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 the form will ask for**

**CONTACT AND ORGANISATION DETAILS**

**1a. NAAFI code provided**

Your code will have been sent to you in an email from NAAFI when you received the link to this application form. It must have been sent to you in 2021 to be valid.

**1b. Which of the Armed Forces Services will this project benefit?**

You can select more than one from the drop-down menu below.

Army

Royal Navy

Royal Marines

Royal Air Force

Other

**1c. If other, please specify**

**1d. What is the name of your unit?**

**1e. UIN number**

**2. What is the main address for your unit?**

**3a. Please note that included below, you will be asked for the details of three contacts within your unit. All contacts MUST provide their MOD email address.**

Please think carefully about who these will be. We will need:

* a main point of contact (POC) who will deliver the project
* a secondary POC (this should be your CO, who has written the letter of endorsement)
* a member of your finance department who is responsible for the unit bank account.

We understand that the people in these posts may change at short notice, so we will ask you to confirm the three POCs should you be successful.

**3b. Who is the main contact for this application?**

This must be the person responsible for delivering the project and managing it day to day.

Title

Forename/Surname

Rank

Job title or position

Email

Daytime landline telephone number

Mobile number

Tell us about any communication needs this contact has

**3c. Please provide a second contact**

Senior authority – this must be the person responsible for the unit, such as the CO.

Title

Forename/Surname

Rank

Job title or position

Email

Daytime landline telephone number

Mobile number

Tell us about any communication needs this contact has

**3d. Please provide a third contact**

This MUST be a senior person within your finance team, who will be responsible for the grant money.

Title

Forename/Surname

Rank

Job title or position

Email

Daytime landline telephone number

Mobile number

Tell us about any communication needs this contact has

**ABOUT YOUR PROJECT**

**4. 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.

**5. 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 ...')
You can write up to 50 words.

**6. Please attach your supporting letter from your unit Commanding Officer (or equivalent) here.**

**7. Please select the theme under which your project falls.**

Please select your theme from the drop-down menu below.

**8. Tell us more about what you plan to do if you receive a grant.**

You can write up to 150 words

**9. How will your project improve quality of life within the unit? How do you know it is needed?**

You can write up to 200 words

**10a. Please tell us about any other organisations or departments you will need to work with to deliver the project.**

Describe their role and why you will be working with them. (E.g.If you will require support from any relevant other departments like DIO, or plan to work in partnership with outside organisations such as charities.)
You can write up to 150 words.

**10b. Will your project require a partnership agreement? This is required if you have delivery partners as part of your project.**

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.

Y/N

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

You can write up to 150 words.

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

Please select from the drop down menu below.

**13. How many people will directly benefit?**

**14a. Please tell us when you plan to start your project.**

Please Note: We cannot make payment for any work undertaken retrospectively to the date of your offer.
Please click on the calendar to select date. DO NOT enter date manually

**14b. Please tell us when you think your project will be completed.**

Please click on the calendar to select date. DO NOT enter date manually

**15. Please tell us where your project will be taking place.**

**16. Please tell us your plans for continuing the project or using the facilities/equipment beyond the funding period.**

E.g how will it continue,to be managed and what will happen to any equipment purchased. Remember you have up to 12 months to deliver this project.

You can write up to 150 words

**PROJECT COSTS**

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

*Please round this figure up to the nearest pound (£).
Please only enter the amount. DO NOT use a currency symbol or any punctuation. E.g. 5000*

**18. Please provide a breakdown of 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.*

**19. Please tell us how you will ensure that your project is value for money.**

*E.g if you are buying equipment, have you considered that is will be robust enough for your needs? Will you be obtaining quotes for any work undertaken or utilising internal personnel?*

**20a. Are the total project costs more than the amount you would like from us?**

Y/N

**20b. If you answered ‘yes’ to question 20a, please tell us if you are seeking funding as part of a bigger project, and how you have secured / plan to secure any other funding required.**

*You can write up to 200 words*

**21.Please tell us the total project cost of your whole project (including any funding outside of the requested amount on this form)**

Status - (Secured/Unsecured)

**YOUR DECLARATION**

The contact named in answer to question 3 must confirm that:

* The unit named in answer to question 1 understands and accepts that they will be the accountable body for the delivery of 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.
* You have read and understood the guidance and supporting information on our website and meet our requirements.
* 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.

We will generally publish short summary details of every NAAFI project that is awarded a grant. Acknowledging your grant will form part of the grant agreement.

Please tick here if sharing information publicly about your grant or your unit name (on our website or mentioned on social media) would present a substantial risk (E.g., for security reasons regarding location of your unit).

*If you tick this box, we may contact you to understand more about the need to have a publishing restriction.*