



Sustaining delivery of the Armed Forces Covenant

CONTINUATION FUNDING
FOR LOCAL AUTHORITIES

Programme guidance



The Armed Forces Covenant Fund Trust
Sustaining Delivery of the Armed Forces Covenant –
Continuation Funding for Local Authorities
2021/22

PROGRAMME GUIDANCE

The Sustaining Delivery programme provides funding to enable local authority clusters funded under the Strengthening Delivery of the Covenant programme to conclude their work; delivering longer term changes that enable people from Armed Forces communities to be able to better access services and support in their local areas.

Who can apply?

This programme will make grants to clusters of local authorities that have received funding under the *Strengthening Delivery of the Covenant programme*.

Charities and other organisations are not eligible to apply for this programme. We would, however, expect local authorities to work with the cross-sector Local Covenant Partnerships in their areas.

You can apply for a fixed amount of £25,000 for work lasting up to 12 months.

What can a grant be used for?

You can use your grant to help you:

1. continue or finalise the project activities that you ran within your *Strengthening Delivery of the Covenant* grant
2. deliver additional work linked to your *Strengthening Delivery of the Covenant* grant that helps you to embed the good practice that you developed to provide ongoing benefit for Armed Forces communities.

You can carry out activities under one or both themes

Continue or finalise the project activities that you ran within your Strengthening Delivery of the Covenant Fund grant

Under this theme you can use a grant to continue the activities that you delivered under your first grant.

The work that you do should have a clear link to your Strengthening Delivery of the Covenant project. You can expand on areas of work in relation to emerging areas of need that you have seen. You could also use your grant to help you to rebuild cross-sector working and joint approaches, where these have been negatively impacted by the Covid pandemic.

Your plans to use any grant funds awarded might include the following.

- Continue undertaking mapping and needs assessments of local Armed Forces communities.
- Continue delivering training and e-learning for staff in public authorities and front-line services.
- Continue running drop-in information centres or hubs.
- Continue running social events for the Armed Forces community (e.g. veteran's breakfast clubs).
- Continue organising and participating in events promoting the Armed Forces, such as Armed Forces Day or Memorial Day events.
- Continue engaging with the private sector to encourage sign-up to the Covenant.
- Continue hosting and/or attending regular conferences, events and networks including LAs, charities, organisations, Armed Forces and Veteran Champions.
- Expand roll-out of activities to a wider population and/or region.

You could also deliver other activities that have a clear link to the existing work that you delivered under your Strengthening Delivery of the Covenant grant. You'll need to be able to demonstrate the value of this for Armed Forces communities.

Delivering additional work linked to your Strengthening Delivery of the Covenant grant that helps you to embed the good practice that you developed and provide ongoing benefit for Armed Forces communities

In the course of your work using your Strengthening Delivery of the Covenant grant, you may have identified emerging needs or areas of additional work that would help you to embed the changes or work that you delivered with your initial grant.

This could include the following types of activities.

- Demonstrate the added value of the service(s) provided by the local authorities to ensure they are embedded in everyday practice.
- Establish permanent, dedicated Armed Forces Covenant points of contact.
- Embed resources for signposting and referrals within mainstream systems and processes.

- Update local authority processes, policies, and procedures to take into account the Covenant and establish an automatised system to ensure future policies do the same.
- Embed specialised support addressing the needs of the Armed Forces community (e.g. GPs asking the question, educational support for Service children).
- Embed ways to continue communicating with the Armed Forces community.
- Embed ways to continue communicating with the wider public to conduct continuous awareness-raising regarding the Armed Forces community.

Within the delivery of your grant, we would like you to consider how any resources, case studies or good practice could be shared with other organisations through the Trust's Knowledge Network. This is an online repository of information that holds information produced through grants we have funded, such as evaluations, case studies and resources produced by grant holders through their work delivering their project. If you are awarded a grant, we will talk with you more about the Knowledge Network.

In your application, you need to show us how a continuation grant would help you to support Armed Forces communities through better understanding, and implementation locally, of the Armed Forces Covenant, and be able to show sustainability of activities funded through the grant.

A strong application would be able to show how you would:

- embed delivery of the Covenant within your local authority areas using your learning from your previous grant
- support improved engagement with the Covenant and Armed Forces community
- improve the integration of the Armed Forces community within the wider community
- improve the overall reach of existing services
- sustain improvements for Armed Forces communities through more effective use of the Covenant locally.

Tell us how you would use a fixed grant of £25k to

Complete or expand the work that you delivered using your Strengthening Delivery of the Covenant grant

Embed the work that you delivered using your Strengthening Delivery of the Covenant grant to provide lasting change for Armed Forces communities

You can do a combination of these activities

In your application, you need to show us how a continuation grant would help you to:

- ✓ support Armed Forces communities through better understanding of, and implementation locally of, the Armed Forces Covenant; and
- ✓ be able to show sustainability of activities funded through the grant.

A strong application would be able to show how you would do the following.

- Embed delivery of the Covenant within your local authority areas using your learning from your previous grant.
- Support improved engagement with the Covenant and Armed Forces community.
- Improve integration of the Armed Forces community within the wider community.
- Improve the overall reach of existing services.
- Sustain improvements for Armed Forces communities through more effective use of the Covenant locally.

Lead applicants and cluster members

We would expect that the existing local authority lead and clusters will stay the same as in the previously awarded grants; however, we understand that circumstances may have changed. If this is the case, and the membership or roles need to change, we would advise you discuss this with the Trust before submitting your application. Please email info@covenantfund.org.uk with 'Sustaining Delivery/Local Authorities' in the subject line and we will contact you to discuss.

How to make an application

You'll need to complete your application using the Armed Forces Covenant Fund Trust application portal. There is more information on how to use the online application form later in this document.

As part of your application, you should tell us:

- what work you will do
- how this will benefit Armed Forces communities
- how you know that this work is needed
- how benefits from this work will be sustained beyond the end of your grant

You'll need to give us a budget for your project.

You should also talk to your finance/ account department. If we award you a grant, you will need to give us details of the account to pay your grant into. We will need to know who will be responsible for the grant money.

What can funds be spent on?

Applications must be for projects that can be completed within 12 months of receiving a grant.

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

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.
- Reasonable IT project costs for rolling out online information or online information
- Purchasing items that provide practical support, or that can enable activities 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.

You can have funding for activities that last up to 12 months, but you can also apply for projects that will take less time than this.

You should think carefully about value for money.

What can't funds be spent on?

There are several things **we can't pay for**, either because they're not in the spirit of the Covenant Fund, or because of relevant legislation or tax rules.

- Where funding is not benefiting 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.
- Excessive management or professional fees or contingency costs.
- Projects that cannot define tangible benefits

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

How to apply

If you don't have an account on our online system, 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've submitted at any time.

When you submit your application, you'll receive an email confirmation.

If you don't receive this, then you have not applied.

You will need to submit your application by **midday on 11 June 2021**.

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'll receive a decision **in September 2021**.

It's important that we can contact you, particularly, of course, if you receive a grant. You'll need to provide two contacts on the application, and you must use email addresses from your organisation rather than personal email addresses. At least one contact must hold the relevant authority (Chief Executive, Director of Services or equivalent) to authorise the grant contract and the details of the bank account to be

used should you be successful. If this is not provided, your application may be considered ineligible.

If either contact changes, after you have submitted your application, let us know as soon as you can by emailing info@covenantfund.org.uk

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 don't 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 Armed Forces 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.

The difference that your project will make	
What are we looking for?	<p>That your project will achieve both of the following aims</p> <ul style="list-style-type: none"> • Being able to better support Armed Forces communities through better understanding of, and implementation locally of the Armed Forces Covenant. • Be able to show sustainability of activities funded through this grant; and the earlier grant awarded under the Supporting Delivery of the Covenant programme.
What do you need to show us?	<ul style="list-style-type: none"> • What your project will do • How this will help • How many people this is likely to help • How these changes will be sustained in the longer term

Delivery of your project	
What are we looking for?	<ul style="list-style-type: none"> • That you have the skills and experience to run your project
What do you need to show us?	<ul style="list-style-type: none"> • That you have a clear plan of how you will deliver the project • That you have considered any risks • That you have the appropriate permissions that are needed to enable the project to be delivered • That your project will be good value for the money that will be spent on it

Checks we might carry out

We will expect that you have completed and submitted all required reporting on your previous grants, including an End of Grant report where you have completed the programme.

Working with others

You can work with other organisations as part of 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. You may, for example, wish to work with a children's charity if you were delivering a project for Armed Forces families.

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.

If we award you funding and you plan to work with one or more delivery partners, we will discuss with you the need to have a formal signed partnership agreement with them. You can find guidance on what a [delivery partnership agreement](#) should include on our website.

After you submit your application

You will get an automated email to confirm that your application has been submitted. You should keep this for future reference.

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 we need any clarity or more information – 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.

We will assess your application against the key criteria of the programme.

Being invited to submit an application form is in no way an indicator that you will ultimately be offered a grant. You should be aware that you may not be offered a grant or offered a grant for a lower sum of money than you have requested.

Final decisions will be made by the Trustees of the Armed Forces Covenant Fund Trust. They 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.

After the Panel 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've been awarded a grant.

[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.

If we plan to fund your project, you'll need to accept our grant offer and the terms & 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 to receive your official 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 the majority 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 robust records of how the funds were spent and how many people you helped and how. We will ask you to report on this later and pay you the final amount of your grant when we have a satisfactory final report

If we're 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