



**The Armistice and Armed Forces Communities  
Programme**  
*Remembering and supporting their contribution*

**How to apply**

**ARMED FORCES  
COVENANT**  

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**FUND TRUST**

**Read this guidance carefully before you fill out our online application form. It sits alongside our [Pre-Application Guidance](#). Reading both of these documents will help you to put in the best application possible**

We look forward to receiving your organisation's application and want to help you to be successful in making your request. We have tried to make the process as straightforward as we can so hope that with this guidance you will know what we expect and understand how we will make decisions.

## **How we will make decisions on the application forms we receive**

- We will want as many people across the whole of the UK to be able to benefit so we may make choices depending on where the applications come from. We may have to decide not to support every organisation that applies in an area where there are a lot of events planned, or to give fewer silhouettes than some groups have asked for.
- We want people from different groups and communities to be able to enjoy events that include these silhouettes so may choose to include groups which are underrepresented
- We want to support organisations which may find it difficult to obtain the silhouettes for their event if we do not help them to do so.

We are expecting a lot of interest in this award programme and if we have too many applications we may have to make some choices between which organisations and events we give silhouettes to.

In order to support as many projects as possible we may make an award to an organisation for fewer silhouettes than they have asked for.

Other reasons we may not be able to make an award to your organisation might be:

- Your organisation not being eligible
- The application not being correctly completed
- The event not being one that the Trust is able to support
- Not enough information being given to show us that the event is going to bring together civilian and armed forces communities

Please read the detailed notes on the next pages to help you to complete the online application form

## How to complete the application form

The application form is in two parts.

You will need to complete the eligibility quiz first before you move onto the main part of the application form.

Altogether there are only 18 questions in the main part of the form and you can click through and read them all before you start filling it in.

If you do want to start the form and then pause and come back to it later make sure you save it.



We may not be able to consider your application if the questions are not answered fully or we cannot understand your replies.

Before you start:

- ✓ Read the [Pre-application Guidance](#) notes and follow the project planning steps
- ✓ Read the [Terms and Conditions of Award](#) for this scheme and check you are happy for your organisation to sign up to them if you are successful with your application

You only need to complete the on-line application form. Please do not send us any additional documents or email us with any information as we will not be able to take this into account.

**When you are ready to apply you do so online using the link provided at the bottom of this document. We've put the application questions below, so that you can think about them in advance.**

## **ELIGIBILITY QUIZ:**

**You will need to answer these four simple questions before you can start to complete the main part of the application form.**

**1 Will you be holding an Armistice commemoration event and will be bringing civilian and armed forces communities together for the occasion?**

If you can't answer yes to this question you are not going to be eligible for an award. Please read the [Pre-application Guidance](#) to see what we are hoping to support.

**2 Are you a commercial entity or applying as an individual?**

If you are a commercial/profit making organisation or an individual you will not be eligible for an award so if you answer Yes to the question above then you are not eligible to apply.

**3 Does your organisation have at least 2 unrelated individuals on its governing body?**

A governing body is the board or committee which runs the organisation. We can only make awards to organisations that have some sort of governing body and a formal set of rules that describe what they do and how they do it. For example, if your organisation is a sports club, or you run a village hall, or lead a brownie pack, you will have some sort of governing document and a group of people who make decisions and manage how money is spent and what activities take place.

Because the Awards are being made with charitable funds we need to ensure that they are going to organisations which are working with communities and are not privately run, for personal gain. Making sure that those people who make the decisions are independent of one another is a good way of demonstrating this.

**4 Has an application related to your event already been submitted?**

An organisation cannot apply to us for more than one award. If your organisation does accidentally apply more than once we will choose only to consider the first application we receive from you. (You can however apply to this award scheme if you have already applied to any of our other funding programmes, even if it was for Armistice events).

**If you have any specific questions on how to apply and whether you are eligible please phone 0300 3033837**

When you submit your Quiz answers, if they do not meet the eligibility requirements you will get the following message:

**Your responses to the quiz questions have indicated that your proposal most likely does not meet our funding guidelines. This is because you have either indicated that you will not be holding a community led event, you are not a qualifying organisation type, or because you have already applied.**

**You can however, if you choose, consider buying silhouettes at <https://shop.therebutnotthere.org.uk/collections/all-products>**

**If you still think you are eligible you are welcome try the quiz again. Click on Help to return to the guidance notes where you will find the link to begin again.**

*Once you have completed the quiz; you will move on to the application form*

## **THE APPLICATION FORM:**

### **ABOUT YOUR ORGANISATION**

#### **1 What is the name of your organisation/charity/group/unit?**

This should be the name of the organisation which is eligible to apply (see above) and will be responsible for the event, for ensuring the silhouettes are properly used, and then stored appropriately until they are used again.

#### **2 What is your main activity?**

We want to know what you usually do/what your organisation is for. There are drop down selections – please choose the one which seems the closest to what you do, and only if you cannot find anything similar please select 'Other'.

#### **3 Tell us what type of organisation you are**

You will be able to choose from Armed Forces Unit, Community Group or Club, Community Interest Company, Registered Charity, place of education, Other – public sector. Pick the one which best describes your organisation.

**Please provide us with any reference or registration numbers that your organisation or group has:**

If you are a charity, and/or registered at Companies House please give us these numbers. If you are an Armed Forces Unit please provide your UIN. If you do not have any such numbers, don't worry. You can still apply.

**4. What is the main address for your organisation?**

This needs to be the address to which correspondence is usually sent and where, if you are successful, we can arrange for the silhouettes to be sent (unless you later need to change this). Please take care to get all the details right as we do not want to risk your silhouettes being wrongly delivered or lost.

If we make you an Award we will write to you by email confirming this. Please note that if you are successful your silhouettes will be delivered to you free of charge.

**Contact details:** Both contacts named in the application form need to understand that they are signing up to the terms and conditions and that we will be holding their names and addresses in respect of the application.

Both of them, if you are successful with your application, will be committing the organisation to keeping the silhouettes safe for future use.

**5. Who is the main contact for this application?**

This should be the event organiser who we can contact if you are successful with your application. They should be able to be available later in the year when we ask for a report after the event.

**6. Please provide the details of a second contact**

We need to know the name, address, phone number and email address of either your chair, or chief executive, or another of the most senior people in your organisation so we know that it is more than one member of the group is involved in making this application. It also helps us to have this second contact, just in case we cannot get in touch with the main contact. The email address must be different from the one provided in question 5 above.

**7. Does your organisation have a website or social media presence?**

It is not a requirement for you to have these, but if you do, then let us know what they are.

*After you have completed these questions you will move to the declaration*

## **YOUR DECLARATION**

Before you tell us about your planned event we ask that you have read and agree to the terms of this award. If your application is successful we will need to know that you are able to sign up, on behalf of your organisation, to the terms of the award you are made. The requirements are outlined in the Pre-application Guidance document. Please read this part of the form carefully when you get to it, and also read the Terms and Conditions of Armistice Award which are on our website. These will be sent to you again if you are successful.

*After you have completed the declaration you can then tell us about your event and the silhouettes that you are asking for*

## **ABOUT YOUR EVENT**

### **9. What would you like to call your event?**

Please give us a short title (8 words or fewer) that we can use to refer to your event – if you are successful in your application we may want to use this in our publicity and reports.

### **10. Where is your event taking place?**

Please choose from the menu of suggestions of the types of venue that events might take place in. If your event is happening in more than one location then just select the main or biggest or where the largest number of people will be gathering.

If your organisation is not normally based at the location or venue where the event is taking place you will need to have checked that they are happy for the silhouettes to be displayed during the period of your event.

### **11. Please give us the postcode of where your event is taking place**

Please give us the postcode of the main location of your event. If it is not taking place in a building then either give us the postcode of a building which is very close (eg the Town Hall if it is taking place just outside) or, if there is no building nearby, please use this online postcode finder by selecting your location by grid reference or on a map <http://gridreferencefinder.com/> Please take care to be accurate with this information as it may be required for us to make decisions about which organisations will be successful with their applications.

**12. In which country, region and local authority area will your event take place?**

Please select the country, region and then the local authority area for the event (this might not be the same as where your organisation is based)

**13. On what date will your main event take place?**

Please provide us with a date between 1 October and 30 November 2018 on which your event is taking place. If it is taking place over a number of days that is fine - just tell us the date of the 'main' or largest event – this could perhaps be the launch or the final activity. Events should take place on or before 30 November 2018

**14. Please tell us briefly about your event. What will be happening and how will it bring the armed forces and civilian communities together? What other organisations will you be working with locally?**

You have 500 words in which to tell us about your event. We can only support organisations which plan to fulfil our aim to increase integration between armed forces and civilian communities so do explain your plans here. Remember that armed forces communities might include veterans of any age, and their families and cadet groups. Please read our pre application guidance for more details.

**15. Please tell us why this award is needed to enable you to get some silhouettes and why having the silhouettes will help your event to be a success**

If we receive more applications than we can support we may have to make choices about which organisations receive silhouettes. We may need to prioritise those organisations which are working with or in communities which are least likely to be able to raise funds for purchasing silhouettes, so do tell us here why you think your group needs this support. (up to 300 words)



## **16. The silhouettes**

### **How many silhouettes would you like to apply for?**

Each organisation can apply under this scheme for up to 10 silhouettes for one event. We can only provide 10 silhouettes for any one event, and any one venue, even if a number of organisations are involved in one event or a number of events are being held in one venue.

You may want to apply for each silhouette to represent a number of individuals. Consider how they will be displayed and have a look at the There But Not There website for more information about them. <https://www.therebutnotthere.org.uk/>. You may want to consider fundraising to purchase more if your event will be enhanced by doing so.

### **Which style of silhouettes do you want to apply for?**

The silhouettes come in two styles: one type has feet for placing on benches, such as pews in places of worship and the other style has clips is for attaching them onto chairs. Both styles have two small 5mm holes in the middle to be used if necessary. Check the page on There But Not There's website for more details if you are not sure. <https://shop.therebutnotthere.org.uk/collections/all-products> . You can only apply for one type of silhouette.

## **17. How many people do you think will come to your event?**

We know that you are just estimating at this time so please be realistic with your attendee numbers – we are happy to support both small and large events, from ten to several thousand attenders. We would expect at least 10 attendees.

## **18. What proportion of these people who will attend your event will be from the armed forces community?**

You can select one choice from 'less than 10%', 'between 11% - 25%', 'between 26% - 50%' or 'more than 50%'. We know there is not a large armed forces presence in every community, however we expect all events to include attendees from both civilian and armed forces communities (this includes veterans and their families).

After you have completed all the questions; you will get the chance to review all of the information that you have entered before you submit your form to us

**If you have any specific questions on how to apply and whether you are eligible please phone 0300 3033837**

## **What happens once you have submitted your application**

You will get an automatically generated email which will confirm your application has been submitted and will contain the full text of the answers you have provided.

After the closing date (midnight on 30 June 2018) and during July the Armed Forces Covenant Fund Trust will be considering the applications for awards. How soon we make a decision might depend on how many we receive. We expect to be letting organisations know if they have been successful or not by the end of July.

### **If you are not successful**

We will email you if you are not successful.

We are sorry if you are not successful in your bid to this scheme and know that this will be disappointing news. Unfortunately, as with any award or funding programme, if there is a great demand for support then not every applicant will be successful, particularly if they do not meet the criteria as well as other applicants have. We regret that due to the large number of applications we anticipate we will not be able to enter into any correspondence about your application.

### **If you are successful**

If you are successful you will receive an email from us to say this, how many silhouettes you will be receiving and asking you to let us know within 5 working days if you do not want to accept the offer. We will remind you of the terms and conditions of this award.

We will pass your details on to the charity Remembered which is running the There But Not There project who will share these with their distribution agents to make sure that the silhouettes reach you within the following two months.

We do not need any other information from you before your event, and cannot enter into any correspondence about your award. If you need to tell us about a change of lead contact or if your organisation changes its address you should email us at [remembering@covenantfund.org.uk](mailto:remembering@covenantfund.org.uk). Please put your organisation name and reference number into the subject line (you will find the reference number on the email we send you to say that you have been successful) – if these are missing we may not be able to process your changes.

### **To start your application**

Click on this [link](#) to start your application.

If you have not applied to the Covenant Fund before you will be asked to set up an account, using your email address and setting up a password. You can request a new password at any time if you forget the one you have set up.



## *About us*

The Covenant Fund was previously administered by an in-house MOD team and the funding has moved to the new independent trust as from 1 April 2018. The Armed Forces Covenant Fund Trust manages the grant programmes funded by the Covenant Fund. You can find out more about our work at [www.covenantfund.org.uk](http://www.covenantfund.org.uk).

The Covenant Fund is an annual grant of £10 million which is paid to the Armed Forces Covenant Fund Trust to fund grant programmes that support the armed forces community.

One of the aims of the Trust is to promote community integration and good relationships between members of the Armed Forces Community and civilian communities. The Trust has made a number of grants through its Local Grants programme to bring communities together through events and shared projects.

## *About the Armed Forces Covenant*

The Armed Forces Covenant is a promise from the nation that those who serve or have served, and their families, are treated fairly. You can find out more at <https://www.armedforcescovenant.gov.uk/>

For help and further information

Call 0300 3033837

Email us at [remembering@covenantfund.org.uk](mailto:remembering@covenantfund.org.uk)

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