**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.

|  |  |
| --- | --- |
| **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 | Tell us about the work that will be undertaken if this application is successful and list how this will meet **all the programme aims** as laid out within the Guidance. You should outline the different elements of your project, what activities you will be undertaking, and provide an indication of how mature these plans are. (Up to 1,000 words) |
| What recognised qualifications, skills development or training will you be facilitating. How and why have you selected them?  | Tell us what the qualifications are that you are going to make available/facilitate for beneficiaries to access. Please detail at what level, and who the awarding body is. Up to 200 words |
| How will you identify Veterans and their families who will benefit from these opportunities and how will you promote your project to them?  | Tell us about the barriers to rewarding employment that your target beneficiaries have. These may include the impact of their Service life, and for their families these may include significant changes in schooling arrangements or significant impact on family life due to serious injury, serious mental health conditions or bereavement. We will consider projects that support partners of Veterans, where you can clearly show that those partners face additional barriers to careers because of their partner’s Service. Up to 200 words |
| What experience does your organisation have of working with this cohort and delivering similar work?  | Up to 200 words |
| How do you know this project is needed?  | You should tell us why you can demonstrate that your project is needed and will address pressing issues affecting Veterans and their families. You should tell us about any pilot work, consultation work or feasibility work that has informed your project. Up to 300 words |
| Tell us how you will be supporting the individuals who are seeking employment | Tell us about the other activities, and group or individual support, that you or your project partners will be providing to the beneficiaries alongside helping them to achieve qualifications. Up to 200 words |
| Tell us how you will involve those with lived experience in devising and delivering your project | How will you connect with and work with Veterans and family members with relevant experience at different stages of your project? Up to 200 words |
| Please tell us how you will manage the governance and delivery of this project and how you will resource this work. | Up to 300 words |
| 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 in line with our ethical code of conduct | 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 | We need to know that your planned provision complements but does not duplicate or overlap with that provided by other organisations, and in particular that of the Career Transition Partnership for Veterans who have recently left Service. Up to 200 words |
| Why do you need a grant from us to carry out this project?  | up to 200 words |
| **Impact and Sustainability**  |  |
| Show us that you understand how your project will lead to long term benefits for the people who take part in it.Tell us how you will use this data to know if your project has been successful  | This should refer to the Theory of Change and KPIs that you are outlining in the separate attached document. Up to 150 words |
| **Beneficiaries**  |
| Who will the direct beneficiaries be?  | *(Drop down selection) Please select all that apply and to the lowest level (to include ages etc)*  |
| 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?   |  |
| Tell us more about your specific beneficiary groups  | 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. How many of your beneficiaries will be Veterans and how many will be family members – and will they be partners or children or both? *Up to 200 words* |
| **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. | A strong application will also be able to show how you will work effectively and collaboratively with existing partners in the UK Veterans’ employment sector. 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 |
| Where will your project be delivered? | Please select the country/county where the majority of delivery will take place  |
| Please provide the postcode for your main delivery location | This may be your organisation’s main address |
| If your project is taking place in more than one country of the UK tell us how you have accounted for the specific administrations’ employment and Veteran specific initiatives | You should also refer to any country or regional issues that have influenced the design of your project – this might include local economic/employment considerations. Up to 200 words |
| Please tell us when you plan to start your project  | Please select a date from the calendar, do not enter manually.  |
| Please tell us when your project will be completed | Please select a date from the calendar, do not enter manually – this should be no more than 2 years after the 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. 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: *50000.* The amount should not exceed £70K.  |
| 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   |  |
| Please tell us why you are confident that your project offers good value for money? How will you assure value for money for all elements of this project? | Up to 200 words |
| **Community Interest Companies only:** 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 andii) your financial management (including details of your reporting structures, accounts software and the qualifications of those undertaking the work)You can write up to 250 words. |
| **Attachments** |  |
| Measurement of Change document: Please attach a document which describes your Theory of Change for this project, and describes your impact measurement methodology | This should not exceed 4 pages |
| **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.**  |  |