**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.

**Contact 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** have the authority and seniority 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) and the email addresses of the contacts must not be the same.
* If any 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.

**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.*

**Which theme are you applying under?**

*Select one only*

*[Outdoor Learning Improvements – Defence Estates only]*

*Accessibility/Availability*

*Training]*

**Tell us about the work that will be undertaken if your application is successful and how this will positively impact on Service families 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 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**

*For Early Years providers this should be the postcode for the place where the project is taking place. If you are a local authority please provide your main office postcode here.*

**For Early Years providers only: Please confirm where your setting is located – either: on a Defence Estate or close to an armed forces base***[Please select one]*

**For Early Years providers only: Please tell us exactly how your organisation name appears in the listing for OFSTED or other childcare regulatory body**

*(up to 15 words)*

**Please tell us when you plan to start your project. (Take into account the date you will be notified of a decision, your project CANNOT start prior to this)**

*Please check the Guidance for application deadlines and decision dates.*

**Please tell us when your project will be completed**

*This must be no later than 2 years after your start date.*

**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 perhaps from senior personnel if your childcare facility is located on an Armed Forces base or unit.*

*(up to 200 words)*

**Why do you need a grant from us to carry out this project?**

*(up to 200 words)*

**About Your Beneficiaries**

**Please describe the needs of the Service Children and their families which this project will benefit – and how you know about these.**

*(up to 250 words)*

**How many Early Years Service children will this project benefit?**

*(number only)*

**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)*

**Please tell us how you currently work with Armed Forces families and with the local base; and how you use information from these sources to help you better support children from Armed Forces families in your care**

*Please also tell us if you are working with an Armed Forces Families Education Advisor and if so in what capacity.*

*(up to 250 words)*

**Early Years providers only: If you are applying for funds for increasing your capacity, please tell us about the current waiting times and numbers of Service Children on the list and what might be the reasons for increase in demand.**

*Please tell us why you are expecting a change in these numbers in the proposed project period – for example, perhaps a regiment is joining the local base from overseas.
(up to 200 words)*

**If you are seeking to increase your staffing please tell us what additional roles or hours you are hoping to add.**

*(up to 200 words)*

**Defence Estates applicants only: If your project includes buying outdoor play equipment, please explain the benefits to the Service Children from using this equipment**

*(up to 200 words)*

**Impact of your project**

**Why are you confident that the funding you have requested will make a significant difference to Armed Forces families needing high quality childcare?**

*(up to 200 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 help you sustain support to Early Years Service children and their families**

*This may include ways in which you will be embedding practice, providing long-term resources etc) beyond the funding period (up to 200 words).*

**How will you sustain any benefits after the end of the grant?**

(this may include your future plans for staffing, or (for projects on defence estates) how you plan to maintain any equipment purchased

*(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)*

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

*How do you know that the costs involved are appropriate for meeting the needs you have described? What actions will you take to ensure the best use of public funds? For example tell us what you will do in terms of getting quotes or tendering for contracts and services to ensure price and quality will meet your requirements. (up to 200 words)*

**Additional information**

Applicants seeking funding to work in early years settings on Defence Estates must attach here the letter of endorsement from senior personnel.
*See the Guidance for applicants for more details about what this should include.*

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 as well as a balance sheet. [*Two documents required].*