**AF3 Supporting Partners 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**. (You will be sent the details of how to access the 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.

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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. |
| 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 aligns with the aims of the programme. (up to 700 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. |  |
| **Impact and Sustainability** |  |
| Why are you confident that the funding you have requested will make a difference to Service partners and spouses in line with the programme aims? | (up to 300 words) |
| Tell us how you will monitor, measure and report on whether your project is successful. | (up to 300 words) |
| Tell us how this grant will deliver ongoing benefits that will be sustained beyond the funding period. | (up to 300 words) |
| **Beneficiaries** | |
| Who will the 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 |
| 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 |
| Please describe the needs of the armed forces partners who will benefit from this project – and how you know about these. | Tell us more about who these beneficiaries will be, what evidence you have of their needs and why this is the right project/service to address these needs. (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) |

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| Tell us how you will ensure that your project is delivered in an  [ethical](https://covenatfund.sharepoint.com/_layouts/15/Doc.aspx?sourcedoc=%7BF5C7CD36-7F59-468A-BFD4-B6853B212DB2%7D&file=Grants%20team%20meeting%20-%20rolling%20agenda.docx&action=default&mobileredirect=true) way and whether/how you will seek ethical approval for your project | Up to 200 words |
| Please tell us how you know that this project is not duplicating any other provision and is additional to any statutory services | Up to 200 words |

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| **Project Delivery** | |
| Tell us about the experience your organisation has in working with the Armed Forces Community and how this experience is applicable to this project | (Up to 200 words) |
| 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) |
| 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) |
| Proposed project start date | 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. |
| Proposed project end date (this should be within 24 months of the start date) | Please select a date from the calendar, do not enter manually. |
| **Budget** |  |
| 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. This must not be less than £30,000 or more than £80,000. For example: 43,000 |
| 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. |
| If you answered ‘yes’ to the question above, please evidence if you have secured any other funding | (up to 300 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** |  |
| 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]* |  |