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**

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 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 YOUR PROJECT**

**Please list the local authorities that are in your cluster for this project (and if these are different from your previous grant, explain why).**

*Please check the Guidance notes for more information about this.*

**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 more about the programme of work that will be undertaken if your application is successful and how it will either i) continue or finalise the project activities that you ran with your previous funding from Strengthening Delivery of the Covenant and/or ii) how it is additional work helping to embed good practice.**

*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 should explain the roles or activities that members of the cluster are undertaking. You can write up to 500 words. (We may ask you for a more detailed timetable if you are awarded a grant).*

**Do you anticipate that you will be producing resources, case studies or good practice that could be shared with other organisations through the Trust’s Knowledge Network? If so, please describe these – otherwise write ‘not yet known’.**

*It would be helpful if you have any ideas at this stage, but do not worry if you do not yet know this – we will ask you as part of the reporting cycle if you are awarded a grant.*

**Please tell us about any other organisations (outside the cluster) you will need to work with to deliver the project**

*Describe their role and why you will be working with them.*

**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 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 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.*

**Are the total project costs more than the £25,000 you are applying for from us?**

Y/N

**If you answered ‘yes’ to the question above, please tell us the full project costs and whether you have secured any other funding required, or how you plan to do so**

*You can write up to 200 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**.