**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 DETAILS FOR YOUR ORGANISATION AND SPONSOR (if you have one)**

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 - 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. If successful, this project description will feature on our website so please avoid the use of acronyms and words such as we/our. |
| Tell us about the work that will be undertaken if your application is successful and how this will positively impact on Service children and your school(s) | 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. (Up to 400 words) |
| Please describe how mobility and/or separation have negatively impacted on your Service children and your school (or schools, if applying from a Local Authority or cluster) | Up to 300 words |
| How many eligible schools are included in this bid (including the lead applicant if you are a school)? | Please list their names and location (town or village – we do not need their full address). Please see the Guidance for applicants for eligibility information (up to 200 words) |
| Is your organisation included in another application in this funding round? | If not, leave blank, otherwise please provide details of the name of the lead applicant for the other application(s).  (Up to 50 words) |
| Please select what type of school(s) – infant/primary/secondary/other will be supported by this project. | Please select from the drop-down menu |
| Please select the area where the school(s) where the project will take place are based. | Please select from the drop-down menu |
| Please provide the post code for the main delivery location | (If more than one school involved, provide that of the applicant school, or, for local authorities, your own postcode) |
| If you are a school applying, please tell us: | * The name of your local authority and the name and email address of your contact there in respect of this application * If you have informed the local authority about this application, do you know if they a supportive of it? (You can include a quote from them if they have permitted this) * The grading and date of your last inspection |
| Please tell us the following about the school or schools in this bid: | * What was the published admission number for all year groups in autumn 2021? * What was the total number of Service children in autumn 2021? * What was the increase of decrease in the number of Service children during the academic year 2021/22? * What is your expected total admissions number in autumn 2022? * What is your expected number of Service children in autumn 2022? * Tell us about the reasons for the increase or decrease and, whether you are expecting a further change in the academic year 2022/23   (Up to 500 words) |
| Tell us how much Service Pupil Premium you received for academic year 2021/22 and how you used it. | [England only]  You can write up to 200 words |
| Please tell us when your project will be completed | Please select a date from the calendar, do not enter manually. |
| Has your organisation received funding from the ESF in the last two years? If so, tell us what it was used for, and how it mitigated against the impact of mobility or separation on Service children at your school(s). | If you are applying for funding to continue this project, you should clearly say so and explain why this funding is vital and cannot be secured via other means.  (Up to 200 words) |
| What are your success criteria for this proposed project/activities? | (Up to 200 words) |
| Tell us how you will monitor and measure whether your project is successful. | (Up to 200 words) |
| Tell us how this grant will help you sustain support for Service pupils (e.g., by embedding practice) and how you plan to ensure sustainability (this might include working with partners) | (Up to 200 words) |
| What organisations are you working with and how are these partnerships assisting the school and its Service children? | (e.g. local authority, other schools, the Service community etc.)  (Up to 200 words) |
| If you have an Armed Forces Sponsor named above, please provide their supporting statement here. (If you do not have one, please explain why here) | (Up to 200 words) |
| Please tell us when you plan to start your project | (This should not be before 1/2/2023) |
| Please tell us when your project will be completed | (This should before 31/3/2024) |
| **Project Costs** | |
| Please confirm the total grant amount that you are requesting. | Please round this figure up to the nearest pound (£) and do not use any pence. For example: 9700 |
| 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 may be asked for a more detailed budget if your application is successful. | You can write up to 250 words. |
| How have you sought to achieve value for money in planning this project/activities? | (Up to 200 words) |