

THE ARMED FORCES  
COVENANT FUND TRUST  
Funded by HM Government



# RISE PROGRAMME

Programme Guidance

# The Armed Forces Covenant Fund Trust

## Rise – Pilot Programme

### PROGRAMME GUIDANCE

#### Programme overview

**Grants available:** Grants of up to £30k

**Funding on behalf of:** The Armed Forces Covenant Fund

**Project length:** 6 – 12 months

**Programme aim(s):** To pilot a small number of grants to organisations to provide additional capacity to review their governance, strategic growth, maturity of impact measurement and financial resilience, to ensure they're well equipped to support their beneficiary cohort.

**Application closing date(s):** 12 noon, Wednesday 18 February 2026

**Awarded projects to start by:** (To be advised by the applicant)

**Application form link:** [Apply to the Rise programme](#)

**Terms and conditions to grant:** [Standard terms and conditions to grant](#)

**Will grant holders be required to use the Impact Hub?** No (See impact section in the guidance)

#### 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.

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## **The programme**

### **Why are we running this programme?**

The Trust released its three-year Covenant Funding Framework in April 2024. Our Framework, and the subsequent programmes, were developed based on insights from our public consultation; stakeholder meetings, which included representatives from the single Services; intelligence from sector research, policy papers and the Trust's own programme evaluations and grant monitoring.

The Trust's Funding Framework is centred on enhancing quality of life, ensuring that armed forces communities are not disadvantaged, providing support to those requiring special consideration, and addressing complex needs by identifying effective solutions. [Explore our 24-27 Funding Framework here](#). This programme fits under the theme of '***Understanding Complex Problems and Identifying Solutions.***'

The Rise pilot programme seeks to award funding to organisations to review their core operations and look at ways to increase capacity and resilience. The funding will be available for small to medium armed forces charities that provide services to members of the armed forces community that have given the most. The programme is targeted at those charities that operate across the majority of the UK.

The programme aims to pilot a small number of targeted grants that provide organisations with the capacity to review and enhance key areas of their operations. This may include governance; strategic planning; impact measurement; and/or financial stability. By investing in these key areas, the programme aims to support charities to better serve beneficiaries who have given the most through their or their family member's service - ultimately, enabling the conditions for outcomes to be sustained.

We recognise that organisations can often grow organically, and with high demand for services there is often limited time, resource or opportunity to plan for the future. This programme is designed to assist organisations to develop a clear, actionable vision and the resilient foundations needed for sustainable growth and more effective support for their beneficiaries.

This is a new type of grant programme for the Trust, as such this will be a focused pilot, to support us in learning what works, how in-demand the programme may be and where we can best target any future support.

The types of costs we anticipate being able to support are outlined further in the 'Your project' section. Please note this programme is not accepting applications purely related to core costs, for day-to-day service delivery work.

## How much funding can you apply for?

You can apply for a grant of up to £30,000 in total towards a project being delivered over a period of 6 to 12 months.

### Enhanced grants

In exceptional cases, the Trust will consider awarding an enhanced grant. You can request up to an additional £20,000 to enhance your project.

**Enhanced awards will only be considered for organisations wishing to work alongside other organisations.** The other organisation will need to be benefitting from the work and achieving similar sustainable outcomes, rather than simply backfilling support or providing some other service. For example, provision might include the legal costs of both organisations looking to merge; or perhaps exploring opportunities to merge back-office functions, to support efficiency savings.

### Timetable

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

- If you apply by **midday on Wednesday 18 February 2026**, you'll receive a decision before the end of March 2026.

**We cannot accept any late applications.**

Please refer to [our late application policy](#).

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.

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## Your organisation

### Who is eligible to apply?

As this is a pilot programme, it is open to **small or medium armed forces charities only. Your charitable objects, as outlined in your governing document, must explicitly state that you support the armed forces community.**

Additionally, the support your organisation provides must have a UK-wide reach and primarily relate to the 'special consideration' element of the Armed Forces Covenant. 'Special consideration' is defined by the [Armed Forces Covenant](#) as support for those who have given the most.

We are defining the size of the charity as follows:

- Small charity – annual income of £10k - £100k
- Medium charity – annual income of £100k - £1m

You will be asked to identify the size of your charity in your application form. The size will be determined based on your most recent published accounts.

The following additional eligibility requirements also apply:

#### Charities

- Your organisation must have been registered in the UK (with one or more of the charity commissions for England and Wales, or Scotland or Northern Ireland for at least three years at the time of your application and able to provide published accounts for all three years if requested).
- Your organisation must have a minimum of three unrelated trustees at the time of applying, and, if successful, throughout the life of your grant. This must be verifiable at all times on the relevant charity regulator's website.
- You must ensure that your organisation's charitable objects are sufficiently broad enough to allow you to run all elements of your proposed project, regardless of whether you are engaging with a delivery partner or not.

If your organisation has converted from a Community Interest Company (CIC) to a charity, you will only be eligible if you have been registered as a charity for a minimum of three years, as per the requirement listed above. Previous history as a CIC will not be taken into account under this programme.

**The following restrictions may apply:**

- Organisations cannot apply more than once per funding round under this programme.
- We generally receive more good applications for funding than we can support. As this is a pilot programme, we may prioritise applications based on the nature of support offered to beneficiaries (what we mean by this is that if a number of organisations apply, that directly support cohorts with similar needs, for example,

trustees may decide they cannot support all of them, to ensure a good spread of support offered).

- We may decline applications from current Trust grant holders if the reporting requirements for existing grants from the Trust are not up to date.

## Who cannot apply for this programme?

- Charities which do not meet the eligibility criteria, detailed in the above section.
- Community Interest Companies (CICs)
- Local authorities
- NHS Organisations
- Statutory organisations which are not NHS organisations
- Armed Forces Units/bases
- 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, regardless of their charitable status.
- Charities and charitable organisations whose charitable objects do not explicitly state that they support the Armed Forces community.
- An individual.
- An Academy Trust - you cannot apply for an overarching project across your academy chain, though individual schools can apply.
- Universities and other further or higher education institutions.
- A charity or CIC which doesn't have substantial recent experience of supporting Armed Forces communities or is newly registered.
- Other public sector organisations - but you could work with one of the types of organisations listed above, as a delivery partner.
- A charity or CIC that is based overseas.
- Community organisations that do not fit any of our eligibility criteria, such as a sports organisation which is not a charity or CIC.
- Exempt charities, which are not otherwise constituted as one of the eligible organisations listed above.
- Not-for-profit organisations that are not registered as either a charity or CIC.
- A private or for-profit company.

This list is not exhaustive, only those organisations listed in the “Who is eligible to apply?” section above are eligible to apply under this grant programme.

As this is a programme pilot, the eligibility criteria are deliberately very focussed to allow us to test and explore learning.

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## Your project

### What types of projects are we looking for?

The aim of this programme is to pilot a small number of grants to organisations to provide additional capacity to review their governance, strategic growth, maturity of impact measurement and financial resilience, to ensure they're better equipped to support their beneficiary cohort.

All projects must meet this overarching aim **and** the following programme outcome:

- The organisation has developed an actionable vision to more effectively provide its services to those in the UK armed forces community who've given the most.

We anticipate supporting projects that include the following types of work:

- Reviewing and strengthening governance or organisational structures.
- Obtaining advice or support to refocus priorities or pursue strategic growth.
- Exploring collaborative models to reduce costs (e.g., shared back-office functions).
- Assessing the feasibility or benefits of a merger with a similar organisation.
- Developing more mature impact measurement practices to improve fundraising and credibility.
- Demonstrating social return on investment, including support for data gathering, analysis, or expert advice.
- Exploring or establishing new income streams to improve financial resilience (e.g., membership schemes, charging for services, trading activity, legacies, corporate partnerships or sponsorship).
- Backfilling senior roles to create time for planning, research, or organisational development.
- Bringing in external expertise or facilitators to support board development or decision-making.
- Covering training costs, commissioning evaluations, or developing income generation strategies.
- Visiting, learning from or forming networks with other similar organisations to develop or share best practice in supporting particular cohorts.

*This list is not exhaustive. However, please note that this programme is not designed to simply support core costs for standard project/service delivery. Nor can the programme support direct fundraising costs.*

## What should your application show us?

You'll need to clearly show us **what a more resilient position looks like for your organisation** and for the ongoing support you offer to your core cohort of beneficiaries. In addition, we'll also ask to see the following:

- Who you support on a regular basis and the nature of that support.
- The size of your organisation.
- What you intend to do with the funding.
- What a strong, sustainable, position looks like for your organisation at the end of the work.
- How you will be able to show the funding has made an impact on your sustainability as an organisation, and for sustainability of outcomes for your beneficiaries.

## Who should benefit from your project?

This is different from our usual grant making programmes, these projects will not be supporting beneficiaries directly. Instead, in the application we'll ask you to outline the standard support you offer to beneficiaries and the types of need they present with.

**Please note this programme can only support organisations whose main beneficiary cohort would come under the definition of those that need 'special consideration' under the Armed Forces Covenant.**

We will also ask you to estimate how many people you support on an annual basis. Even if that's a small number, we're still keen to hear from you, especially if you're providing particularly complex or ongoing support.

## Showing the change your grant will make

We want to know what changes will take place because of your work. This means that we would like to know what will be different when your project ends and why you think your work will achieve these improvements.

At the end of your funded project, we'll need to understand how you've managed to establish an actionable vision to make your organisation and the outcomes it delivers more sustainable.

### Measuring impact

**It's important to have clear plans for how you will measure the impact of the project.**

You'll send us at least one progress report during your project and an end-of-grant report when your project finishes. However, we acknowledge that the results of this work won't be fully realised until after this grant has finished. To enable us to demonstrate good value for public money and the impact the funding has had on your organisation, you'll also need to provide information to us at a later, agreed time, on your grant's longer-term impact. This may include:

- A future annual report.
- A report to trustees on the impact of the organisational changes, after they've been made.
- Other documentation or reports that you may plan to produce.

The application form will ask questions about how you will measure and evidence the impact of your project, relevant to your organisation's circumstances and planned work.

All of the information you give us forms part of our overall grant programme evaluation. This helps us to learn from every grant we make and to see where funds are most effective at reducing disadvantage for the armed forces community. With this pilot programme, this learning aspect is particularly important.

### Sustainability

We want to fund projects with sustainable benefits. This means that we are interested in what will happen in the long term, after your funded project has ended. The application form will ask questions about sustainability which are relevant to the individual grant programme.

## Types of sustainability: how will your work sustain beyond the life of your grant?

Ongoing improvements for project beneficiaries

Your project might look to enable your organisation to sustainably address complex issues or engage in effective preventive work targeted at those who might be at risk of crisis. At the end of the grant, you may have improved the beneficiary's journey through your services, or been able to improve your offer of support, sensitive to their needs.

Accessing funding for ongoing delivery

You may be in a position to provide greater, evidence based and demonstrable clarity on the positive impact your interventions have. In which case you may plan to raise funding from donations, grants or local commissioning.

Ongoing partnership and collaboration

You may seek to build a long-term legacy through better collaboration between organisations to improve how people from armed forces communities access support now and in the future. For projects like these, we would expect to see evidence of changes in practice and collaboration that extend beyond the life of the grant.

Improved knowledge and evidence

You might look at the evidence you have gathered through your project about the needs of a specific group of people within the wider armed forces community. This evidence base might help to ensure that armed forces communities in future could have access to better support that meets their needs.

## Working with other organisations

You may be planning to collaborate with other organisations as part of this project.

A delivery partner, or partner organisation 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.

If any of the organisations that you will be working with meet this definition, you need to read our guidance below on delivery partners.

### 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 partners.

### Delivery partnership agreements

If we award you funding and you plan to work with one or more delivery partners, it will be a term and 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 us releasing any funding. 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. Please note this may not be relevant, if you plan to contract in consultancy services – we can discuss this with you upon grant award.

### Potential mergers

If you plan to merge with another organisation, we expect that your core beneficiaries would remain as the members of the armed forces community. We cannot fund projects that move the organisation's support away from this cohort.

We would expect any merger to result in the organisation or new organisation retaining registered charitable status

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## 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.

<b>The difference that your project is making</b>	
What are we looking for?	<p>That the project is supporting the organisation to move towards a more sustainable footing, for the beneficiaries they are working with and that it will</p> <ul style="list-style-type: none"> <li>• Be able to make a significant difference to people's lives</li> <li>• Be able to show that the grant will have longer term sustainable benefits that will have an ongoing legacy after the end of the grant</li> </ul>
What do you need to show us?	<ul style="list-style-type: none"> <li>• What your project would do</li> <li>• How this would help those in the armed forces community that would be defined under the 'special consideration' principle under the Armed Forces Covenant.</li> <li>• What the long-term benefits will be?</li> </ul>

<b>Delivery of your project</b>	
What are we looking for?	That the approach to running your project would be likely to lead to the long-term legacy that you are seeking to bring about.
What do you need to show us?	<ul style="list-style-type: none"> <li>• That your organisation is well run and well managed</li> <li>• That you can continue to deliver your core work, whilst running this project alongside.</li> <li>• That you will deliver your project in line with our ethical values</li> <li>• That your budget is accurate and well-costed</li> <li>• Why your project offers good value for money</li> <li>• Whether you will be working with others to achieve your aims, and how you will do this</li> <li>• How you will measure the impact of your project</li> <li>• Your plans to ensure a long-term legacy of your work that will continue after the end of the grant</li> </ul>

## 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 core work 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, which 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's 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.

### Some useful points to consider include:

- If you are applying for consultancy costs, state what type of consultancy you're expecting to receive.
- 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 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.

## 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. This includes people's time, costs of delivering work online or buying/hiring equipment.

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 (an exception to this may be feasibility studies, if for example, you need to explore whether a premises move is essential). 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.

<b>Staff time</b>	Staff time for this fixed-term project. Direct project work or for admin or to manage volunteers that may be involved in your project. Consultants or freelancers that you may need to run part of your project.
<b>Travel costs</b>	Reasonable travel costs Fares or mileage for project staff, volunteers or beneficiaries to enable participation in the project.
<b>Items to support your project</b>	Purchasing items that will help you to deliver your project, such as additional telephones or laptops or IT equipment.
<b>Reasonable overheads</b>	Reasonable overheads, which reflect the cost to your organisation of delivering this project, taking account of recent cost increases.

## Real Living Wage

Like lots of funders, we seek to support the [Real Living Wage](#) wherever possible. It's reflected in our own remuneration policy and benchmarking, and we encourage project applicants to pay their staff the Real Living Wage if they can.

**This isn't a requirement or an assessment criteria** for any funding programme that we run. It's a commitment to support pay at Real Living Wage levels whenever possible, and to contribute to wider understanding of and learning about the challenges and opportunities in reaching Real Living Wage pay levels in the voluntary and community sector, where it is often particularly difficult to do so.

## What can't funds be spent on?

 <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 and there may be specific exclusions for some programmes.**

Any grant that we award under this programme must be in line with our charitable objectives. As a Non-Departmental Public Body (NDPB) we cannot fund any lobbying activity.

## 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.

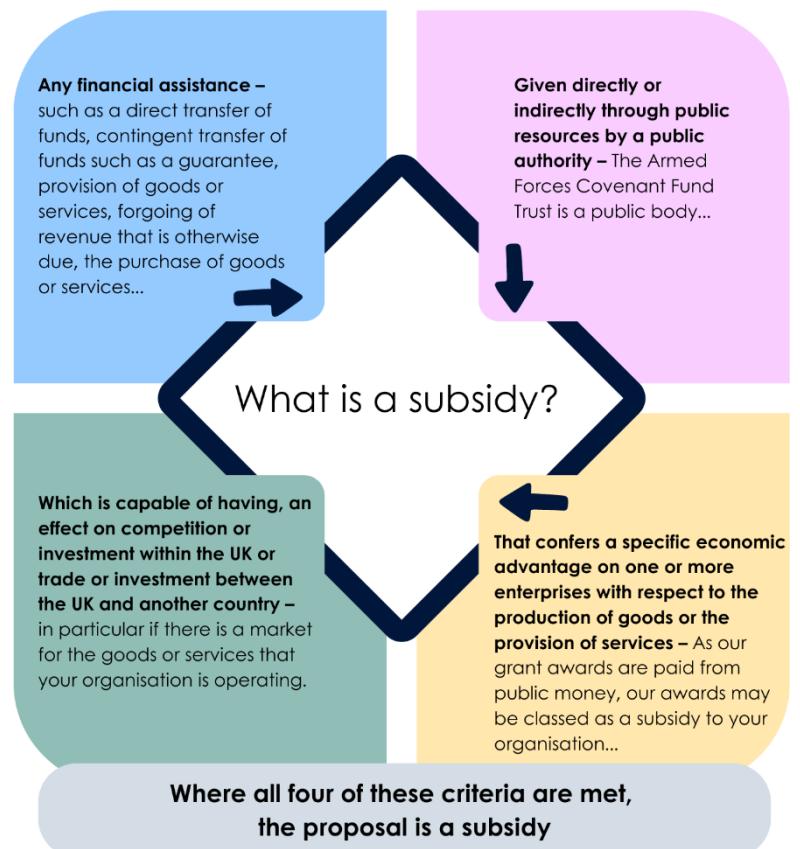
## Subsidy Control Act 2022

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.

## How to apply - the application form

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, you may need to attach documents to the application form. Please read the programme guidance carefully to check what these might be.

You don't need to send any additional information once you have submitted your application. We won't consider any additional information unless we've asked you for it specifically.

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 Armed Forces Covenant Fund Trust – we will only consider applications submitted via the online form.**



**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 to help generate your application form.

Whilst we will consider applications that have been partially generated using AI, we strongly recommend that you review the application ahead of submitting it to ensure it:

- reads properly and makes sense,
- is factually accurate,
- 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 need to be clear work you've undertaken to demonstrate why the project is needed.

We reserve the right to reject any AI-generated applications if we have concerns around their factual accuracy.

## 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 [noreply@yourcause.com](mailto:noreply@yourcause.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.**

**We will check your application** to make sure you've provided all the information we have requested.

During our assessment **we may contact you** to ask for clarification, or more information.

**We will review the information you provide** in your application and, where relevant, data and information from the Charity Commission, Companies House or other regulators' websites relating to your constitution and recent audited accounts.

After submitting your application, **you must advise the Trust of any significant changes** in your organisation, its governance or finances which might impact on our consideration of your application.

**We will assess your application** against the key criteria of the programme.

If we ask you to send us any further info, you'll need to do this within five working days.

We may also look at other publicly available sources such as your organisation's website and social media activity.

**Please note:** If your application is handled by one of our external grant assessors, they may contact you 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](mailto: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](mailto:info@covenantfund.org.uk)

## Checks we may carry out on your organisation

We may carry out several checks on the information you provide and about your organisation, to make sure the information is correct and that 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 about your application

Final decisions will be made by the Board of Trustees, 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, the 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, we 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.

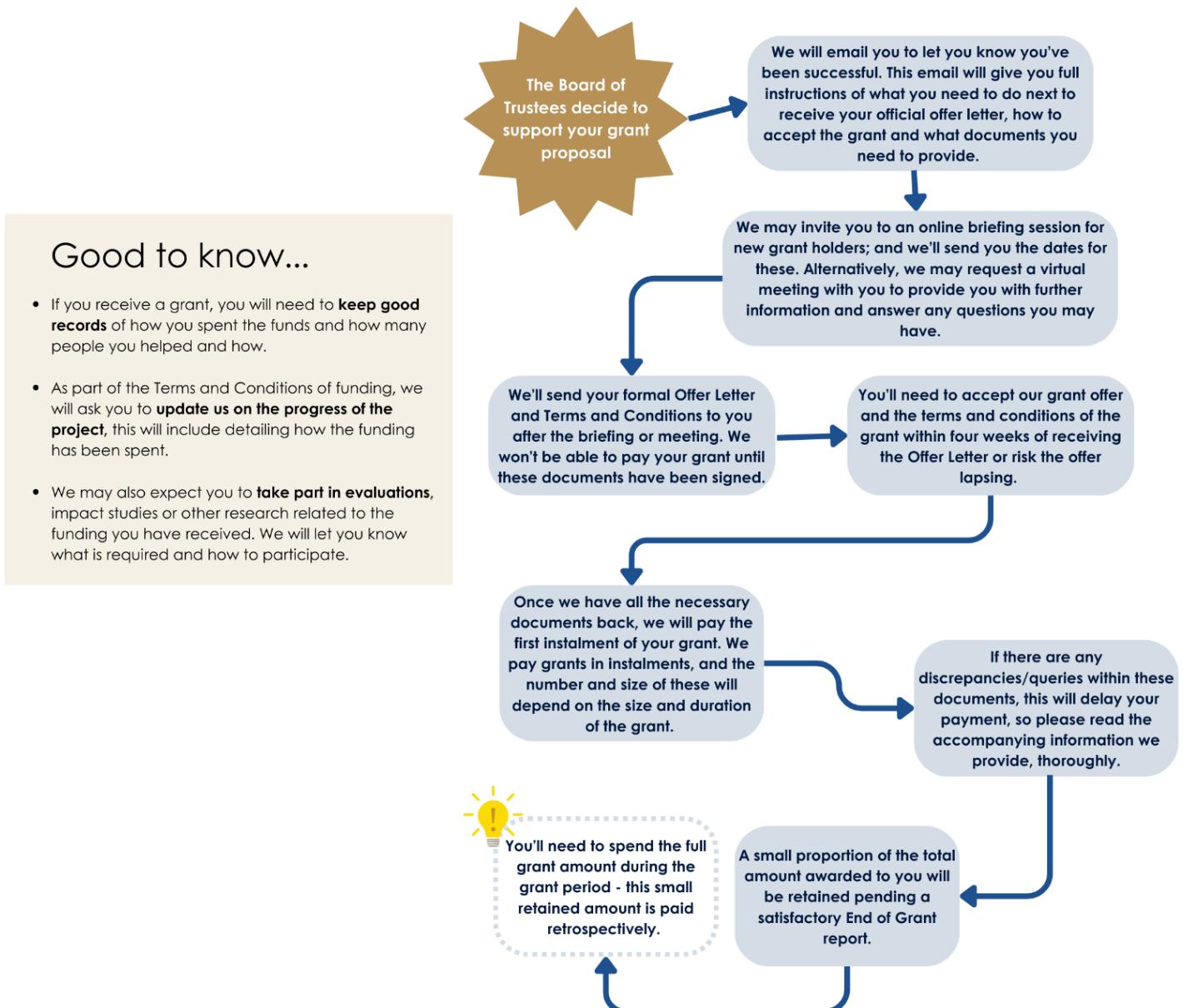
**If your organisation has previously had a grant from us, we expect all reporting to be up-to-date and may consider this when considering new applications.**

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

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?



Our Privacy Policy explains what data we collect from our grant applicants, and how we use this. Please read this before you apply: <https://covenantfund.org.uk/privacy-policy/>

If you have further questions, you'll find lots more useful information on our website.

If you can't find the answer to your question in these guidance notes or on our website, please email [info@covenantfund.org.uk](mailto:info@covenantfund.org.uk)

**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.**

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