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.

Before you proceed, it is your responsibility to ensure that your organisation is eligible to apply to the Project Funding Track. There is more information on programme eligibility in the programme guidance. **You can only apply to ONE Funding Track.**

**The first part of your form will ask for**

**CONTACT AND ORGANISATION DETAILS**

Please note that you will be asked for the details of two contacts within your organisation. Please think carefully about who these should be, as 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 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 charity (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.

You will be asked to provide your charity’s registered number and the date it was registered (month and year).

**The next part of the form is**

**ABOUT YOUR PROJECT FUNDING REQUEST**

**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.*

**Tell us about how your organisation currently supports members of the Armed Forces community through your work**.

*You can write up to 200 words*

**Briefly tell us 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 more about the project you are seeking funding for support, how long it has been running, and how this was previously funded.**

*You can write up to 300 words.*

**Tell us about demand for the project you are asking for funding for, whether demand has increased, and how you are expecting to respond to this in the next 12 months.**

*You can write up to 300 words.*

**What will be the impact on your beneficiaries if you are unable to run this project?**

*You can write up to 300 words.*

**Please tell us how you ensure that your organisation is well run and 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 have made in the last 12 months to respond to the Covid-19 crisis.**

*You can write up to 200 words.*

**Who are you working with? List any organisations you will work with on this project and briefly describe what they are contributing.**

*(e.g. knowledge, connections, in-kind support, availability of premises, volunteers and funding).**You can write up to 100 words*

**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*

**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 =

**Please tell us where the members of the Armed Forces communities live, that your organisation supports.**

*This should be the main region in which your beneficiaries live (if it crosses a border please choose where the majority are based). This will be a dropdown selection. You will also be asked to provide a post code for your main delivery location (this may be your organisation’s main address).*

**Who are your charity’s 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*

**Please tell us what you have done to ensure there aren’t any duplicate or similar services in your area.**

*You can write up to 200 words*.

**Please tell us the date on which you will start using this funding if you are successful? Please note this must be within six weeks of the Trust awarding your funding.**

*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.*

**Please tell us the date by which you expect to have spent this grant and completed any work funded by it. This must be no more than 12 months from the start date provided above.**

*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. You can write up to 250 words.*

**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 Chief Executive or Chair which you will attach to this application. (This may be an unaudited figure).* *Do not use any punctuation or currency symbols when entering the amount otherwise it will cause an error. Only enter the amount without any space e.g. 70000*

**The next part of the form is**

**ATTACHMENT LETTER**

**Please attach the letter from your Chief Executive (or Chair if the CEO is the main applicant). Tell us how the Covid-19 pandemic has impacted on your organisation’s finances to date and what further impact you anticipate. This may include loss of fundraising income from events or earned income. If you have unrestricted reserves, tell us why you cannot afford to use these to run this project***.*

*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 they are needed*

**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**.