Application questions for **Strand 4
Regional and Localised projects to increase capacity for those impacted by events in Afghanistan**

****

**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 how you currently work to support the health and wellbeing of members of the armed forces community**

*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**

*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 can write up to 600 words. (We may ask you for a more detailed timetable if you are awarded a grant).*

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

*Why is this extra/targeted support needed by veterans and their families? Please describe how your organisation has this knowledge.
You can write up to 300 words*

**What range of needs do the people affected by events in Afghanistan and other recent conflicts that you would like to support through your project have?**

*Please tell us about the issues that veterans, their families or other groups from Armed Forces communities that are eligible under this programme have. You should tell us how you have found out about these needs, which could be through consultation, or in some other way. You can, if you wish, give us a short, anonymised case study that tells us more about the people your expanded project would help.
You can write up to 350 words.*

**What other organisations are you working with, if any?**

*Tell us about any****organisations you are working with****on this project and****what they are contributing****(e.g. knowledge, connections, in-kind support, availability of premises, volunteers, funding).*

*Please also tell us about your****working relationship****- is it contractual, informal, or do you have a partnership agreement?*

**Briefly, how will you know if your project is successful?**

*You can write up to 200 words.*

**Please outline how you plan to learn from this project, and apply learning from this to your overall work, and you will evaluate this project as a whole**

*You can write up to 400 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 can write up to 300 words.*

**Please tell us how you will keep people who will access your project safe, particularly if they are not groups that you have worked with before. This should include any volunteers you are working with.**

*You can write up to 200 words.*

**Will your project be working with people under 18?**

*Please select from the drop-down menu.*

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

*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).*

**Please provide the post code for your main delivery location.**

*This may be your organisation's main address.*

**How many individuals will benefit from your project?**

*We do not need to know the make-up of the beneficiaries here, just the numbers involved.*

**Directly Benefit/Indirectly Benefit**

**Who will be the beneficiaries of this additional funding?**
*You can pick more than one option from the drop-down:*

**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?**

**Please tell us what you have done to ensure there aren't any duplicate or similar activity types already taking place where you intend to deliver this project.**

*You can write up to 300 words*

**The next part of the form is**

**PROJECT COSTS**

**How much funding are you asking for from us for the project as described above? (this must be no more than £35,000)**

**Please describe in words and amounts the main costs that you are asking for (a more detailed budget may be requested 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.*

**If you are a CIC you will need to attach here two documents: a copy of your governing document and your most recent accounts**

**The next part of the form is**

**ENHANCED AWARDS**

**If you wish to be considered for an Enhanced Award then please outline what additional work you plan to do (activities, timescales, locations etc), how much additional funding you are requesting (up to a total of £70,000, how this will be spent - and how this will enhance your overall project and how you will meet the programme aims.**

*You can write up to 400 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**.