

A hospital in Scotland, Wales and Northern Ireland that can show support of the aims of the [Veterans’ Covenant Healthcare Alliance](https://www.vfrhub.com/article/veterans-aware-manifesto-veterans-covenant-hospital-alliance/)

And an approximate date (year only) from when this was applicable.

**Please confirm that you have committed a budget for a Veterans’ Welfare Officer/Peer support workers or other posts working within in your hospital to support the Armed Forces.**

Y/N

**Please tell us if you are a Veterans Trauma Network (VTN) acute hospital site member**

Y/N

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

*Please give your project a short title (5 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.*

**Briefly 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…’). You can write up to 50 words.*

**Tell us about the health needs of the Armed Forces community local to you, and how this project will aim to address these.**

*You can write up to 300 words*

**Tell us about the support you already have in place in your hospital for veterans and their families.**

*You can write up to 300 words.*

**Tell us more about the programme of work that will be undertaken if your application is successful and how it will meet the aims outlined in the Programme Guidance.**

*You should outline the different elements of your programme of work, giving an indication of how mature these plans are and an overall timescale for each. You can write up to 300 words. (We may ask you for a more detailed timetable if you are awarded a grant).*

**How will you know if your project is successful?**

*You can write up to 200 words.*

**Tell us how this work will be sustained beyond the funding period.**

*You can write up to 300 words.*

**Please tell us how you will resource and manage this work.**

*You should describe any new posts or contracts, how these will be filled, and indicate the skills and experience of those who will be responsible for managing the work. You can write up to 200 words.*

**How many people from Armed Forces communities will benefit from your project?**

We do not need to know the make-up of the beneficiaries here, just the numbers involved. If there are none, please enter 0.

• Directly Benefit

• Indirectly Benefit

**Please tell us the date on which you will start using this funding if you are successful? Please note this must be on or before 1 December 2021.**

*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.*

**The next part of the form is**

**PROJECT COSTS**

**Please tell us how much funding you are applying for.**

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

*Do not use any punctuation or currency symbols when entering the amount otherwise it will cause an error. Only enter the amount without a space e.g. 70000*

**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 provide a clear breakdown of what your costs are, including any posts, by title and salary. Please provide actual salaries, not NHS grades/bands. You can write up to 250 words.*

**The next part of the form is**

**DECLARATION**

**Is your organisation a signatory to the Armed Forces Covenant?**

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