**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? | This should be short and descriptive, maximum of five words |
| Please provide a short summary of your project | In 50 words or fewer, tell us what your project will do.  If successful, this project description will feature on our website so please avoid the use of acronyms and words such as we/our.  |
| Please tell us more about what you plan to do if you receive a grant for this project | Tell us about the transformational change that you are proposing. Tell us about the work that will be undertaken if your application is successful and how this will meet the programme aims. You should outline the different elements of your project, provide an outline/initial timetable, give an indication of how mature these plans are (up to 500 words) |
| Explain what long-term transformational /systemic change your project will initiate and why you are confident about this being achievable  | Up to 300 words |
| **Beneficiaries**  |
| Who will the beneficiaries be? | Please select all that apply and to the lowest level (to include ages etc)-Serving Personnel (including Reservists)- Serving families - Veterans - Veteran Families |
| Tell us more about your specific beneficiary group | Provide more detail on who these beneficiaries will be – perhaps their backgrounds, experiences, age group or locality so we can understand how you will be focussing your support. (up to 200 words) |
| Please tell us about the specific needs of your chosen beneficiary group(s)  | Please tell us what evidence you have of the needs within the specified/targeted community and how you know that these are not met by current provision (up to 300 words) |
| What evidence do you have from the community about the difference that having access to better services and support would make |  (up to 300 words) |
| Please tell us what consultation you have already undertaken with the people in your chosen beneficiary group(s), and what further engagement you will have with them if you are invited to the second stage of this application process.  | You should demonstrate that this consultation has and will shape the design of your project. (up to 300 words) |
| **Project Delivery**  |
| Tell us about the experience your organisation has in working with the Armed Forces Community  | (Up to 200 words) |
| 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.  We will ask for more detail at the second application stage if you are invited to apply (up to 300 words) |
| Please tell us when you plan to start your project  | Please select a date from the calendar, do not enter manually. Please see the programmes’ page of the website for application deadlines and decision information. |
| Please tell us when your project will be completed | Please select a date from the calendar, do not enter manually.  |
| **Impact and Sustainability**  |  |
| **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, including any posts, by title and salary. You will be asked for a more detailed budget if your Expression of Interest is successful and you are invited to submit a full application. You can write up to 250 words.  |
| How much funding are you asking for from us? | Please write digits and do not include any full stops or commas.  For example: *100000.* The amount should not exceed £300,000.  |
| Are the total project costs more than the amount you are applying for from us?  | If yes, please write the total project costs figure here.  |
| If you answered ‘yes’ to the question above, please tell whether you have secured any other funding required, or how you plan to do so   |  |