**Armed Forces Families Fund Early Years Programme 2024/25 – 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?** | Please give your project a short title (five words or fewer) that captures what you want to do and that 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. This will be used on our website if your application is successful, so please be clear and descriptive and avoid using words such as we/our. |
| **Which outcome does your project aim to achieve?** | Select all that apply (see the Guidance for applicants for more detail)   * Increased capacity at the setting to allow more Service children to attend. * Have provided better learning environments for Service children. * Provided appropriate training and development of staff to support Service children. |
| **Tell us why you need this funding now? (500 words)** | What need will this funding help to address for children from currently serving Armed Forces families? How have you identified the need (e.g. consultation with families or local base command)? How will this funding help you achieve one or more of the project outcomes? Please be as detailed and specific as possible. If you have data that has helped you identify the need, please tell us about this. |
| **What work will be undertaken with the funding? (500 words)** | Please tell us what specific activities the funding would be used for? This is your opportunity to tell us about your project in detail, what it will involve and how it will address the identified need and programme outcomes. |
| **Are you applying as a single setting or making a Cluster (group) application?** | There is a drop-down selection for you to choose from. |
| **Cluster only – How many eligible settings are included in this bid?** | Please complete if this is relevant to your project. |
| **Cluster only – Tell us about the settings in the cluster. (500 words)** | Please list the names (as it appears in the listing for the relevant childcare regulatory body) and location of the settings. Also provide the total number of birth to five children at each setting, and the number of children from current serving Armed Forces families (and give the percentage). |
| **Single setting only – How many places are at your setting? Please tell us your capacity, number of places filled and how many places are allocated to young children from Armed Forces Families. (100 words)** | Please tell us what your capacity is as well as the total number of filled places for birth to five children at your setting, as well as the number of children from current serving Armed Forces families (and give the percentage). |
| **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. (200 words)** | 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. |
| **Will you be working with any other organisations not including settings in a cluster bid to deliver your project? (500 words)** | If yes, please provide details of any organisations which will be involved in and contribute to successful project delivery. You will need to demonstrate that partners have a history of working with or understand the needs of young children from Armed Forces families. |
| **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 or training provider, please provide your main office postcode here). |
| **Please provide the name/(s) of the nearest military establishment to the delivery location. (200 words)** |  |
| **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. |
| **Why do you need a grant from us to carry out this project? (200 words)** |  |
| **How do you know that this project is not duplicating any existing provision? (200 words)** |  |
| **Is the setting (or any of the settings in the cluster) included in any other application for this funding round? (100 words)** | If yes, please provide more information here. |
| **Project Plan & Delivery** | |
| **How many Early Years service children will this project benefit? (250 words)** | Please provide a realistic number of the children you will directly work with. Why are you confident that your project will reach these children? |
| **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? (200 words)** |  |
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| **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. (250 words)** | Please also tell us if you are working with an Armed Forces Families Education Advisor and if so, in what capacity. |
| **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 click on the calendar to select date. DO NOT enter date manually. |
| **Please tell us when you will complete your project.** | This must be no later than 2 years after your start date. Please click on the calendar to select date. DO NOT enter date manually. |
| **Please tell us what experience your organisation has in managing a project of this type. (250 words)** | Describe the skills and knowledge of those who will be responsible for it. |
| **Please tell us about any permissions that you will need to deliver your project; and whether they are in place. (200 words)** | 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 – note DIO should not need to be involved in your project - see the guidance for more information. |
| **Early Years providers only: If you are applying for improvements to the setting, please confirm how much time is remaining on the setting/(s) current lease. (100 words)** |  |
| **How will you ensure that Service children taking part in your project are kept safe? (250 words)** | Please tell us about arrangements that you have in place to ensure that children, including those with additional needs will be kept safe and will have a positive experience? |
| **Project costs** | |
| **Please confirm the total grant amount that you are requesting from us. This should be between £5,000 and £50,000.** | Please round this figure up to the nearest pound (£) and do not use any pence. For example: 27000. |
| **Please provide a financial breakdown of what the funding will be used for. (500 words)** | The breakdown should include specific information regarding any posts (job titles & salary) and other items may be grouped under broader headings. We may ask you for more detailed budgeting information if your application is successful. You should ensure that you only include costs that are relevant to the delivery of your project and eligible according to the programme guidance. |
| **How have you sought to achieve value for money in planning and costing this project? (500 words)** | 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? |
| **Project Impact & Outcomes** | |
| **How will you know if the project has been successful? (250 words)** | What demonstrable positive changes, improvements & outcomes do you expect to see in the lives of the Service children who are helped by the project? |
| **Tell us how you will monitor, measure and report on whether your project is successful. (200 words)** | Please tell us what tools, if any, you have in place to monitor children’s progress during the project to ensure it is having a positive impact and going according to plan. |
| **Tell us how this grant will help you sustain support to Early Years Service children and their families. (200 words)** | This may include ways in which you will be embedding practice (providing long-term resources etc) beyond the funding period. |
| **How will you sustain any benefits after the end of the grant? (250 words)** | This may include future plans for staffing, or how you plan on maintaining any equipment for example. |

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].