**Apart Not Alone: Local Impact Grants 2025/26 – EOI 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** |
| **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. |
| **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 tell us more about your vision for the portfolio and what it will deliver** | This is your opportunity to tell us about the place where this project will take place and the particular circumstances which mean that serving families in this area are impacted by separation. Tell us about the local community and the opportunities that this project might create to support serving families who are living there. Explain how you envisage the portfolio will be built and how your project will address the programme outcomes. You should outline the different elements of your project, provide an outline/initial timetable, and give an indication of how mature these plans are. You can write up to 800 words. |
| **Tell us why your project is needed**  | What need will this funding help to address for serving Armed Forces families? How have you identified the need (e.g. consultation so far with families or local base command and local community groups)? How will this funding help you achieve one or more of the project outcomes? 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 300 words. |
| **Please tell us how and if serving families and the local community have been consulted so far and what your plans are to engage with them over the different stages of the project** | Tell us how people and groups will be consulted during project planning and throughout the delivery period to ensure that there will be continuing engagement with the community to develop sustainable support and relationships. You can write up to 300 words. |
| **Project Beneficiaries**  |
| **Who will the beneficiaries be?** | To add more than one selection, click back into selection box to select all that apply (see the Guidance for Applicants for more detail). |
| **Tell us more about your specific beneficiary group** | Provide more detail on who these beneficiaries will be – perhaps their backgrounds, experiences, age group and especially their locality, so we can understand how you will be focussing your support. You can write up to 200 words. |
| **Project Delivery** |
| **How do you know that this project does not duplicate other services available to the beneficiaries you are planning to support?** | **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 from the drop-down menu. 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. |
| **If 'No', please clarify** |  |
| **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 |
| **If 'No', please clarify** |  |
| **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 tell us when you think your project will be completed** | This should be in line with the project guidance. |
| **Please select the geographical region where your project will be delivered** | Please select from the drop-down menu, you can select up to 4 areas. |
| **Will your project be taking place across multiple locations?** | This may be on a county or regional level for example. Please select from the drop-down menu. |
| **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 250 words. |
| **Who do you plan to work with and why?** | 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 full stage application is successful. We will ask for more detail of these partnership organisations and the activities they will undertake, if you are invited to submit a second stage application. You can write up to 100 words |
| **Project costs** |
| **Please confirm the total grant amount that you are requesting from us** | Please note this must not exceed £300,000. Please round this figure up to the nearest pound (£) and DO NOT use any pence |
| **Please provide a financial breakdown of what the funding will be used for.** | You do not need to complete a budget table, however, please provide a clear breakdown of what your costs will be, including any posts, by title and salary. You will be asked for a more detailed budget if your Expression of Interest is successful and you are invited to submit a full application.You can write up to 500 words. |
| **Are the total project costs more than the amount you are applying for from us?** | Please select from the drop-down menu. |
| **Please tell us the total cost of your project (this may be more than the amount you are requesting from us).** |  |
| **. 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. |