**Armed Forces Families Fund: Research Grants programme 2023/24**   
**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. |
| Which of the 6 research challenges or themes listed in the programme guidance will you be addressing? | Please see the bullet points in the section of the guidance headed ‘What types of project are we looking for?’ You must address at least one of these. (up to 75 words) |
| 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 this application is successful and how this will meet all of the programme aims. You should outline your research methodology, the different elements of your project, provide an initial timetable/milestone report, and provide an indication of how mature these plans are. (up to 500 words) |
| What outputs do you expect your research to produce | Please tell us about what you would expect to produce as a result of your project. This could be a report or academic paper. It may also include other resources such as a toolkit |
| What long term changes do you foresee your research project making to the those in the Armed Forces Community and/or policy makers? | Why are you confident that your research project will lead to a better understanding of the issue that you are exploring; and how will your research lead to tangible knowledge that will have a robust evidence base? (up to 200 words) |
| What experience does your organisation have of undertaking research projects of this type? | Up to 200 words |
| What experience, if any, does your organisation have of working with Armed Forces Families and understanding their needs? | Up to 150 words |
| Tell us about whether and how you will engage with Armed Forces families in a collaborative way to inform your research project | Up to 200 words |
| Please tell us how you will manage the governance and risks of this project (including any safeguarding risk management) and how you will resource this work. | Up to 200 words |
| What problems or challenges do you think you may run into if you received funding to deliver your research project? How would you plan to address these challenges | Up to 200 words |
| Tell us how you will ensure that your project is delivered in an ethical way and whether/how you will seek ethical approval for your project | Up to 200 words |
| Explain how you know – to the best of your knowledge - that this project is not duplicating research either published or underway | Up to 200 words |

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| **Project Delivery** | |
| Who are you working in partnership with?  List any organisations you will work with on this project and describe what they are contributing. | This could be organisations you will network with or work in partnership with. If you are working with any partners who will play an intrinsic part in delivering the project (possibly with a financial relationship involved) please give information about them, their website details, and the email address of your lead contact as well as a description of how they will be involved and the role they will play.  (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. This must not be more than 18 months after your start date. |
| **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 summary of what your costs will be, including any posts, by title and salary. We may ask you for more detail if your application is successful. (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: *30000.* The amount should not exceed £60,000. |
| 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 |  |
| How will you assure value for money for all elements of this project? | Up to 200 words |