



The Armistice and Armed Forces Communities Programme

Remembering and supporting their contribution

Application Guidance for Round Two applications to be made between 3 September and 1 October 2018

This guide is for organisations that would like to apply for an award to bring their community together to think about the Armistice and the Armed Forces Community today.

**ARMED FORCES
COVENANT**

FUND TRUST

Introduction

Armistice Day falls on 11 November and is also known as Remembrance Day. It marks the day World War One ended, at 11am on the 11th day of the 11th month, in 1918. A two-minute silence is held at 11am to remember the people who have died in wars. The Armistice has a special significance this year, as it marks 100 years since the end of WW1.

Communities across the United Kingdom are thinking about the centenary of the end of World War One and how they can commemorate and bring people together. This award scheme will help communities to access silhouettes that bring to mind those who went to war and did not return. These silhouettes can bring a community together through an event, to remember, and to think about the Armed Forces Community today. You can find out more about the silhouettes at <https://www.therebutnotthere.org.uk/>

We will make awards to community organisation who need help to obtain silhouettes. Organisations can apply for up to 10 silhouettes. As part of the award, your organisation will need to hold a self-funded event to bring your local community together. You can apply between 3 September and 1 October 2018.

This is the second round of these awards and is specifically for organisations which want to hold events in the week leading up to Armistice Day, on Armistice Day itself – that is, 11 November 2018, or the subsequent week. Our first round award recipients may also be holding events in September and October.



Who can apply for an award?

Your organisation will need to be one of the following

- ✓ A charity
- ✓ A Community Interest Company (CIO)
- ✓ A school
- ✓ A place of worship
- ✓ An armed forces unit
- ✓ A chapel or other place of worship, or multi-faith facility within a hospital or Armed Forces base, where people would not otherwise be able to engage in remembrance and engagement activity without financial resources
- ✓ A community organisation with a constitution. This can include
 - A community organisation such as a village hall, or community centre
 - A Humanist or other place of reflection that is not linked to religious observance
 - Any other community group with a constitution where people come together in a physical space such as a sports club.

We can't make any awards to individuals or organisations that do not have a constitution. Many types of local organisations will be eligible. If your group is more informal, then you may be able to work with another local organisation such as a village hall or place of worship. They would need to be the organisation that applied for the award.

If you are not sure whether your organisation is eligible; contact us and we will help

A constitution is a set of rules that your organisation has. It describes what your organisation aims to do; and how you make decisions. It can sometimes be called your governing document.

When you apply to us, you will need to give us the names and addresses of two people who are involved in running your organisation. They need to be formally appointed people who are not related to each other who can act on behalf of their organisation.

We will need to know where you plan to place the silhouettes and hold your event. Normally, the organisation responsible for this venue should be the organisation that applies to us for an award.



We are keen to fund projects across the UK, and welcome applications from communities in Scotland, Wales, Northern Ireland and England.

We don't just want to fund areas that have a large Armed Forces presence such as a base. Don't be put off applying if you are not sure about how to best engage with the Armed Forces community at this point. We want the projects that we fund to help build relationships with the Armed Forces community.

Can we apply again if we received an Award in the first round?

Yes. If you want more silhouettes because your event is now planned to be bigger, or perhaps at more than one venue then you can apply to this round. Some organisations have told us that in their research they have found there were more members of their community lost to them than they originally believed, so they can now apply again to add silhouettes to represent these missing individuals. Please note however that if we have more applications than we are able to support we will prioritise those who are applying for the first time and/or may award fewer silhouettes than you have asked for.

Do we need to live in an area of need to apply for an award?

No, but if we have more applications than we can support we will be targeting the funding towards communities that have the most need for additional support in order to make their event happen. This could be a financial need; where getting some help from us will enable you to run a project that would not otherwise be able to happen. You can tell us about the need in your community in the application form.

Who are the Armed Forces Community?

The Armed Forces Community is a term that refers to people who are currently serving in the Armed Forces (including reservists), their families (particularly partners, spouses and children); and veterans.

Veterans can be a range of ages; and includes younger veterans. The Armed Forces Community also includes those serving as reservists and cadets.

The best project ideas will be able to tell us how the local Armed Forces Community will be involved in the event.

You may like to think about how you could involve veterans of all ages, Armed Forces families, local bases, reservist bases or cadet groups in your project.

What will you need to put on the application form?

You will need to tell us

- Where your project will take place; such as a place of worship or community venue, or at an outside location.
- What type of event you will run to bring your community together
- How you will include a range of people within your community in your event; including people from the Armed Forces Community. This could include inviting veterans or working with local bases, reserve bases or cadet groups
- Why you need some help to obtain the silhouettes to run your project
- How many silhouettes you would like for your project. You can apply for up to 10.

Your location

- Your project will need to take place in a community venue
- It will need to be open to everyone in the community for your project, not just members or people who regularly attend the venue

Your event

- You will need to commit to hold an event as part of your application
- You are responsible for organising and funding the event
- Your event must include the local community
- The event does not need to be expensive. We have included some ideas on the next page

Your need

- You will need to tell us why you need help to get silhouettes for your community. This might be due to the cost of the silhouettes
- We will prioritise awards where the project could not go ahead without help from us

The programme has a fixed budget. No organisation is guaranteed an award as it is a competitive process. Applications that read the guidance carefully and spend time planning their project may be more likely to be successful.

Your event

We can provide you with help to obtain the silhouettes as a focal point for your community. **Your event is your responsibility to plan, organise and fund.**

Your event can be modest and does not have to cost a lot to run. It might be tea and cake following a remembrance event. Perhaps people in your community could bring and share a lunch.

It should be open to people in your community, promoted ahead of time and you should think about how you can bring together people from the Armed Forces Community and the civilian community in your local area.

When you make an application to us, your organisation will be committing to hold an event if we make an award to you. This will form part of your grant agreement with us.



This second round of the awards programme is for organisations which want to hold an event in the days leading up to and including Sunday 11th November 2018 or in the following week. Your event will need to be held by 30th November 2018.

After your event you will need to fill in a short form for us; and let us know how it went. You will be able to send us pictures as part of this.

Don't forget!

Apply online at www.covenantfund.org.uk

Applications open on 3 September 2018

Applications close on 1 October 2018

Getting your silhouettes

When you apply to us, you will need to

- Let us know how many silhouettes you would like. You can apply for up to 10 silhouettes
- Tell us if the silhouettes will be placed on for benches or chairs. We need to know this because there are slight differences between them



If we make you an award, we will

- Write to you to tell you that you have been successful
- Confirm the number of silhouettes you have been awarded
- Place an order directly with There But Not There to order your silhouettes for you; saving you time and effort
- Pass your details on to There But Not There who will get in touch with you directly to confirm your delivery.

Silhouettes will be delivered directly to award holders in good time for November.

If we make you an award, the silhouettes will be yours to use in future and we hope that your organisation will use them for Remembrance Day or similar occasions for years to come. You may like to think about how you will be able to store them in a safe place.

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 below on how to complete the online application form

How to complete the application form

We recommend you read this carefully before you start to fill in the online form.

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.

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.

- **Whilst you are completing the form do save frequently (we recommend every 15 minutes) as you go along – as, like most online forms it will 'time-out' after a period and you may lose your work**
- **When you have completed your form make sure that you click 'Submit' otherwise it will not reach us. You will receive an email to confirm your application has been received.**
- **We may not be able to consider your application if the questions are not answered fully or we cannot understand your replies.**
- **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 will do so online using the link provided on our website. We've put the application questions below, so that you can think about them in advance.

Application tip: You only need to complete the on-line application form. However, you may find it helpful to prepare your answers in a Word document first, and copy and paste them into the online form

ELIGIBILITY QUIZ:

You will need to answer these three 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.

2 Are you an eligible organisation?

If you are a commercial/profit making organisation or an individual you will not be eligible for an award. The Covenant Fund can only make grants and awards to not for profit organisations.

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.

If when you submit your Quiz answers 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.

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.

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 must be the address to which correspondence is usually sent and where, if you are successful, we can arrange for the silhouettes to be sent. 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.

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.

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. When is your event taking place?

This must be between the 3-18 November. If you are holding several events, give the date of the main or largest event).

13. 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)

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 up to 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 in this round for up to 10 silhouettes for one event.

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 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 in this round.

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 attendees. 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 (remembering to 'Save' as you go along) you will get the chance to review all of the information that you have entered before you submit your form to us. **You must remember to click on 'Submit' or your application will not reach us.**

If you have 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 1 October 2018) 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 within 2 weeks of the closing date

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 which will share these with their distribution agents to make sure that the silhouettes reach you in time for your event.

We do not need any other information from you before your event and cannot enter into any correspondence about your award.

To start your application

Return to our website [here](#) and either click on the link to register, if you have not applied to us before, or log in if you have.

If you have not applied to the Covenant Fund before you will need 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.



Checklist

- ✓ Spend time thinking about your project. Plan who you will work with and the event that you would like to hold. Think about the items that you will need for your event, and how you will be able to provide them.
- ✓ Think about how you can involve local Armed Forces Communities in your area.
- ✓ Apply to us via our website (www.covenantfund.org.uk) between 3 September and 1 October 2018.
- ✓ We'll send you an email letting you know that we have received your application
- ✓ We'll write to you letting you know if your application has been successful

If you are successful

- ✓ We will place an order directly with There But Not There for your silhouettes
- ✓ There But Not There will contact you and let you know your delivery date
- ✓ You will receive your silhouettes in time for your event
- ✓ You will need to ensure that the silhouettes are placed in the venue that you told us about in your application
- ✓ You will need to hold a community event, organised and provided by you, that brings people together
- ✓ You'll need to fill in a short form for us after the event; telling us how it went, and sending us any pictures
- ✓ The silhouettes will belong to your organisation, and you can use them again in future

About us

The Covenant Fund was previously administered by an in-house Ministry of Defence 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.

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/>



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