**Armed Forces Families Fund Service Pupil Support Programme – 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?** | Please give your project a short title (five words or fewer) that captures what you want to do and that 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 is the main programme theme that your project will address?** | Please select all that apply (see guidance for applicants for more details)  **Theme choices:**   Closing the academic gap in attainment between service and non-service pupils, using data-led evidence  Addressing the needs of service pupils with Special Educational Needs (SEN/D), Additional Support Needs (ASN) or Additional Learning Needs (ALN) through early identification and intervention, using a coordinated approach  Addressing the impact of the effects of family mobility/deployment and separation on service pupils' education  Identifying and addressing the needs of small cohorts of service pupils within educational settings. |  |
| **Tell us why you need this funding now?** | What need or needs of your service pupils will the funding help to address? How have you identified the need and how does this relate to the programme theme/s? Please be as detailed and specific as possible. If you have data that has helped you identify the need, please tell us about this.  You can write up to 500 words. |  |
| **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, 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 |  |
| **Will you be working with any other organisations other than the schools in a cluster bid to deliver your project?** | If yes, please provide details of any specialist, third party organisations which will be involved in and contribute to successful project delivery. You will need to demonstrate that partners have a history of working with pupils with additional needs and/or an understanding of the needs of service pupils.  You can write up to 250 words. |  |
| **Are you applying as a single school or making a Cluster (group) application?** | There is a drop-down selection for you to choose from |  |
| **Cluster only – How many eligible schools are included in this bid?** | Please complete if this is relevant to your project |  |
| **Cluster only – Tell us about the schools in the cluster** | Please list the names and location and type (e.g. primary, secondary) of the schools. Also provide the total number of pupils at each school, the number of service pupils (and give the percentage). |  |
| **Single applicant only – How many non-service/service pupils are at your school? Or if a Local Authority how many service pupils do you plan to reach** | Please tell us the total number of pupils at your school, the number of service pupils (and give us the percentage)  You can write up to 100 words |  |
| **Single school only - If you are applying as a single school and there are fewer than 10 service pupils, please tell us why it is not possible for you to join a cluster application** **at this time** | Please complete if this is relevant to your project. As per the guidance tell us about any urgent and significant need. |  |
| **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.  You can write up to 250 words |  |
| **Is the Local Authority aware and supportive of this application?** | There is a drop-down selection for you to choose from |  |
| **Is the school (or any of the schools in the cluster) included in any other application for this funding round?** | If yes, please provide more information here. |  |
| **Project Plan & Delivery** | |  |
| **How many Service pupils will participate in and directly benefit from involvement with the project?** | Please provide a realistic number of the pupils you will directly work with.  Why are you confident that your project will reach these pupils?  If your project is a targeted intervention, you might not reach all service pupils within your school or cluster. |  |
| **Why are you confident that your project will reach these pupils?** | If your project is a targeted intervention, you might not reach all service pupils within your school or cluster  You can write up to 250 words |  |
| **Please tell us when you plan to start your project.** | Take into account the date you will be notified of a decision; your project CANNOT start prior to this. Please click on the calendar to select date. DO NOT enter date manually. |  |
| **Please tell us when you will complete your project.** | This must be no later than 2 years after your start date. Please click on the calendar to select date. DO NOT enter date manually |  |
| **How do you know that the project you would like to run would not duplicate other, similar work that is happening?** | 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/N. Organisations that work with children and/or vulnerable adults require a safeguarding policy, however, it is still good practice to have one, even if you do not specifically work with these groups of people |  |
| **How will you ensure that service pupils taking part in your project are kept safe?** | Please tell us about arrangements that you have in place to ensure that service pupils, including those with additional needs will be kept safe and will have a positive experience? |  |
| **Have you read the Trust’s Ethical Code of Conduct and are you confident that you can deliver your project in line with this** | There is a drop-down selection for you to choose from |  |
| **Please tell us where your project will be delivered i.e. location / catchment area? LA, County, Region?** | Please tell us which information best applies to your project from the drop-down information available |  |
| **Please provide the postcode for where your project will primarily be taking place** | If more than one school is involved, provide that of the applicant school, or, for local authorities, your own postcode |  |
| **Please tell us how you will manage this project and resource this work. Please tell us about the governance and risks of this project as well** | 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. |  |
| **Please confirm if you have read the programme guidance in full** | There is a drop-down selection for you to choose from |  |
| **Project costs** | |  |
| **Please confirm the total grant amount that you are requesting from us. This should be between £5,000 and £150,000** | Please round this figure up to the nearest pound (£) and do not use any pence. For example: 27000 |  |
| **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 |  |
| **Are the total project costs more than the amount you would like from us?** | There is a drop-down selection for you to choose from |  |
| **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 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? |  |
| **Please confirm if this is a new project or have you received funding for this activity from the Trust or other funders, at these locations, previously** | Please tell us who funded the activity and the amount |  |
| **Project Impact & Outcomes** | |  |
| **Tell us how the project will make a positive and significant difference** | What demonstrable positive changes, improvements & outcomes do you expect to see in the lives of the pupils who are helped by the project? |  |
| **How will you monitor and measure the impact of the project on the participating service pupils, both during and at the end of the project?** | Please tell us what tools you have in place to keep track of individual progress during the project to ensure that it is having a positive impact, closing the gap between service and non-service pupils, and going according to plan. This could include both qualitative and quantitative evidence and data.  You can write up to 500 words |  |
| **What plans will you have to ensure the work of the project continues to have a positive impact, both on pupils who have participated in this project and on pupils who may need support in the future?** | Please outline your project exit plan, which could include plans to embed learning from the project in school practice, cascading training, continued partnership working or applying for further funding.  You can write up to 500 words |  |
| **How would this project complement your other work with service pupils?** | How will you ensure that your project is additional to and will not duplicate provision which is general statutory responsibility or funded from elsewhere? What is your allocated Service Pupil Premium money (England only) being used for?  You can write up to 250 words |  |