**Armed Forces Covenant Fund**

**Embedding Prevention of Veterans Suicide: 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 - 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. 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. |
| **Please identify the key outcome your project is looking to address.** | * To support staff who work with vulnerable beneficiaries. * To address mental health wellbeing, help-seeking, and stigma within the Armed Forces community * To address the needs of under-represented groups.   Dropdown menu: Select 1. |
| **Please tell us more about what you plan to do if you receive a grant for this project and what activities will be undertaken.** | 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. This should directly relate to the items and activities included in the budget and explain how the project will address the programme outcomes as outlined in the guidance.  You can write up to 500 words. |
| **Tell us why this project is needed.** | Tell us more about the needs identified and how these needs impact on your beneficiaries’ lives. This should, wherever possible, be more than anecdotal evidence, for example, from your own experience of service delivery, information from expert stakeholders or credible research that supports your approach.  You can write up to 300 words. |
| **Project beneficiaries** | |
| **Who will the beneficiaries of the project be?** | 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 realistic 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 or the wider community for example. |
| **Tell us more about your specific beneficiary group.** | 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.  You can write up to 200 words. |
| **Project delivery** | |
| **Please tell us about your experience of working with Veterans who might have limited/poor help-seeking abilities, and those who may be in crisis who are least likely to engage with services, and who are at significant risk of suicide.** | Tell us about your experience of working with Veterans who might have limited/poor help-seeking abilities, and those who may be in crisis who are least likely to engage with services, and who are at significant risk of suicide. How do you plan to ensure the safety of this vulnerable cohort?  You can write up to 300 words. |
| **Who are you working with? List any organisations you will work with on this project and briefly describe what they are contributing, and how your project will build capacity around this type of support.** | 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. This will need to be 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.  You can write up to 200 words. |
| **Will your project address the needs of Veterans from marginalised groups? E.g., Women, BAME, LGBT etc.** | You can write up to 300 words. |
| **How have beneficiaries helped to inform your project and how will you continue to utilise this during the lifetime of your project?** | You can write up to 250 words. |
| **How do you know that this project does not duplicate other services available to the beneficiaries you are planning to support?** | Tell us how your links with local service providers and stakeholders has designed a project that fills a gap in provision.  You can write up to 200 words. |
| **Please tell us how you will ensure that people accessing your project will be kept safe?** | You can tell us about how your organisation meets any relevant government or regulatory guidance, but also how you will ensure that your project offers a safe and respectful experience for people both in terms of physical and mental wellbeing. This could include details of staff and volunteer training relevant to the groups of people you work with and support for volunteers you are working with.  You can write up to 250 words. |
| **Has your organisation got an up-to-date safeguarding policy that will cover the activities for which you are requesting a grant?** | Please select Y or N. Organisations that work with children and or vulnerable adults require a safeguarding policy, however, it is good practice to have one even if you do not specifically work with these groups of people. |
| **Have you read the Trust’s Ethical Code of Conduct and are you confident that you can deliver your project in line with this?** | Please select from the drop-down menu. |
| **Please tell us how you will ensure that you deliver the project in line with our ethical values?** | The Trust has an ethical code of conduct. You should tell us why you are confident that you can deliver the project in line with our values of Respect, Competence, and Integrity. If your organisation has its own code of ethics, it is your responsibility to ensure that it is compatible with our code.  You can write up to 200 words. |
| **Please tell us when you plan to start work on your project.** | Your project start date should be before 1 April 2025. Please see the programmes page of the website for application deadlines and decisions information. Please note we cannot make payment for any work undertake retrospectively to the date of your offer letter. Please click on the calendar to select date. DO NOT enter date manually. |
| **Please tell us when you think your project will be completed.** | This should be in line with the project guidance. Please select a date from the calendar, do not enter manually. |
| **Please tell us where your project will be delivered.** | Please tell us the geographical location where the proposed project will take place. Please select from the drop-down menu. |
| **Please provide the postcode for where your project will primarily be taking place.** | This should be the postcode where the majority of the delivery will take place. This may be your organisation's address. |
| **Please confirm if you have read the programme guidance in full.** | Please select Y or N. |
| **Project costs** | |
| **Please confirm the total grant amount that you are requesting from us.** | This could be a maximum of £50,000 for a 1-year project, or a maximum of £100,000 for a 2-year project.  Please round this figure up to the nearest pound (£) and DO NOT use any pence. Please, only enter the amount. DO NOT use a currency symbol or any punctuation as this will cause an error. E.g., 140000  IMPORTANT: If you are applying for an Enhanced Award, do not include that amount here, it needs to be added to the Enhanced Award tab of the application. |
| **Please provide a financial breakdown of what the funding will be used for.** | 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.  You can write up to 250 words. |
| **Are the total project costs more than the amount you would like from us?** | Please select from the drop-down list. |
| **Please tell us the total cost of your project (this may be more than the amount you are requesting from us)** | Please, only enter the amount. DO NOT use a currency symbol or any punctuation. E.g., 27000. |
| **If the total project cost is more than you are requesting from us, where will you get the other funding from and have you secured it yet?** | Detail other funding sources and at what stage those requests are at this time.  You can write up to 250 words. |
| **Please tell us why you are confident that your project offers good value for money.** | Explain your method for seeking to achieve value for money in planning and costing for this project. 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?  You can write up to 250 words. |
| **Project impact** | |
| **How will you monitor, measure and report on the impact your project has made?** | Tell us what you will do to monitor the difference that project is making and how you will know you are making a positive impact. Tell us how you will measure and report on that impact.  You can write up to 250 words. |
| **Tell us what the legacy of the project will be, and how you will sustain the impact of the work this grant will support.** | We would like to understand more about how you will sustain the impact of the work you are doing within your project beyond the life of the grant. Please refer to the sustainability graphic in the Programme Guidance when considering this answer.  You can write up to 300 words. |
| **Enhanced Award – Only complete this section if seeking an Enhanced Award** | |
| **Please tell us how much you are requesting as an Enhanced Award?** | Please note, this cannot exceed £50,000.  Please round this figure up to the nearest pound (£) and DO NOT use any pence. Please, only enter the amount. DO NOT use a currency symbol or any punctuation as this will cause an error. E.g., 140000. |
| **If you wish to be considered for an Enhanced Award, please tell us what work you plan to deliver if you are successful in receiving an Enhanced Award.** | Outline what additional work you plan to do (activities, timescales, locations etc), how much additional funding you are requesting, how this will be spent - and how this will enhance your overall project and how you will meet the programme aims. Remember your original project must be a stand-alone project.  You can write up to 500 words. |