

THE SERVICE PUPILS' SUPPORT PROGRAMME

PART OF THE ARMED FORCES FAMILIES FUND

Programme Guidance

2025



 **THE ARMED FORCES
COVENANT FUND TRUST**
Funded by HM Government



Ministry
of Defence

The Armed Forces Covenant Fund Trust
Armed Forces Families Fund (AF3)
Service Pupil Support Programme

PROGRAMME GUIDANCE

Programme overview

Grants available: Between £5,000 and £150,000

Funding on behalf of: The Armed Forces Families Fund (AF3)

Project length: Up to two years

Programme aim(s): To support service pupils along their educational pathway, and to reach their full potential.

Application closing date(s): 12 noon 30 April 2025

Awarded projects to start by: September 2025

Application form link: [Apply to the Service Pupil Support Programme](#)

Terms and conditions to grant: Standard terms and conditions to grant

Will grant holders be required to use the Impact Hub? No

How to use this guidance

It's important that you **read all sections of this guidance document** when completing your application. This information covers everything you need to know about applying for funding from the Trust. We'll ask you to confirm you have read this document as part of your application.

Contents:

The programme

[Why are we running this programme?](#)
[How much funding can you apply for?](#)
[timetable](#)

Your organisation

[Who is eligible to apply?](#)

Your project

[What types of projects are we looking for?](#)
[What should your application show us?](#)
[Who should benefit from your project?](#)
[Working with other organisations](#)

Considerations when applying

[Our assessment criteria](#)
[ethics](#)
[What financial information should you include in your application?](#)
[Preparing your project budget](#)
[Subsidy Control Act 2022](#)
[How to apply](#)
[After you submit your application](#)
[Checks we may carry out on your organisation](#)
[Decisions about your application](#)
[What happens if we award you a grant?](#)

The programme

Why are we running this programme?

Following the launch of the UK Armed Forces Families Strategy in January 2022, the MOD created a dedicated fund, 'The Armed Forces Families Fund' (AF3). This programme sits within the AF3. The MOD has partnered with the Armed Forces Covenant Fund Trust to administer the AF3.

This programme is primarily focused on schools and local authorities across the UK.

Applications can only address the needs of pupils aged 4-18 in full-time statutory education, who are from currently serving Armed Forces families. This includes pupils whose parents are on full commitment as part of the Full-Time Reserve Service (FTRS).

How much funding can you apply for?

You can apply for a grant of between £5,000 and £150,000 towards a **standalone project** being delivered over a period of up to two years.

Timetable

There will be **one** deadline for applications this financial year:

- If you apply by **12 noon on 30 April 2025** you will receive a decision before the end of June 2025.

We cannot accept any late applications.

We highly recommend you plan to submit your application before the deadline to avoid the risk of missing the cut-off because of technological or other unexpected problems.

[Back to top](#)

Your organisation

Who is eligible to apply?

We invite applications from local authorities and schools in the UK, which have children of currently serving armed forces personnel on roll. Service refers to regular forces and FTRS.

We can accept applications from:

- maintained schools
- academy schools
- free schools
- sixth form colleges
- further education colleges
- local authorities
- multi-academy trusts.

Specialist educational organisations can be involved in a bid; however, the lead applicant will need to be one of the above. Partnerships need to be able to demonstrate a history of working with pupils with additional needs or an understanding of Armed Forces communities.

The following restrictions may apply

- We generally receive more good applications for funding than we can support. We may prioritise organisations which have not yet received a grant under the Service Pupil Support Programme.
- Applications may be declined from current Trust grant holders if the reporting requirements for existing grants from the Trust are not up to date.

Who cannot apply?

The following types of organisations are not eligible for funding from the Service Pupil Support Programme.

- Childcare providers (including early years).
- Commercial organisations that would seek for their solution to be provided to a school for profit. For example, an organisation could not be awarded a grant to develop a training course which it then charges schools to attend.
- Independent (fee-paying) schools including boarding schools, whether or not registered as charities.
- Charities and charitable organisations (though they can be part of a project working with an eligible applicant). If you are both a charity and an academy, you can apply if you meet our criteria in the 'Who can apply?' section.
- Universities and research institutions could work with a lead applicant as part of a wider project but cannot apply directly.

[Back to top](#)

Your project

What types of projects are we looking for?




The SPSP will provide grants to support service pupils to reach their full potential through effective interventions in response to an evidence base that clearly defines need. Your project should look to address one or more of the following outcomes:

- Closing the academic gap.
- Support for service pupils with SEN/D, ASN, ALN
- Mobility, deployment and separation
- Low numbers of service pupils

Your project **must** address at least one of these four themes

1 Closing the gap Close the academic gap in attainment between service and non-service pupils, using data-led evidence	2 Support for service pupils with SEN/D, ASN, ALN Address the needs of Service pupils with Special Educational Needs (SEN/D), Additional Support Needs (ASN) or Additional Learning Needs (ALN)
3 Mobility/deployment and separation Address the impact of the mobility/deployment and separation on service pupil's education.	4 Low numbers of service pupils Identify and address the needs of service pupils within educational settings.

And...

	You must be able to complete your project within two years.
	You are applying as a cluster or as a single school/L.A (if you have more than ten service pupils on roll)
	Your project should be evidence based and provide tangible outcomes.

Theme 1 - Closing the academic gap

Educational outcomes are an important indicator by which to assess service pupils' future life chances. By assessing gaps in attainment and offering early interventions, the lives of service pupils can be improved.

If applying under this theme, you must demonstrate that **reliable data** has been used to identify the gap, and your project should outline **clear and achievable** outcomes to address it.

This could incorporate:

- training of staff to enable quality-first teaching based on an understanding of Service pupils' individual and collective needs.
- an appropriate intervention using specialists (e.g. maths specialists) to devise service pupil-centred, targeted interventions to address attainment gaps with a view to creating a long-term, sustainable impact.

Example: A primary school, with 20 service pupils on roll, is expecting to see a significant increase in service pupils due to a nearby military base expansion. Due to their existing, evidence-based knowledge they know that some of the pupils may need help to adapt to a changing curriculum and to their new school, due to frequent relocations.

The school develops a transition and wellbeing project to address the immediate needs of the incoming service pupils, including a targeted programme of work to help close the attainment gap in achievement that may result due to the changing curriculum.

The school aims to deliver this project independently due to the lack of local schools with a similar number of service pupils. However, consultations with parents, teachers, and service support teams confirm the urgent need for these interventions.

The school plans to share their best-practice guide, including resources, with other schools in the area and is committed to exploring partnerships in the future to expand the projects reach.

Theme 2 – Support for service pupils with SEN/D, ASN, ALN

Pupils with additional support and learning needs can benefit from early assessment and identification, which can be particularly difficult for service pupils to access if they regularly move schools.

The AF3 is keen to support activity which focuses on **reducing any barriers to identifying additional needs** of service pupils, their **timely access** to services and required provision. Examples of activity include:

- child-centred approaches that help to address needs and close the gap between service and non-service pupils
- services which add value to the additional needs support offered to service pupils in local authority areas
- pathfinder projects aimed at improving access to services for service pupils with additional support and learning needs
- professional development which builds capacity to champion additional support and learning systems to effectively support children from service families.

Example: A cluster of schools is located near a large garrison and works with families on base, and local schools, to identify and support families where children have additional needs that are impacting their educational experiences and seeks to improve educational outcomes.

The project incorporates the local authority and educational psychologists. The project has a particular focus on identifying and supporting service pupils with additional needs, who may have had challenges in accessing services and support due to frequently moving between area. The project will work in a co-ordinated way with the relevant local services.

Theme 3 – Mobility, deployment and separation

Mobility, deployment and separation are ongoing concerns for service pupils and those that support them. We are looking for projects that would **limit or mitigate** some of the known challenges these issues create.

Example: A cluster of schools, with a large cohort of service pupils, would like to enhance their support through a project that will address the challenges of mobility, deployment and separation. Their project will provide a dedicated network of mobility support hubs across their cluster with the aim of reducing service pupils' anxiety during mobility/postings and deployments, increase the social connection and sense of belonging among service pupils and enhance academic performance and emotional wellbeing.

Their planned activities will include a welcome and orientation programme, wellbeing and resilience workshops and resources, access to trained academic and personal counsellors **and service** parent family hubs.

Theme 4 - Low numbers of service pupils

Finding ways to **reach and maintain support** to service pupils who are in schools that have very low overall numbers of service pupils. (Ten or less service pupil population) Whilst specific needs may be met under the other themes, this allows for the unique needs of smaller cohorts to be met.

Example: A local authority leads a project across a wide geographical area to reach 40 schools, all with low numbers of service pupils. They develop an education programme to upskill teachers and school leaders on the needs of service pupils.

Their project also explored how to best support service pupils transitioning to secondary school. They develop e-learning training and other resources which can be used in future years.

We strongly encourage you to register with and use the SCiP Alliance Thriving lives toolkit to inform your work with service pupils if you are not doing so already. You can find the toolkit at <https://www.scipalliance.org/thriving-lives-toolkit>

If the needs of the service pupils are identified and evidenced in the application, a variety of projects/activities could be supported. Your project should be able to complete within two years.

Proposals could include requests for funds towards:

- Projects that help to support and reach as many service pupils as possible, to create the most impact.
- Projects that equip staff with skills to better support service pupils in a school or cluster are encouraged. We particularly value initiatives that include resources, like toolkits, to share learning and ensure impact continues beyond the grant period.
- Projects that help to utilise early identification and interventions to support service pupils with additional needs or those displaying needs from deployment, separation or mobility.
- Relevant educational resources and equipment.

What should your application show us?

Useful questions to ask yourself when completing your application:

How have you identified the need for this project and how will you target those with the greatest need for support?	What activities will you deliver to address the need?	What are your planned outcomes for the project and how will it make a difference to service pupils?	
How you will evaluate and measure the impact of the project and know you've achieved the outcome?	How does your project provide good value for money ?	What are your plans for sustainability beyond the funded period from both a pupil and organisational perspective?	What are the total number of service pupils in your school and the proportion of pupils that your project will target?

We also need to be able to see that you have the **skills and experience necessary** to be able to carry out your project. You can work together with other organisations as part of your project. There is more information on working with others later in this guidance.

Your proposed project should be **additional to activities that are currently funded by Service Pupil Premium (SPP) provision** (England only) and/or statutory responsibility and should complement your other work. You can tell us more about how your project will complement your other existing work within the application form.

Your project proposal should focus on a **stand-alone initiative** (not a request for repeat funding) and must demonstrate lasting impact. Priority may be given to innovative projects that can operate independently without ongoing funding and have a clear plan for sustainability and long-term benefits.

Who should benefit from your project?

Service pupils who may be at risk of not reaching their full educational potential, including those with additional needs, who would benefit from targeted, evidence-based interventions with a view to closing learning gaps. This may include service pupils who are disadvantaged due to separation/mobility, or those with additional learning barriers.

This funding is not available for projects involving the children of reservists, veterans or those here under the Afghanistan Relocation Scheme.

What does the Trust mean by reservists?

The Trust defines reservists as those who are part of the Volunteer Reserve Forces. These people are volunteers who accept an annual training commitment and a liability for call out for permanent service. The Royal Naval Reserve (RNR), the Royal Marines Reserve (RMR), the Army Reserve and the Royal Air Force Reserves fall under the Volunteer Reserve Forces.

The Trust's definition does not include recent service leavers, or veterans, who upon leaving regular service may retain a liability for call up.

[Back to top](#)

Working with other organisations

The MOD's Education Policy Team may contact successful applicants, particularly if their project's impact has potential relevance for future policy development or shaping future iterations of the SPSP.

You can work with other organisations as part of your project. If any of the organisations that you will be working with will receive part of your grant, then you need to read our guidance below on delivery partners.

A delivery partner is an organisation which is either:

- receiving part of the grant OR
- their involvement in the project, through providing resources or some other means, is critical to the delivery of the project.

Role of the lead organisation

The organisation that submits the application is the lead organisation. It will have legal responsibility for all funding we award and will be financially accountable for any funds that may be distributed by the lead organisation to delivery partners.

Delivery partnership agreements

If we award you funding and you plan to work with one or more delivery partners, it will be a condition of your grant offer that you have a formal signed partnership agreement with them. If you're successful, the draft delivery partnership agreement must be deemed to be compliant (with our terms and conditions) by us and finalised prior to any funding being released. We may request changes to the draft agreement before it's finalised. You can find guidance on what a delivery partnership agreement should include on our website.

[Back to top](#)

Considerations when applying

Our assessment criteria

Our criteria are set out below. We will consider each application to see how well it meets these criteria and fund those that we believe will best achieve the programme aims.

The difference that your project is making	
What are we looking for?	That the project is addressing an identified need for service pupils in a specified school or schools and that it will: <ul style="list-style-type: none">• be able to make a significant difference to the pupils/families• have longer-term sustainable benefits that will have ongoing legacy after the end of the grant• not duplicate existing statutory funding or other services.
What do you need to show us?	What your proposed project will do.: <ul style="list-style-type: none">• How this will help service pupils/families.• How this need has been identified.• How you know that service pupils/families will participate and benefit.• Who supports the project, and why they support it.• How many pupils this is likely to help.• What difference this will make.• What the long-term benefits will be.

Delivery of your project	
What are we looking for?	That you have the skills and experience to run your project; and that the approach to running your project would be likely to lead to the long-term legacy that you are seeking to have.
What do you need to show us?	<ul style="list-style-type: none">• That your organisation is well run and well managed• That you'll be able to start your grant activity quickly• That you can keep people on your project safe• That your project will be delivered in line with our ethical values• Why your project offers good value for money.• Whether you will be working with others to achieve your aims, and how you will do this.• How you will measure the impact of your project• Your plans to ensure a long-term legacy of your work that will continue after the end of the grant.

Ethics

Our work supports the Armed Forces Covenant through funding projects that deliver real change to Armed Forces communities. The projects we support need to be carried out to the highest possible ethical standards.

We therefore need to know that you have the skills and experience to work with the groups of people that your project focuses on; can ensure that they are kept safe; and that you take an ethical approach to your work.

Our ethical values are Respect, Competence, and Integrity.

We have a Code of Conduct; and free online training to explain our approach to ethics. We will ask you to confirm in your application form that you will run your project in line with our Code of Conduct. If your organisation has its own Code of Ethical Conduct; then you will need to explore whether your Code is compatible with ours; and tell us about this.

The Trust has an Ethics Advisory Panel, which includes Trustees and independent experts, that provides guidance and leadership on ethical issues. This includes activities and interventions proposed in grant applications where necessary.

You can access our ethics resources [here](#)

What financial information should you include in your application?

The application form will ask you to give details of your project budget.

It is fine to show these in categories where relevant, for example 'IT Equipment', rather than listing every item of the IT equipment you require.

However, you will need to give us sufficient information to assure us that you have fully considered how much the work will cost and how you know this.

If we award you a grant, you will need to send us a full budget, and project milestones, before we can pay the first instalment of your grant.

Some useful points to consider include:

- If you are applying for training costs, state what training this is and for how many people.
- If you are applying for staff costs, show us how many hours we'll be paying for, ensuring these are new or additional, and at what rate of pay.
- If you are requesting funding for sports equipment, tell us what equipment this is and how many items you intend to purchase.

Preparing your project budget

What can funds be spent on?

We can pay for most of the things you'll need for your project or activity.




We understand that currently the real value of your income may have dropped due to inflationary pressures of running your organisation. You may have also found the rising cost of living has increased demand on your services. The Trust will consider applications that include a reasonable contribution to overhead/core costs. We would expect to see this reflected within your budget breakdown.

It is highly unlikely that we will fund projects with budgets that are dominated by capital costs. We would not expect to fund the costs of purchasing a vehicle, but we would pay for mileage costs on vehicles used by your staff and volunteers. Your project might include the following costs.

Staffing Costs	When hiring staff, you must ensure that all parties are aware they are being employed by the successful applicant (school/local authority) and not by the Trust or the MOD. The application for funds will need to clearly demonstrate how the funding of posts would be maintained beyond the project funding period. Alternatively, the application will need to clearly show how the project's impact will be sustained without the posts being in place.
Resources	These must be clearly aligned to the delivery of the project, and may include temporary licences for numeracy, literacy or emotional literacy (examples only).
Reasonable Overheads	These must be directly related to the project/programme of activities.
Refurbishment or Repurposing	Of an existing space where the main beneficiary will be the service pupils and will not be absorbed into a whole school large resource once the delivery period is over. This cannot be for a new build or a new conversion or include any structural work. You can only apply for refurbishment funds if you have at least 51% of service pupils at your school.
Activities	You can apply to fund out-of-school-hours clubs or an enrichment activity for service pupils only.

This funding is exclusively for service pupils and, if awarded, must be treated as a restricted grant used solely for the purposes agreed upon by the Trust. It should not be combined with other funds to improve facilities or services for the wider school community.

What costs can't you apply for?

 <p>Where money only benefits one person. By this we mean where your whole project would only benefit one person.</p>	 <p>Making grants or donations of money or items of value to individuals or families.</p>	 <p>Repeat or regular projects that require a source of uncommitted funding.</p>	 <p>Endowments (to provide a source of income).</p>
 <p>Topping up existing grants and aid from a government department.</p>	 <p>Investments</p>	 <p>Fundraising costs, including organising fundraising events and activities.</p>	 <p>Paying for ongoing costs of existing partnership activity.</p>
 <p>Projects, activities or services that the state has a legal obligation to provide.</p>	 <p>Retrospective funding for projects that have already started or taken place</p>	 <p>Excessive management or professional fees or contingency costs.</p>	 <p>Projects with budgets that are dominated by capital costs - unless this is a capital programme.</p>

This is not an exhaustive list as we feel it's more useful to focus on what you're trying to achieve and how you're going about this, than to issue long lists of eligible and ineligible costs.

Any grant that we award under this programme would be in line with our charitable objectives. As such, any grant that we award will be for non-economic activities only.

In addition, this programme cannot support the following:

Civilian pupils	Funding must directly benefit service pupils.
General items	The Service Pupil Support Programme cannot support items without clear evidence of their relevance to the specific needs of service pupils, such as animal encounters.
Capital projects	The Service Pupil Support Programme funding cannot be used for infrastructure or capital projects. Please see illustration on page 15 for further detail.
More than one project per organisation	Applicants can be part of one application only.
Long-term funding	The award of a grant from the Service Pupil Support Fund is <i>not</i> a commitment to future funding and should be regarded as a one-off contribution. In year applications are not accepted.
Repeat funding requests	For projects previously funded by a similar grant, will not be considered.
IT refresh	Large ICT requests including PCs, whiteboards and tablets.
Ad-hoc	Uniforms, musical instruments, school trips or mini-buses.
Service Pupil Premium	(England only) Costs that would normally be met through Service Pupil Premium.
Day trips	Impact needs to be measured and offer long-term change.
Therapeutic Activities	-

Defining capital costs

When formulating your budget, it is useful to understand where costs sit in relation to the maximum amount available for capital and non-capital funding, within a specific programme. **While the Trust's programmes may allow non-capital costs, some capital costs – or both – it's important to note that any costs we support must be related to a defined project. We cannot support ongoing revenue costs (sometimes described as 'core costs').**

Here is a guide to allocating your cost headings:

Capital costs: These are the costs of buying equipment, furnishings, premises or other items that cost a significant amount and will last beyond the project duration. They can cover one-time large purchase, refurbishment, extension, or build of a fixed asset that will be used for a long period of time. This includes buildings, and can also include fixtures and fittings, and equipment. **Note that many of these items are specifically excluded under many of our funding programmes. Do check the individual Programme Guidance for this information.**

Examples of Capital costs

- New buildings and repairs, refurbishment to existing buildings, extension of existing buildings.
- Purchasing computers or other IT infrastructure
- Alteration of Land, or purchase or alteration of outside space, playgrounds, sports grounds and equipment.
- Alteration or refurbishment of indoor space, village/community halls, offices, equipment.
- Professional fees for architects, quantity surveyors, feasibility studies etc.

Non-capital costs: The day-to-day costs of a project and the activities that take place during the project can be considered revenue costs. This includes salaries, utilities, and events. For consumables, such as small IT equipment, deciding to categorise the item as revenue or capital funding depends on the scale of the purchase and its purpose within the project. Consider if the item(s) will be used where there is no lasting asset. For example, will it appear on an asset register or on a balance sheet for depreciation? If it does, it is probably a capital cost.

Examples of non-capital funding

- Salaries and on costs, sessional staff.
- Training, project running costs such as travel.
- Project activities and events outlay
- Purchase of consumables, such as IT equipment for the project team.
- Management/overheads (This may include a contribution to management time and to overheads such as utilities, rent, stationery etc)

These are examples only and you should categorise each item as appropriate to your project and check the specific Programme Guidance for eligibility.

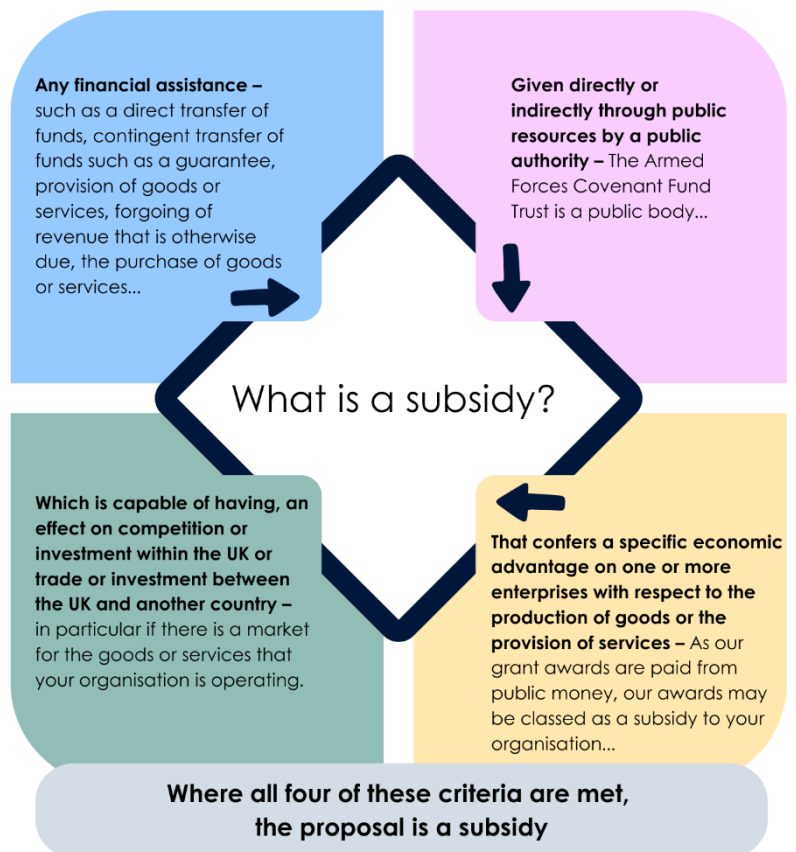
Subsidy Control Act 2022

The Armed Forces Covenant Fund Trust is a public body. We are required to follow specific rules under the Subsidy Control Act 2022. This law requires us to be transparent about how we use public funds, which we provide as grants.

The Subsidy Control Act is important for anyone thinking about applying for our grants. We encourage you to understand its requirements, which are outlined in the [guidance from the Department of Business and Trade](#). This guidance helps organisations like ours distribute funds responsibly, making sure they are used effectively and fairly, without negatively impacting competition or investment.

What does this mean for you?

- **Grants as public funding:** Our grants come from government money. This means they may be considered subsidies or financial support which is different from private funding. Other organisations might need to use their own funding for similar activities, so it's important to recognise this distinction.
- **Publishing Details of Large Grants:** If a grant exceeds £100,000, we must publish its details on our website and on a national database managed by the Department for Business and Trade. This helps to ensure the process is open and transparent.
- **Your Input:** When you apply for a grant, please complete your application form accurately. We have designed the questions to ensure compliance with subsidy control requirements, so your main task is to provide thorough and specific answers. We may also update the terms of the grant agreement based on these principles and could add further conditions. This will only be done for transparency and accountability purposes.



We are committed to ensuring that our funding process is as clear and straightforward as possible. While we need to follow these regulations to ensure fair and responsible use of public money, we also aim to support you through the application process with clear guidance and support.

[Back to top](#)

How to apply - the application form

There are two ways to apply to the Service Pupil Support Programme

Either

a) Apply as a cluster

You can apply to carry out a project across **three or more** schools. A single school, academy trust or local authority will need to be the lead applicant and would be responsible for managing the project.

We are keen to encourage schools, wherever possible, to work together, to deliver improved support and opportunities for service pupils. This could include:

- a lead school, working in partnership with two or more schools, sharing a staff member to deliver targeted, service pupil-centred interventions
- three or more schools, using an outreach programme to identify and assess service pupils with an additional need, creating sharable resources
- creating capacity for a team member, with the relevant skills and knowledge, to develop and implement resources for service pupils that can be shared across three or more schools
- a targeted programme of work, with a small number of service pupils, to help close an academic gap in achievement.

Cluster applications may involve specialist staff with armed forces expertise delivering short-term, targeted interventions across schools, which will have a long-term impact. Applicants must list all participating schools and provide the number of service pupils, on roll, at the time of application.

Or

b) Apply as a single school (for schools with more than 10 service pupils on roll) or a local authority

We are keen to encourage schools to work together, to deliver real change for service pupils. However, if you cannot do this and you are facing or expecting to face evidence-led challenges, you can apply as a single school or local authority.

You will need to tell us and provide evidence of:

- Why you need funding for the project, and how the need has been identified
- The urgent or significant needs that you are experiencing or expecting to face
- Why you cannot collaborate with other schools or local authorities, and if you have plans do so in the future.

Application Route

Schools with **10 or fewer service pupils**

Schools with **more than 10 service pupils** or a local authority

Please look to form a cluster of three or more schools.
If this is not possible, you'll need to provide evidence of why, if you're submitting a single application. Value for money will be a consideration.

You may submit a single application or form a cluster, whichever suits the needs of the service pupils the best.

All projects should address **one or more** of these themes.

- 1** Closing the gap
- 2** Support for service pupils with SEN/D, ASN, ALN
- 3** Mobility/deployment and separation
- 4** Low numbers of service pupils

Schools may only be involved in **one** application.

You need to apply using our online application form which you can access via our website, via each programme page and [at the top of this document](#). The questions on the application form may be different for each of our programmes.

If you don't yet have an account for our online application portal, then [you will need to create one](#). (You will need this anyway if you are successful in receiving a grant, so that you can submit reports and receive grant payments). On our system, you can save a draft application form to complete later or send a draft copy to colleagues. You can also access copies of the application that you've submitted at any time.

To apply to some programmes, we may require you to attach documents to the application form. Please read the Programme Guidance carefully to check what these might be.

You do not need to send any additional information once you have submitted your application. We will not consider any additional information received unless specifically asked for by our assessors or Trust staff.

You must make sure that the trustees/directors/ senior staff within your organisation know that you are submitting this grant application. We recommend making a trustee or director your second contact on your application.


Do not send your application by email or post to the Covenant Fund Trust – we will only consider applications submitted via the online form.

Academy Trusts

If you are an Academy Trust, please do ensure that you upload a copy of your most recent accounts and your governing document. Your application will not be complete without this. You do not need to send any additional information once the application has been submitted. Any additional information sent will not be considered.

If you are not an Academy Trust do not submit any other documents with your form. Any other documents will not be considered.


TOP TIPS
for completing your application form

- 1** Complete your application in a **Word document**, save it locally as you work on it. When it is complete, cut and paste the answers into our online form.  You will find a Word document with a list of the project related questions on our website.
- 2** **Don't use any formatting**, such as tables or numbered lists, in your Word document. The online form may not accept this formatting and you might have trouble submitting the form.
- 3** **Save your online form** every 10-15 minutes while completing it, to avoid the risk of it 'timing out'.  If either contact changes, do let us know as soon as you can.
- 4** You'll need to **provide two contacts from your organisation** on the application. At least one should have an organisation email address. At least one must hold the relevant authority (CEO/ CO or equivalent) to authorise any grant contract and bank account if successful.
- 5** You will be emailed when you both save and submit the application. **Check the 'Submitted Applications' tab** on your grant portal, to ensure your application has been fully submitted.  We can only consider applications that have been fully submitted.

Use of Artificial Intelligence (AI) in completing application forms

We understand that AI is a powerful tool that can help organisations work in more efficient ways, one of those may be in supporting you in generating your application form.

Whilst we will consider applications that have been partially generated using AI, there are some important factors to be aware of. We would strongly recommend that you review the application ahead of submitting it to ensure it: reads properly and makes sense; is factually accurate; and is an accurate representation of the project you are intending to deliver.

If you use AI to generate any part of the application form, you will also be expected to review elements that refer to project delivery, in detail, to make sure your organisation has the skills and capabilities to run the project. We would not expect any AI generated answers relating to questions on project need; for these questions you will need to be clear on any consultation work, or otherwise, you have undertaken to demonstrate why the project is needed.

The Trust reserves the right to reject any AI generated applications if we have concerns around the factual accuracy of them.

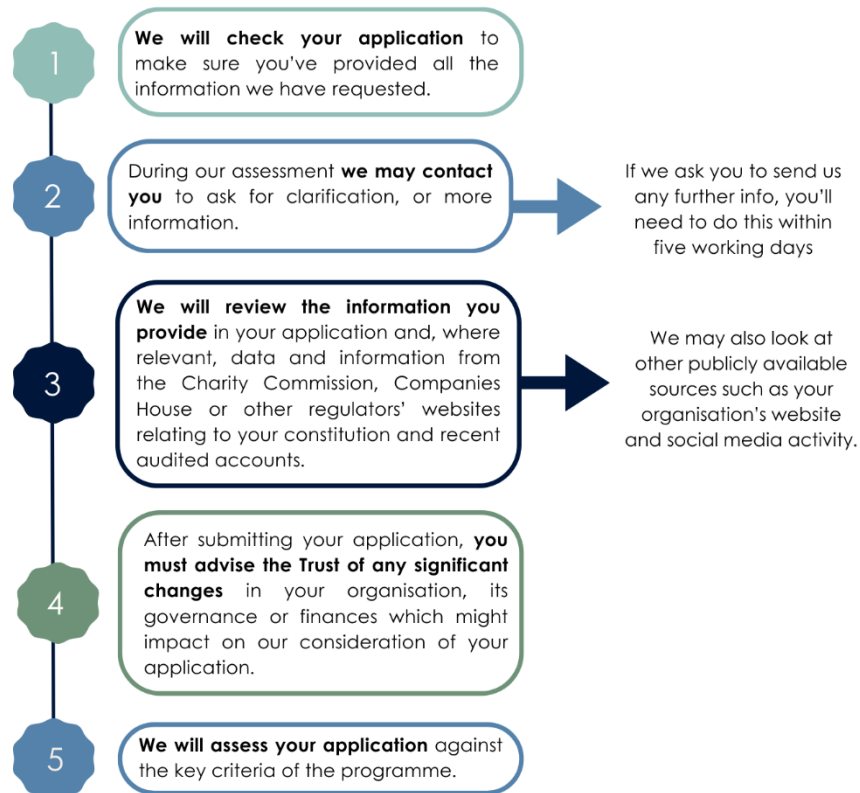
[Back to top](#)

After you submit your application

You will get an automated email to confirm that your application has been submitted. This email will come from an address called mailuk@grantapplication.com.

You may wish to add this email to a safe senders list on your email system to ensure that it can come through to you. Please note that this is a 'no reply' email address.

If you have not received this email, then your application was not submitted successfully. Please log back into the portal to submit it.



Please note: If your application is handled by one of our external grant assessors, you may be contacted by them from a non-Trust email address.

Be assured that our external assessors will always clearly identify their role and copy the Trust Grants Manager for the programme into their email.

However, if you have concerns after receiving an email from a non-Trust email address, you can contact us at info@covenantfund.org.uk

If you have any further queries about your application after you have submitted it, you can contact us at info@covenantfund.org.uk

Checks we may carry out on your organisation

We may carry out several checks on the information you provide us with and about your organisation. This is to make sure that the information is correct and there are no significant risks we can identify when awarding grants.

This might include checks:

on whether financial information on your application form matches that held by your regulatory body (Companies House, Charity Commission etc.)

that we can see that you have a minimum of three unrelated Directors or Trustees listed on your regulator's website. Please note, we **do not** class company secretaries as Directors of CICs, unless they are registered separately as a Director as well.

that your governing documents (such as constitutions and memorandum and articles of association) are up to date, correct and properly signed

that your governing documents allow you to undertake the activities for which you are applying (N.B. it is, however, your responsibility to ensure that your organisation would not be acting outside any constitutional restrictions if you are awarded a grant)

on your accounts that are accessible through regulatory bodies

on any identified concerns about a person named as a contact or who has a position within your organisation

that the signatories are valid and well informed about the project

on your annual report and on your website/social media activity and other publicly available information, to ensure that your organisation is undertaking the activities as described in your application

to ensure you are up to date on all reporting with any active grants you hold with the Trust

if your organisation is a branch of a larger organisation (such as charities with regional branches or offices), as part of our due diligence checks we may be sharing key details of the application with your head office to confirm eligibility to apply for this funding. We may also require the second contact from your organisation to be from head office depending on your structure

if you are awarded a grant, that your organisational name and address on your bank statement are consistent with the details you've provided in any completed form or the information that is held elsewhere in the public domain. We'll need you to explain any inconsistencies

if you are awarded a grant, that your bank statement shows that your account is being managed in line with your own financial procedures and our programme requirements

Decisions on your application

Final decisions will be made by the Board of Trustees or Grants Committee members, who will review the applications, using balancing criteria in addition to the key criteria. The balancing criteria include the relative strength and value for money of the project when viewed as part of a national portfolio of projects.

Funds are limited. Therefore, Trustees will use their discretion to choose which projects to fund, ensuring a good spread of funded projects and to differentiate between projects that are considered fundable.

Please note that to minimise the risk to public funds the Trust may prioritise funding those applicants which have good track records on reporting to regulators, demonstrate transparent and appropriate governance arrangements and have comprehensive published accounts. For organisations which previously had grants from us, we expect all reporting on these grants to be up-to-date and may consider this when considering new applications.

Trustees may also take the decision to part-fund proposals. This may mean you are awarded less money than was applied for. If this is the case, we will talk to you about what elements of the project were supported and why and discuss this with you.

After the Trustees have met, we will send an email to you using the primary contact email address you provided in your application. This will tell you whether you have been awarded a grant.

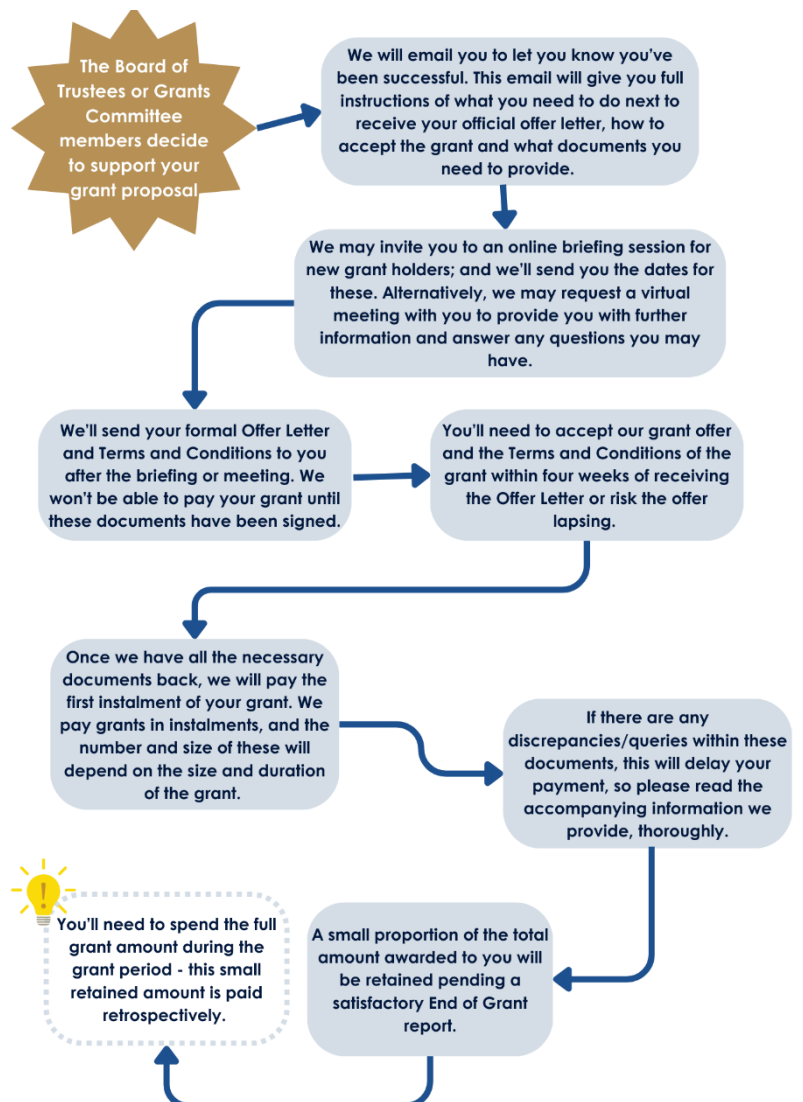
Our programmes are often oversubscribed and, unfortunately, we often have to turn good applications down due to lack of available funding. If you have been unsuccessful, we will email you to tell you.

What happens next if we award you a grant?

If we award you a grant, we will ask you to share information and data with us and the MOD about the impact of your grant. We will use this to understand the reach and impact of this programme. We will not ask you to share any data that would identify individual pupils.

Good to know...

- If you receive a grant, you will need to **keep good records** of how you spent the funds and how many people you helped and how.
- As part of the Terms and Conditions of funding, we will ask you to **update us on the progress of the project**, this will include detailing how the funding has been spent.
- We may also expect you to **take part in evaluations**, impact studies or other research related to the funding you have received. We will let you know what is required and how to participate.



The Trust has a Privacy Policy which explains what data we collect from our grant applicants, and how we use this. Please read this in advance of applying:

<https://covenantfund.org.uk/privacy-policy/>

If you have any questions relating to applying for grant funding, please refer to all the programme documentation for support. There is a wealth of useful information available on our website. Following this, if you still have queries and cannot find the answer in these guidance notes, please email info@covenantfund.org.uk

Please note: We are only able to offer technical advice to applicants. We cannot advise on whether your proposed project is a good idea, or whether it is likely to receive funding.

[Back to top](#)