**Family Focus 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. |
| **Which programme outcome or outcomes will have been met by the end of your project?** |

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|   | Please select all that apply (see the Programme Guidance for more detail):* Improved access to support for families, through information, advice & guidance.
* Improved family bonds, through meaningful opportunities together.
* Increased resilience for family members with a caring role, through wellbeing activities.
* Family members feel that their needs are recognised and that they can receive targeted support that addresses these changing needs over time.
* Parents are better supported to respond to changes in family life, where there are children within the family unit.
* Family carers have enhanced employability, through access to skills development which enables them to plan for the future.
* Organisations and agencies can demonstrate that they are equipped with the skills and knowledge to address the specific needs of the families of wounded, injured and sick serving personnel and/or Veterans
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| **What work do 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 400 words. |
| **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 (e.g. “many people have told us") 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 300 words. |
| **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. You can write up to 200 words. |
| **Please tell us how the people in your beneficiary group(s) have meaningfully informed your project development.** | Tell us how people have been consulted and/or have taken part in your project’s design to ensure it would meet their needs.You can write up to 300 words. |
| **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. 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 hereYou can write up to 200 words.  |
| **Project Delivery** |
| **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. You should also describe any new posts or contracts, how these will be filled and describe the skills and experience of those who will be responsible for managing the project.You can write up to 200 words  |
| **Tell us about the experience your organisation has in working with the Armed Forces Community.** | You can write up to 250 words.  |
| **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.  |
| **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 statutory responsibilities. (see the Programme Guidance for more details).You can write up to 200 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. |
| **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.  |
| **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.** | Please see the programmes page of the website for application deadlines and decisions information. Please note we cannot make payment for any work undertaken retrospectively to the date of your offer letter. Please click on the calendar to select the 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 the date from the calendar, do not enter manually. |
| **Please select the area where your project will be delivered.** | Please tell us the geographical location where the proposed project will take place and to the lowest level. Please select from the drop-down menu. |
| **Please provide the post code for 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. |
| **Project Costs** |
| **Please confirm the total grant amount that you are requesting from us.**  | Please note that this must be between £50k and £100k.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., 75000.  |
| **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 will ask you for more detailed budgeting information as well as timelines and milestones if your application is successful. You should ensure that you only include costs that are relevant to the planned 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, 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 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 it will make a clear and significant difference to the participating families of wounded, injured or sick serving personnel and Veterans.You can write up to 300 words.   |
| **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 the project is making and how you will know you are making a positive impact.You can write up to 250 words.  |
| **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 tell us how you will sustain the impact of the work, of the project beyond the life of the grant and what its legacy will be. Outline your project exit plan, which could include plans to embed or cascade learning from the project, continued partnership working or applying for further funding.You can write up to 300 words.  |
| **Please confirm if you have read the programme guidance in full.** | Please select from the drop-down menu. |
| **CICs** |
| **CIC ONLY: ATTACHMENT** **Please attach a copy of your most recent published annual accounts and governing document.**  | Your application cannot be considered without these. |