**Hidden Voices 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?** | 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 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; how it will meet the programme outcomes; 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. You can write up to 300 words. |
| **Tell us why this project is needed?** | This should, wherever possible, be more than anecdotal evidence e.g. “many Veterans have told us…” or “a national survey has revealed…” You can write up to 200 words. |
| **Please select all of the outcomes you expect your project to address.** | Please note the most effective projects would be expected to meet all of the outcomes. Please select all that apply from the drop-down menu. |
| **Please tell us how the people in your chosen beneficiary group(s) have been consulted.** | Tell us how people have been consulted and/or have taken part in your project's design to ensure it is meeting their needs. |
| **Beneficiaries** |
| **Who will the beneficiaries 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 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 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. |
| **Please tell us how the people in your chosen beneficiary group(s) have been consulted.** | Tell us how people have been consulted and/or have taken part in your project's design to ensure it is meeting their needs. |
| **Project Delivery** |
| **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. |
| **Who are you working with? List the organisations you will work with on this project and briefly describe 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. 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 100 words. |
| **Tell us about the experience your organisation has in working with the Armed Forces Community.** | This should demonstrate strong links to stakeholders and potential service users from that community.You can write up to 250 words. |
| **Please tell us about the governance and risks of this project and how you would manage / 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.You can write up to 250 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 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 your project.**  | Your project start date should be the month after the board meeting your application will be considered at. 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 click on the calendar to select date. DO NOT enter date manually. |
| **Please select the area 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 the main delivery location.** | 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.**  | Please note that this must not exceed £20K. 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 e.g., 27000. |
| **Please provide a financial breakdown of what the funding will be used for.** | Please provide a clear breakdown of what your costs will be. The breakdown should include specific information regarding any of the associated costs involved. 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 development grant 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, at this time. If not relevant, please answer N/A. You can write up to 250 words. |
| **Please tell us why you are confident that your approach 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. |
| **Impact** |
| **Tell us how the project will make a positive and significant difference.** | Tell us what the benefits of the project will be and how they will make a clear and significant difference to the Armed Forces Community. |
| **Tell us how you will 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. You can write up to 300 words. |
| **CICs** |
| **Community Interest Companies (CICs) only: Please attach a copy of your most recent published annual accounts and governing document.** | Your application cannot be considered without these. |