**Armed Forces Families Fund: Supporting Partners: Innovation Grants programme 2022/23 - Application Questions**

**These questions are provided as a guide only. You must apply through the Trust’s online application portal. There is more information in the programme guidance**

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| The first part of the form will ask you for contact details for your organisation  |  |
| **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 how this work will achieve the programme aims listed in the Guidance  | *This is your opportunity to tell us what your project will do, when and where you will do it, how you are sure that it offers a new and innovative solution.(up to 400 words)* |
| Please describe the needs of the armed forces partners who will benefit from this project – and how you know about these.  | *(up to 300 words)* |
| Tell us how the people who will benefit have been consulted and/or shaped the project or service you are looking to deliver.  | *(up to 200 words)* |
| Please select the area where the project will take place.  | *Please select from the drop-down menu* |
| Please provide the post code for the main delivery location. |  |
| 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* |
| 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 and 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. (up to 300 words)* |
| Tell us how you will monitor, measure and report on whether your project is successful.  | *(up to 200 words)* |
| Tell us how this grant will deliver ongoing benefits that will be sustained beyond the funding period.  | *(up to 200 words)* |
| Please tell us when you plan to start your project  |  |
| Please tell us when your project will be completed (this should be within 12 months of the start date |  |
| Please tell us how you will manage the governance and risks of this project and how you will resource this work. | *Tell us about your organisation’s experience in delivering this kind of work. You should also 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 project..**(up to 250 words)* |
| **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.   (up to 250 words)* |
| 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.* |
| *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.* |  |
| 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 please tell us about your organisation’s capabilities to manage public funds.  | *You should tell us about i) your governance and management structures and ii) your financial management (including details of your reporting structures, accounts software and the qualifications of those undertaking the work). Up to 250 words* |
| If you are a CIC 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]* |  |