Application questions for **Strand 2**
**Lead Organisations making grants
to increase supportive comradeship**



**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**

**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 your experience of running and managing funding programmes, particularly in making grants to organisations in the Armed Forces sector.**

*You should also confirm that you have at least 5 years of experience of grant making.
 You can write up to 200 words*

**Tell us about the programme of work that will be undertaken if your application is successful and how it will address all of the specific expectations outlined in the Guidance Notes**

*We need to know how you plan to design and deliver grant programmes to Regimental and Service Associations for the purposes outlined in the Guidance. You should describe the different elements of your programme of work, giving an indication of how mature these plans are and an overall timescale. You can write up to 1,000 words. (We may ask you for a more detailed timetable and project plan if you are awarded a grant).*

**How do you know that this project is needed?**

*Please tell us about your experience of working with the Associations and how you know that this funding is needed.
You can write up to 200 words*

**How can you be confident that Regimental and Service organisations would apply for grants under the programme that you plan to deliver; and that these grants would encourage Regimental and Service organisations to develop and test innovative new ways of reaching veterans from more recent conflicts, and particularly younger veterans?**

*You can write up to 200 words*

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

*Tell us about how you will work with the Regimental and Service Associations and organisations such as FiMT to measure impact, share best practice and support evaluation.
You can write up to 300 words.*

**Please outline what additional activities you will deliver that will enhance the grants that you will be offering**

*This may include the workplan for a development or co-ordinator post.
You can write up to 300 words*

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

*You can write up to 300 words.*

**Please tell us how you will manage the governance and risks of this project and how you will resource 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 should also tell us about the systems that you use to manage grants and how these will be used for this project.
You can write up to 300 words.*

**Please tell us when you plan to start your project?**

*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 when you think your project will be completed?**

**How do you know that this project does not duplicate other grant programme run by your organisation or by others?**

*You can write up to 200 words*

**The next part of the form is**

**PROJECT COSTS**

**Please describe in words and amounts the main costs that you are asking for (a more detailed budget should be included in your detailed delivery plan, which we will require if your application is successful)**

*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 funding are you asking for from us? (this should be no more than £300,000 unless you are applying for an exceptional grant under our programme guidance).**

**Are the total project costs more than the amount 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**.