**Reaching and Supporting Armed Forces Communities 2023/24**

**Application Form 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.

**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 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, giving an indication of how mature these plans are (up to 400 words)*

**Who will the direct 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)**

*Tell us more about the specific needs that these beneficiaries have. What makes them either hidden or compelling and how do these* *needs impact on their lives? (up to 300 words)*

**Please tell us how you know the project is needed and why this need/these communities have not** previously been supported either by your organisation or others.

*Explain how you know there is need for this particular project and why these needs have not been previously addressed (up to 300 words)*

**How do you know that this project does not duplicate other services available to the beneficiaries you are planning to support?**

*(up to 200 words)*

**Please tell us how the people in your chosen beneficiary group(s) have been consulted**

*Tell us how the people from this group were consulted and/or have taken part in your project’s design to ensure it is meeting their needs.(up to 300 words)*

**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.*

**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 what they are contributing (financial or otherwise).**

*Tell us about all the organisations that will be critical to your project delivery, because they are delivery partners, or otherwise key to the project. (up to 300 words)*

**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)*

**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 or N. Organisations that work with children and or vulnerable adults require a safeguarding policy, however, it is good practice to have one even if you do not specifically work with these groups of people.*Yes /No?

**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. (up to 250 words)*

**Please tell how you will ensure that you deliver the project in line with our ethical values**

*The Trust has an ethical code of conduct. You should tell us why you are confident that you can deliver the project in line with our values of Respect, Competence, and Integrity. If your organisation has its own code of ethics, it is your responsibility to ensure that it is compatible with our code. (up to 200 words)*

**How long will your project be?**

*You can apply for funding for a project lasting 1, 2 or 3 complete years.*

*Please select from the drop down list*

**Please tell us when you plan to start your project**

*Please select a date from the calendar, do not enter manually. Your project start date should be within 3 months after the board meeting your application will be considered at. 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. This should be exactly 1, 2 or 3 years from your start date.*

**Where will your project be delivered?**

*Please select the county where the majority of delivery will take place*

**5k Please provide the post code for your main delivery location.**

*This may be your organisation's main address.*

**Tell us how the project will make a positive and significant difference to the work you do or the lives of the beneficiaries you are working with.**

*Tell us what the short, medium and long-term benefits of the project will be and how they will make a clear and significant difference to the lives of those within the Armed Forces community (300 words)*

**How will you measure the impact your project has made?**

*Tell us what you will do to monitor the difference the project is making to individuals and how you know you are making a positive impact. (300 words)*

**Tell us what how you plan to sustain your project’s impact beyond the funding period.**

*We would like to understand more about how you will sustain the impact of the work you are doing within your project beyond the life of the grant. (up to 300 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 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 application is successful. 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: 70000. The amount should not exceed 100,000. If you are applying for an Enhanced Grant do not include that amount here (see Qn X below)*

**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**

*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 whether you have been successful.*

**Please tell us why you are confident that your project offers good value for money**

*200 words*

Enhanced Grants

**If you wish to be considered for an Enhanced Award please tell us what additional amount you are requesting and what work you plan to deliver if you are successful in receiving an Enhanced Grant**

*Outline what additional work you plan to do (activities, timescales, locations etc), how much additional funding you are requesting, how this will be spent - and how this will enhance your overall project and how you will meet the programme aims. Remember your original project must be a stand-alone project. Up to 400 words*

**Community Interest Companies only: Please attach a copy of your most recent published annual accounts and governing document. Your application cannot be considered without these.**