**Service Women: Seen and Heard Programme 2025/26 – 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. If successful, this project description will feature on our website so please avoid the use of acronyms and words such as we/our. |
| **Which of the programme outcomes will have been met by the end of your project?** | Please select the outcomes that your project will meet (see the Guidance for applicants for more detail). |
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| **What work will be undertaken with the funding?**  | 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 themes. You can write up to 500 words. |
| **Tell us why this project is needed?** | How do your planned project activities address an identified need. This should be more than anecdotal evidence (e.g. “many women have told us") and , should include reference to specific research, surveys, evaluation or other evidence that has directly informed project development. You can write up to 300 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. |
| **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 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 you will ensure that people accessing your project will be kept safe? This should include any volunteers you are working with.** | 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. You can write up to 250 words. |
| **Project Delivery** |
| **How do you know that this project does not duplicate other services available to the beneficiaries you are planning to support?** | This funding cannot duplicate MOD provision or that provided by statutory sources and we expect you to have ensured that other charities/voluntary sector organisations are not supporting the same beneficiaries in the ways you are proposing. |
| **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.](https://covenantfund.org.uk/ethics/) 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 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 tell us the primary location of this project. OR please tell us where your project will be delivered i.e., location / catchment area, Local Authority, county, region.** | Please tell us the geographical location where the proposed project will take place. Please select from the drop-down menu. |
| **Please tell us how you will manage this project and resource this work.** | Tell us about your organisation’s experience in delivering this kind of work and working with this commuity. 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. |
| **Who are you working with? List any 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. |
| **If you are a military unit, please confirm that the chain of command is aware of this application and have approved the project.** | Yes/NoName and email of Commanding Officer |
| **Tell us about your plans for delivery post project funding, considering ongoing delivery or exit plans, particularly considering the beneficiary cohort who will engage with the project.** | Please outline your project exit plan, continued partnership working or applying for further funding. You can write up to 500 words. |
| **Project costs** |
| **Please confirm the total grant amount that you are requesting from us.**  | Please note that this must be £25,000-£100,000 for a two-year project Please round this figure up to the nearest pound (£) and do not use any pence. For example: £14000. |
| **Please describe in words and amounts the main costs that you are asking for funding towards?** | 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?**  | You can write up to 250 words. |
| **Please tell us why you are confident that your project offers good value for money.**  | How have you sought to achieve value for money in planning and costing 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. |
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| **Project 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 target group; women who are currently serving in the Armed Forces. |
| **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., How will you evidence meeting the programme outcomes? |
| **Tell us how you plan to sustain your project’s impact beyond the funding period, or what the legacy of the project will be.**  | 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. |
| **Please confirm if you have read the programme guidance in full.** | Please select Y or N. |
| **Please confirm you will use the Trusts Impact Hub.** | https://covenantfund.org.uk/impact-hub/ Please select Y/N |
| **Does your organisation have an environmental policy?**   | *The Trust is capturing this information to help build our understanding of the environmental challenges our applicants face. The answer to this question will* ***not*** *affect the outcome of your application.*  *Answers: Y/N/In development* |
| **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. |