**Serving Families: On the Move programme 2025/2026**

**Application Questions**

This document is provided for information purposes only. The only way to apply for a grant is through our **online application form**. (You will be sent the details of how to access the 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.

**Contact 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 have the authority and seniority 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) and the email addresses of the contacts must not be the same.
* If you have a specific contact for publicity and marketing queries, please let us know their name, role and contact details.
* If any 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.

|  |  |
| --- | --- |
| **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. |
| **Which outcome, or outcomes, does your project aim to achieve?** | To add more than one selection, just click back into selection box to select all that apply (see the Guidance for Applicants for more detail).   * Families in a new posting have more accessible information to support them to settle into a new and unfamiliar location. * Newly arrived families report improved wellbeing by being introduced to and connected with activities provided in their new area. * Fewer newly arrived and relocated service families report feeling isolated or lonely and more service families say they have effective support networks. * Families feel more able to navigate the challenges of relocation, because their relationships are stronger. |
| **Please tell us more about what you plan to do if you receive a grant for this project, what activities will be undertaken, and how this work will achieve at least one of the programme outcomes listed in the guidance** | 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, including work with specific bases or units. This should directly relate to the items and activities included in the budget and demonstrate how they align with the programme outcomes. Tell us whether this work continues or expands existing activities or creates new ones. You can write up to 300 words. |
| **Tell us why this project is needed.** | This should, wherever possible, be more than anecdotal evidence e.g. “many partners have told us…” or “a national survey has revealed…” You can write up to 200 words. |
| **Project Beneficiaries and Impact** | |
| **Who will the beneficiaries be?** | Please select all that apply. |
| **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 and how you will identify them as 'newly arrived' or 'relocated' families.** | 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 focusing your support. Refer to the definitions provided in the guidance to explain more about how your project will attract and engage those families who have newly arrived or relocated to the area and which service they are likely to be attached to. You can write up to 200 words. |
| **Please tell us how the people in your chosen beneficiary group(s) have been consulted** | Tell us how partners 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 300 words. |
| **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 beneficiaries. You can write up to 300 words. |
| **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 and meeting the outcome(s) you have selected. You can write up to 300 words. |
| **Tell us how you plan to sustain your project’s impact beyond the funding period, and/or what the legacy of the project will be.** | We would like to understand more about how you will sustain the impact and benefits of the work you are doing within your project beyond the life of the grant. You can write up to 300 words. |
| **Please explain how your project will seek to remove barriers to participation and promote inclusivity** | Please explain how your project aims to achieve this. For example, how your project works with different ranks. Inclusivity should be promoted to ensure partners of all serving personnel and reservists are aware of the support available, to reach those who would benefit most and support a better understanding of the demographic being served. You can write up to 200 words. |
| **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. Please select from the drop-down menu. |
| **Does your organisation have an environmental policy** | The Trust is capturing this information to help build our understanding of the environmental challenges our applicants face. The answer to this question will not affect the outcome of your application. Please select from the drop-down menu. |
| **Project Delivery** | |
| **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. |
| **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. This may be your organisation's address. You can include the postcodes of any offices, Hubs or other locations where you may be delivering this project. 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). |
| **Please tell us how you will manage the governance and risks of 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 250 words. |
| **Tell us about the experience your organisation has in working with the Armed Forces Community.** | Explain how this experience is applicate to this project. You can write up 200 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?** | 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. |
| **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 250 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. 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. |
| **Project Costs** | |
| **Please confirm the total grant amount that you are requesting from us.** | Please note the amount must be more than £5,000 and must not exceed £50,000. 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** | 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. |
| **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. |
| **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. |
| **Additional information** | |
| **Community Interest Companies (CICs) only** | Please attach a copy of your most recent published annual accounts and governing document |