**Covenant Fund 2023/24 – Force for Change – Application Questions**

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.

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| **About your project** | |
| What would you like to call your project? | Please give your project a short title (five 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. |
| Please provide a short summary of your project. | In 50 words or fewer, tell us what your project will do. this will be used on our website if your application is successful, so please be clear and descriptive and avoid using words such as we/our. |
| Please tell us more about what you plan to do if you receive a grant for this project and what activities will be undertaken. | This is your opportunity to tell us what your project will do, when and where you will do it, how often and who will be involved. This should directly relate to the items and activities included in the budget. (Up to 300 words). |
| Who will the beneficiaries be? | Please select all that apply. |
| How many direct beneficiaries will your project have? | Direct beneficiaries are the targeted group that will engage with your project.  This should be a sensible estimation if specific numbers are not known at this time. |
| How many indirect beneficiaries will your project have? | Indirect beneficiaries could be the direct beneficiaries’ family members or the wider community for example. |
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| How will you ensure that potential beneficiaries know about the project? | How will you advertise / market the project or ensure local organisations are able to refer people? |  |
| **Which specific need(s) will your project address and how?** | Please tell us the specific hidden and or compelling need(s) you have identified and how it will be addressed / met, by your project. (You can write up to 200 words.) |  |
| **How can you demonstrate how you identified that there is an immediate need for the project? How have you consulted the people you hope to help, in order to know what their level of need is?** | What evidence do you have of need? Here you can tell us about any consultations you may have had with the target beneficiaries, if the project has been designed by people who might use the service, or the Trustees, staff and or volunteers have lived experience in the area you are focussing on for example. (You can write up to 200 words) |  |
| **What difference will the project make to the lives of the beneficiaries who will be participating and how will you measure these improvements?** | Here you can tell us about the lasting impact the project will have on the lives of the beneficiaries you are working with. By impact for beneficiaries, we mean a positive change in the beneficiaries’ feelings or behaviour, their skills or knowledge. (You can write up to 200 words) |  |
| **How will the project make a difference to the work of your organisation and how will you ensure that the impact is sustainable?** | Here you can tell us about the lasting impact the project will have on your organisation’s ability to deliver projects and services and how you will use the lessons learned from this project. (You can write up to 200 words) |  |
| **Which are the main ways of sustaining the impact of your project are you currently anticipating/planning for?** | Please select no more than two from this list:  - Accessing alternative finance/funding - Long-lasting legacy of change for beneficiaries - Ongoing partnership/collaboration - Improved knowledge/evidence/preventative change - Other |  |
| **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.** | Whilst your project doesn’t have to be new, you could be building upon one of your own existing projects, we do try to minimise duplication of offerings in the community where possible. Have you checked that what you are proposing to offer is not already being delivered by another organisation, could you work with them to enhance the existing delivery rather than deliver the same thing on your own for example? (Up to 200 words) |  |
| **Project Delivery** | |
| **Tell us about the experience your organisation has had in working with the Armed Forces Community in the last two years.** | Up to 150 words |  |
| **Please tell us how you will manage the governance and risks of this project and how you will resource this work.** | Please tell us about the relevant skills and experience your organisation has and how you will ensure the project will be well managed. (Up to 250 words) |  |
| **Has your organisation got an up-to-date safeguarding policy that will cover the activities for which you are requesting a grant?** | Please select Y/N. Organisations that work with children and/or vulnerable adults require a safeguarding policy, however, it is still good practice to have one, even if you do not specifically work with these groups of people. |  |
| **Please tell us how you will ensure that people accessing your project will be kept safe? This should include any volunteers you are working with.** | You can tell us about how your organisation meets any relevant government or regulatory guidance, but also how you will ensure that your project offers a safe and respectful experience for people both in terms of physical and mental wellbeing. This could include details of staff and volunteer training relevant to the groups of people you work with. (You can write up to 250 words.) |  |
| **Are you intending to use volunteers in the delivery of this project?** | Please select from the drop-down menu. Y/N |  |
| **Who are you working with? List any organisations you will work with on this project and describe briefly what they are contributing.** | This could be organisations you network with or work in partnership with. If you will be working in partnership with an organisation and they will be managing any part of the grant, you will need a partnership agreement in place. This will need to be approved by the Trust before any funds will be distributed, if your application is successful. Where you detail a partnership organisation, please confirm if you have an existing partnership agreement with them or that you will have a partnership agreement put in place if you are successful. |  |
| **For school-based applicants only: What proportion of your children come from Armed Forces families, how many are there, and what needs do they have?** | Please include the number of service families’ children and non-service families’ children separately. |  |
| **Have you read the Trust’s Ethical Code of Conduct and are you confident that you can deliver your project in line with this?** | Y/N |  |
| **Please tell us when you plan to start your project?** | Please select a date from the calendar, DO NOT enter date manually. Your project start date should be the month after the board meeting your application will be considered at. Please see the programmes page of the website for application deadlines and decisions information. Please note we cannot make payment for any work undertake retrospectively to the date of your offer letter. |  |
| **Please tell us when you think your project will be completed?** | Please select a date from the calendar, DO NOT enter date manually. Your project end date should be no more than 12 months from the project start date. |  |
| **Please tell us where your project will be taking place?** | This should be the County where the majority of the delivery will take place. |  |
| **Please provide the postcode for where your project will primarily be taking place** | This should be the postcode where the majority of the delivery will take place. This may be your organisation’s address. |  |

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| Project Budget | |
| **Please describe in words and amounts the main costs that you are asking for funding towards** | You do not need to complete a budget table, however, please provide a clear breakdown of what your costs will be. Give brief descriptions and amounts, for example: Salary costs for P/T (16hr p/w) Outreach Worker £8000, Travel and subsistence £500, Laptop and phone (incl mobile wifi 1 year service fee) £1500. (Up to 150 words) |  |
| **Please confirm the total grant amount that you are requesting from us.** | Please write digits and do not include any full stops or commas. For example: *9700* This should not exceed £15,000 |  |
| **Are the total project costs more than the amount you are requesting from us?** | If yes, please write the total project costs figure here. |  |
| **If yes, where will you get the other funding from and have you secured it yet?** | If applicable, please list organisations you have applied to or intend to apply to for the remaining balance of the project costs and when you expect to hear. |  |
| **Community Interest Companies (CIC’s only): Please attach a copy of your most recent published annual accounts and governing document. Your application cannot be considered without these.** |  |  |