**Family Focus - 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.

**Covenant Fund (CF) Family Focus Programme 2025/26**

**APPLICATION INFORMATION**

**Important information**

* Please ensure you have read the programme guidance for this **Covenant Fund (CF) Family Focus** funding programme and that you meet all the eligibility criteria before completing your application.
* The Programme Guidance document can be found below. *(Please note the link will open in a new tab)*

 [Family Focus Programme Guidance](https://covenantfund.org.uk/programmes/#currentopen)

**Before you begin:**

* Please add the following two email addresses to your address book or safe senders list to ensure you receive all system communications. The email addresses are: **mail@grantapplication.com** and **noreply@yourcause.com**
* Before filling out the application, you may find it helpful to click the 'Download' icon above. This will offer you a preview of all of the questions on the application.

You may wish to utilize a word-processing tool (for example Microsoft Word), then cut and paste your responses into the application. Your application will be saved automatically. If you want to return later, simply close the browser. You may return by going to:[Applicant Portal](https://bbgmapply.yourcausegrants.com/apply/applications)

* It may be worthwhile to save the **'Applicant Portal'** link to your favourites tab for easy access.
* Use the **'Manage Applicants'** above to add any additional individuals that should have access to this form and any subsequent forms related to this application.

**Please confirm if you have read the programme guidance in full. \***

Select one

 Yes  No

**Is this project specifically aimed at supporting pilot solutions for family members - collectively and as individuals - of Wounded, Injured and Sick serving personnel or veterans. \***

 Yes  No

**ABOUT YOUR PROJECT**

**5a. 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.

**5b. 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.

**6a. Which outcome, or outcomes, does your project aim to achieve? \***

To add more than one selection, please click back into the selection box and select all that apply (see the programme guidance for more detail).

Select multiple

[25/26] Family members of those who are wounded, injured or sick feel better informed and more able to access relevant information, advice and guidance, applicable to their situation.

[25/26] Family members of those who are wounded, injured or sick feel less lonely/isolated, more resilient and better equipped to deal with their circumstances.

[25/26] Family members of those who are wounded, injured and sick have developed their skills for work, or have greater confidence to pursue volunteering or employment when it's right for them.

**6b. What work 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 specifically what your project will do, when and where you will do it, how often and who will be involved. This should include detail of how the activities will address the identified need and how the project will meet the programme aim and outcomes.

You can write up to 300 words.

**7a. Tell us why this project is needed. \***

How do your planned project activities link to an identified need. This should be more than anecdotal evidence and if possible, should include reference to specific consultation, research, surveys, evaluation or other evidence that has directly informed project development. You can write up to 200 words.

**7b. If your application is for an expansion to an existing project, please tell us more. \***

If your proposal is to build upon or expand existing solutions which have been developed in the last five years, please tell us about your existing work and why this funding is needed now. If not relevant, please write 'N/A'. You can write up to 200 words.

**8. 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 and helped to establish the need for this project and to shape its development and design. You can write up to 300 words.

**PROJECT BENEFICIARIES AND IMPACT**

**9a. Who will the beneficiaries be? \***

To add more than one selection, click back into the selection box to select all that apply (see the Guidance for Applicants for more detail).

Select multiple

**Serving Armed Forces Personnel and Reservists / Serving Personnel Only Serving Armed Forces Personnel and Reservists / Reservists Only**

**Armed Forces Families / Children Armed Forces Families / Children / 0-4 Armed Forces Families / Children /5-11**

**Armed Forces Families / Children / 11-18 Armed Forces Families / Parents**

**Armed Forces Families / Partners and Spouses**

**Armed Forces Families / Other Family and Dependents Armed Forces Families / Carer**

**Veterans / Veterans Under 25 (Early Service Leavers) Veterans / Veterans 25 - 40**

**Veterans / Veterans 40-65**

**Veterans / Veterans 65+**

**Please double check your selection against the programme guidance. This programme is designed primarily to support the family members of wounded, injured or sick serving personnel or veterans. Projects that are targeting most of their support directly at serving personnel and/or veterans will not be considered.**

**9b. How many direct beneficiaries will your project have? \***

Provide more details on who the beneficiaries will be. Tell us more about the specific needs that these beneficiaries have and how these needs impact on their lives. Also tell us more about their backgrounds, experiences, age group or locality so we can understand how you will be focusing on your support. If your project will be targeted at a specific cohort (for example the families of those with a particular health condition or who are resident in a small, defined geographic location) please tell us more about this here. You can write up to 250 words.

**10a. Tell us how the project will make a positive and significant difference and meet the outcome(s) you have selected. \***

Tell us what the benefits of the project will be and how they will make a clear and significant difference to the families of wounded, injured or sick serving personnel and veterans. You can write up to 200 words.

**10b. 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. You can write up to 250 words.

**11. Please confirm you will use the Trusts Impact Hub. \***

If your project is aimed entirely at supporting people that cannot give informed consent, for example children under the age of 18, or people with dementia, your project will be exempt from using the Impact Hub. More information on using the Impact Hub can be found within the programme guidance.

Select one

 Yes  No  N/A

**PROJECT DELIVERY**

**12a. Please tell us how you will manage this project and how you will 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 to200 words.

**12b. Tell us about the experience your organisation has in working with the Armed Forces Community. \*** Explain how this experience is relevant to this project. You can write up to 200 words.

**12c. 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.

**13. How do you know that this project does not duplicate other services available to the beneficiaries you are planning to support? \*** Please tell us more about how you know your project would be additional to any existing services, including any statutory responsibilities. (see the Programme Guidance for more details). You can write up to 200 words

**14a. Has your organisation got an up-to-date safeguarding policy that will cover the activities for which you are requesting a grant? \*** 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.

Select one

 Yes  No

**14a.1. If 'No', please clarify. \***

**14b. 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 200 words.

**15a. Have you read the Trust’s Ethical Code of Conduct and are you confident that you can deliver your project in line with this? \***

Select one

 Yes  No

**15a.1. If 'No', please clarify. \***

**15b. 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.

**16a. Please tell us when you plan to start work on your project. \***

This should be in line with the programme guidance.

**17a. Please select the geographical region where your project will be delivered. \***

To add more than one selection, please click back into the selection box and select all that apply

Select multiple

**17b. Will your project be taking place across multiple locations? \***

This may be on a county or regional level for example.

Select one

 Yes  No

**17c. 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. Please only write the postcode and NOT the full address. Please use the standard UK postcode format, including a space (e.g., SW12 5B).

You can include the postcodes of any offices, Hubs or other locations where you may be delivering this project.

Please only write the postcodes in the below fields and NOT the full address.

**Postcode 2**

Please use the standard UK postcode format, including a space (e.g., SW12 5B).

**Postcode 3**

Please use the standard UK postcode format, including a space (e.g., SW12 5B).

**Postcode 4**

Please use the standard UK postcode format, including a space (e.g., SW12 5B).

**Postcode 5**

Please use the standard UK postcode format, including a space (e.g., SW12 5B).

**If your project will be taking place across more than the 5 locations already noted above, please write down the additional postcodes here.**

Please use the standard UK postcode format, including a space (e.g., SW12 5BN). Please ensure to separate multiple postcodes with a comma (e.g., SW12 5BN, LS1 4AP). If not relevant, please write 'N/A'

**PROJECT COSTS**

**18a. Please confirm the total grant amount that you are requesting from us. \***

Please note you can apply for a minimum of £50,000 (£50K) or maximum of up to £100,000 (£100K).

Please round this figure up to the nearest pound (£) and DO NOT use any pence.

**18b. 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 500 words.

**18c. Are the total project costs more than the amount you are applying for from us? \***

Select one

 Yes  No

**18d.1. Please tell us the total cost of your project (this may be more than the amount you are requesting from us). \***

**18d.2. 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.

**19a. Are you applying for an Enhanced Award? \***

Select one

 Yes  No

**19b. Please tell us how much you are requesting as an Enhanced Award? \***

This amount must not exceed 50 percent (%) of your main grant request amount. Please round this figure up to the nearest pound (£) and do not use any pence.

**19c. If you wish to be considered for an Enhanced Award, please tell us what additional amount you are requesting and what work you plan to deliver if you are successful in receiving an Enhanced Grant \***

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 describe how this will enhance your overall

project and how you will meet the programme aims. Remember that your original project must be a stand-alone project. You can write up to 300 words.

**20. Please tell us why you are confident that your approach offers 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.