**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 FOR YOUR ARMED FORCES SPONSOR**

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 organisation | 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 – and to clarify how this project is additional to your existing provision (Up to 400 words) |
| Please describe the needs of your Service children and their families – and how you know about these | Up to 300 words |
| Please select the area where the project will take place | Please select from the drop-down menu |
| Please provide the postcode for the main delivery location |  |
| Please tell us exactly how your organisation name appears in the listing for OFSTED or other childcare regulatory body | Please select from the drop-down menu |
| Please tell us the following about the nursery in this bid | What is your expected total admissions number in autumn 2022?  What is your expected number of Service children in autumn 2022?  Tell us whether you are expecting a change in these numbers in this and the next two academic years and why |
| How many Service children will this project benefit? |  |
| Will any non-Service children benefit? If so, how will you ensure that the primary focus of the project is on Service children and that benefits to non-Service children are incidental? | (Up to 200 words) |
| Tell us how you will monitor, measure and report on whether your project is successful | You can write up to 200 words |
| Tell us how this grant will help you sustain support in Early Years Service children and their families (e.g., by embedding practice, providing long-term resources etc) beyond the funding period | (Up to 200 words) |
| Please provide the supporting statement from your Armed Forces Sponsor 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 01/04/2023 |
| Please tell us when your project will be completed | This should be before 31/03/2025 |
| Please tell us what experience your organisation has in managing a project of this type. | Describe the skills and knowledge of those who will be responsible for it (up to 250 words) |
| Please tell us about any permissions that you will need to deliver your project; and whether they are in place | This might be planning permission, permission from your landlord or involvement with DIO if your childcare facility is located in an Armed Forces base or unit |
| **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: 27000 |
| 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. |
| Please tell us why you are confident that your project offers good value for money | (Up to 200 words) |

**Additional information**

If you are a CIC or a private limited company, please upload here your governing document and your most recent annual accounts. Your accounts should include an income and expenditure report of some kind as well as a balance sheet. [*Two documents required].*