



Armed Forces Covenant: Local Grants

**Grants of up to £20,000 for Community
Integration and Local Delivery of Services**

Guidance for applicants



Under this programme we want to fund projects that:

- ⇒ **help integrate Armed Forces and civilian communities across the UK,**
and/or
- ⇒ **deliver valuable local services to the Armed Forces Community.**

What do we mean by Community Integration and Delivering valuable local services to the Armed Forces Community?

Community Integration

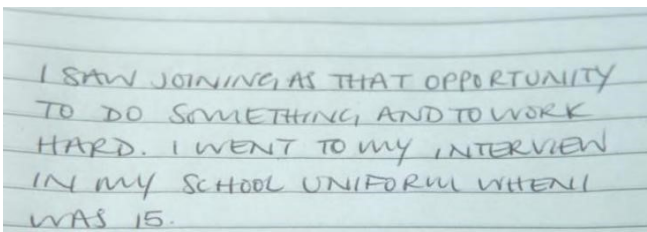
Community Integration projects should create strong local links between the Armed Forces community (i.e. current and former members of the armed forces and their families) and civilian communities. Applicants should be able to clearly demonstrate how they will have impact in overcoming barriers to better integration, and improving perceptions, attitudes and understanding.

We want to see projects which are rooted in their communities and which have grown out of a specific local need. It is important too that the project is not just the Armed Forces delivering something for the civilian community or vice-versa. For the project to be truly effective in achieving community integration there should be shared development, delivery and benefits for both communities.

Delivery of Local Services

Delivery of Local Services projects should be local projects which offer financial advice, housing, mental and physical health, employability or social support for serving armed forces personnel, veterans, and their families. Projects must be well connected, both to their beneficiaries and to other relevant organisations, and be able to demonstrate how the services they provide will be well publicised, accessible and joined up.

Your project may be both Community Integration and Delivery of Local Services – the application form will allow you to tick both of these categories – but you will not be disadvantaged if this is not the case.



Veterans shared their personal experiences of military life in a series of workshops supporting veterans with needs, funded under the Delivery of Local Services Priority



5 Soldiers- The Body is the Frontline: a community integration grant

Applicants are expected to have experience and a track record of working with the Armed Forces Community, as well as a good understanding of the issues facing them.

We will be asking for evidence of real engagement and partnership working - with either an armed forces charity or an armed forces unit.

We want to fund organisations that understand the local need for the project they want funded. Applicants might be able to provide examples of what they have already been doing, to demonstrate this need, or describe consultation that has taken place, or perhaps even give some quotes from individuals or groups who have expressed their interest.

This is not a general fund for organisations to support their core activities simply by adding members of the armed forces community to their beneficiary group in order to apply for funding.

All applicants should work closely with their Local Covenant Partnerships to ensure that their project is properly connected locally, responds to recognised need and does not duplicate other provision. See how you can do this on page 6.

What we have supported so far under this programme?

We have been making grants under this programme for four years now and so far we've supported a range of projects across the UK. Have a look at our website to see what we have previously funded and why.

Projects we are funding include a number to address mental and physical health issues, for adults and children, through providing sports, arts, gardening and community events; refurbishment of venues and equipment in shared social clubs and halls; welfare, housing and benefit advice services; mentoring and employability programmes.

You don't have to replicate these projects. We are interested to hear your ideas to address need in your community.



A community integration project in Wales supporting young people from Armed Forces and civilian communities to work together

Top tip

After you have drafted your application form, why not ask someone who was not involved in planning the project to give it a read through before you submit it to us?

Sometimes a fresh perspective can be really helpful if you have been working on the project idea for a while.

The key criteria

We'll assess whether your project fits with what the Covenant Fund is all about. The main criteria for Local Grants are:

- How well the project addresses the priority and how it will meet the specific requirements of that priority
- Evidence of the need for the project
- Engagement, partnership working and collaboration
- How well the project is likely to be delivered
- To what extent the project represents value for money
- To what extent we can have confidence that the project will have lasting impact, delivering changes that last beyond the funding period

Please also note that:

We cannot fund a service that is or should be provided by others (for example, by Government Departments or local authorities)

Projects must not generate a profit, top-up an existing Grant-in-Aid or raise funds for the charitable sector

We can only provide one off funding so where there is an ongoing cost – such as maintenance or staff costs, we will look for clear and realistic plans for future funding

Who can apply?

The application must be from either

- a registered charity
- a local authority
- a school or other statutory organisation
- a Community Interest Company or
- an armed forces unit with a UIN.

This organisation will be the accountable body for the grant.

How much can I apply for?

You can apply for up to £20,000 which would need to be spent in one year. But many projects ask for less. We've funded lots of good projects that have asked for under £10,000.

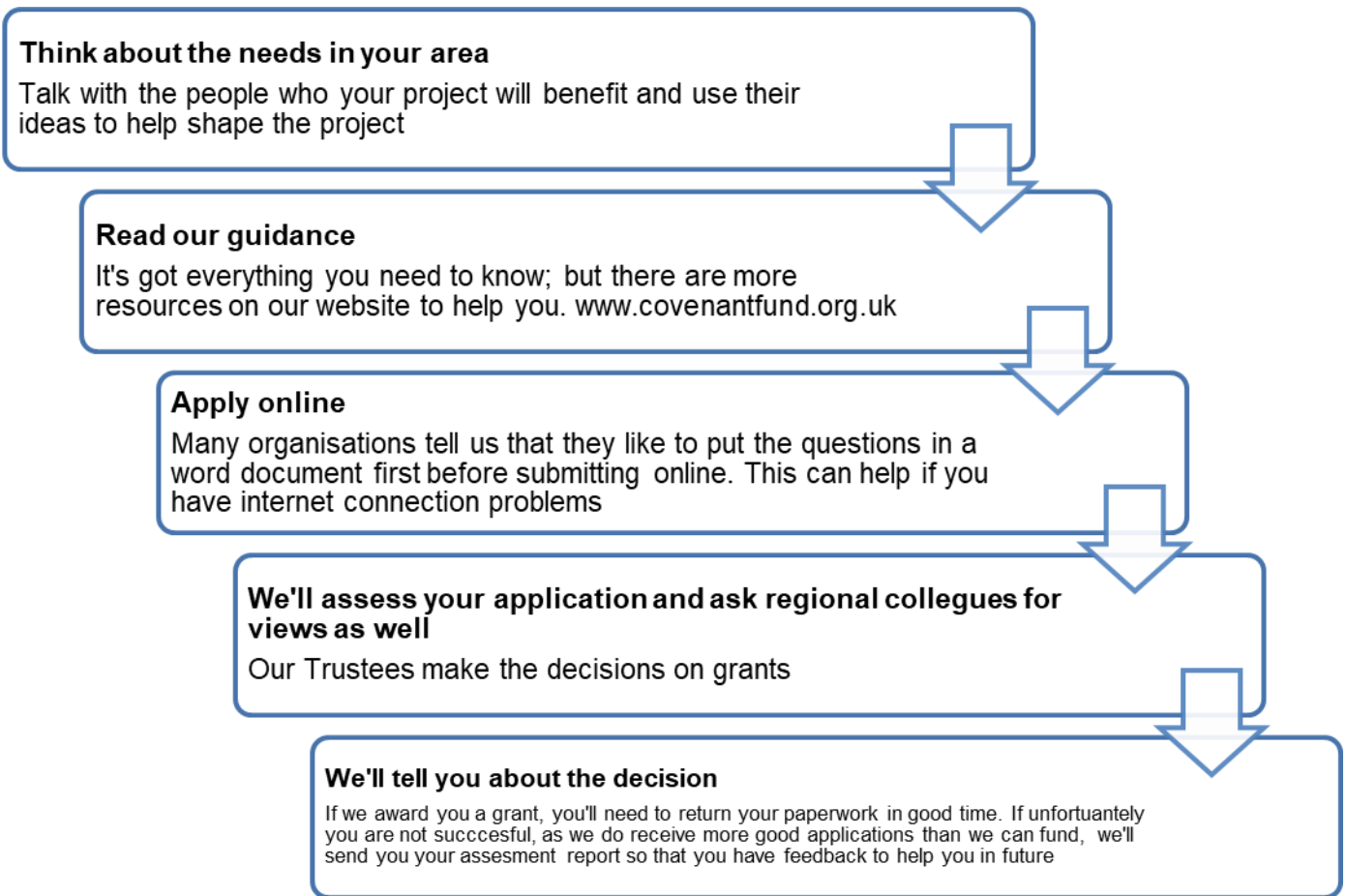
As a broad rule of thumb, if you are asking us for a smaller amount of money, it's fine to give us shorter answers on the application form as long as you are happy that you have told us everything you want us to know

Who cannot apply?

Individuals cannot apply and cannot be a partner organisation.

Unincorporated organisations which are *not* registered as charities cannot apply. If they have been properly constituted under an adopted governing document and have been operating under that governing document for at least three years then they can be a partner organisation.

Partnerships and social enterprises that are not registered charities or Community Interest Companies cannot apply but they can work as a partner with an eligible lead



What can you apply for?

Under this programme, we will make awards of up to £20,000. We can pay for most of the things you'll need for your project whether it is people's time, buying or hiring equipment, or minor improvements to land or buildings, although it is highly unlikely that we will fund projects with budgets that are dominated by capital costs, such as minibuses. We are also unlikely to fund core or regularly recurring staff costs, though we can contribute to salary costs that are specifically for a fixed term project. There are a small number of things **we can't pay for** either because they are not in the spirit of the Covenant Fund, or because of relevant legislation or tax rules. These include:

- Topping up existing grants and aid from a Government Department
- Where money only benefits one person
- Repeat or regular projects that require a source of uncommitted funding
- Investments
- Paying for ongoing costs of existing partnership activity
- Organisational fundraising activities
- Endowments (to provide a source of income)
- Projects, activities or services that the state has a legal obligation to provide
- Retrospective funding for projects that have already taken place
- Excessive contingency costs; management or professional fees

This is not an exhaustive list as we feel it is more useful to focus on what you are trying to achieve and how you are going about this than to issue long lists of eligible and ineligible costs.

If your project strongly addresses one of the funding priorities; the spirit of the Covenant Fund Local Grants and the criteria set out in this guidance, your costs should be eligible.

Working with Local Covenant Partnerships

Local Covenant Partnerships (LCPs) are formed of the public, charitable, voluntary and business sectors and representatives from the armed forces for each area of England, Scotland and Wales, and are administered by local authorities. Your local authority may have an 'Armed Forces Champion' or someone in a similar role who should be your first point of contact.

We work with Local Covenant Partnerships to ensure that the projects we fund are well-connected and needed locally, and do not duplicate other provision. **This is important to us.**

If you do not already know your Local Covenant Partnership and cannot find the right contact by going through your local authority by phone or on their website.

If your project works across more than one Partnership, you should approach the Partnership in which the majority of the work will take place.

We strongly recommend that all applicants in England, Scotland and Wales, even those that already have existing working relationships with their Local Covenant Partnership, approach the Partnership for the area in which the project is to be delivered in good time to get their input into your plans. The benefit of this is that you will be able to take on board their thoughts about your proposal before you finalise your application to us. It may be that your Partnership suggests you delay your application and they will be able to help you develop your project, or they may be able to suggest an alternative source of funding that will be more appropriate for your project.



Northern Ireland and overseas applicants do need not to get any partnership support

Regional and Devolved Administrations

In your application we will also ask you which **Regional or Devolved Administration** area your project is based in. This helps us to understand demand across the country and who to contact to make sure we get regional input to our assessment process. Each region of the UK has an Army Brigade or Regional Point of Contact, and these are the regions that we use for this programme. If you are not sure which area you fall into; your Local Covenant Partnership will be able to help you further.

The RDA areas are:

- Northern Ireland
- Scotland
- Wales
- East
- London
- North East
- North West
- South East
- South West
- West Midlands

If you are applying from Overseas you will need to indicate this on the form.





A map of the regions that we use under the Armed Forces Local Grants Programme. You'll need to tell us which region your project is in.

Your project budget

You will need to prepare for yourselves a detailed budget for the work you want to do. We would expect to see a clear break down of the costs. Putting information such as '£14,000 for film production' is too vague for us to determine value for money. You will have room to put a maximum of ten expenditure items in the online form, plus a free text box to explain where any other income is coming from.



There is no requirement for you to have any kind of 'match' funding, or any other income but of course, if your project is costing more than you are applying to us for we will want to know how you will be making up the difference and how sure you are of this planned income.

Please enter your budget rounded up to the nearest pound – do not use pence.

How to apply

There is a single stage application process for organisations applying to this programme.



Applications must be submitted online. There is a link to the application form on our website. Remember to save your application from time to time as you complete the form: like all web based forms, the system will 'time out' after a period and you may lose your work. Our form will provide you with a notification of time out after 40 minutes. If you choose to continue, please be aware that this will not automatically save your work. To save, you must choose the **save** icon at the bottom of the screen before the time out occurs. You must select Save at the bottom of the application screen page, before the time-out deadline, or you will lose your work



You can save your form and return to it – so you do not have to complete it in one go.

Don't forget to click 'submit' when you have made your final changes. Unless you do this we will not receive your form. **You will receive an email notification to advise you that this has been submitted to us successfully.**

We strongly recommend that you save an offline version of your application form.

Do check that you have fully answered all the questions because if not, we might not be able to consider your application.

If you have any questions about completing the application form, then please contact us. We want to continually improve our materials and processes, so the application and these guidance notes may be updated from time to time.

Top tip

Write your answers out and save them in a Word Document before submitting using our online form. This will help if there are any issues with your internet connection

When to apply

You are welcome to submit your application at any time from 7 January 2019 until 2 December 2019.

When you will get a decision

We will be making decisions on Local Grants applications four times in the financial year 2018/19. If you have fixed dates for when your project must take place then you will need to note the following:

Applications submitted by 9am on 11 March 2019 will be decided before the end of May 2019

Applications submitted by 9am on 5 June 2019 will be decided before the end of August 2019

Applications submitted by 9am on 9 September 2019 will be decided before the end of November 2019.

Applications submitted by 9am on 2 December 2019 will be decided before the end of February 2020.



We will endeavour to meet these timings but the timetable might need to be changed if unexpected volumes of applications are received.

After you submit your application

You will get an automated email to confirm that your application has been submitted.

We will check your application to ensure that you have provided all the information we have requested and if you and your project are eligible for the programme.

We may contact you during our assessment if there are things we are unclear about – but do not assume we are making contact or not as any indication of your likely success in receiving a grant.

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 audited accounts from the past two years.

We will assess your application against the key criteria and we will also send your application along with all other complete, eligible applications received to Regional and Devolved Administrations Boards (RDA) for the area in which your project will operate. The RDA Boards will look at each application, and comment on whether the

project fits with local need.

Final decisions will be made by the Armed Forces Covenant Fund Trust Board members, who will review the portfolios submitted to all the RDAs together 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 and the need to ensure the right mix of projects across the UK.

Funds are limited and therefore the Trustees will use its discretion to choose which projects to fund in order to ensure that we have a good spread of funded projects and to differentiate between projects that are considered fundable. Please note that we may also take the decision to part-fund proposals (this may involve awarding less money than was applied for).

After the Trustees have met we will send an email to the two contacts you have provided on your application form to tell you whether or not you have been awarded a grant.

If you are offered a grant

If we plan to fund your project you'll need to accept our grant offer and the terms and conditions of the grant within **4 weeks** of receiving the offer letter. Once we have as the necessary documents back we will pay the full amount of the grant. You'll then have up to 12 months from the date of our offer letter to undertake the activities funded by us.

We will ask you to report any changes or problems with your project, as soon as you can, and let us know too of any great press and media coverage you get so we can share the good news about your work.

If you are not successful

If we are not able to fund your project we will write to you to tell you this. We will send you a copy of the assessment report that our Trustees considered. From this you should be able to see whether perhaps your application was ineligible, or did not meet our criteria sufficiently, or whether there were elements of your application that our assessors thought were not as strong as competing bids. It may be that although your application was satisfactory, there were others that were considered to be more worthy of funding, on this occasion. Unfortunately the Covenant Fund has limited funds each year and is simply unable to support all the applications it received.

You are welcome to reapply as soon as you wish, but we recommend you take note of any comments made in the assessment report and once again talk to your Local Covenant Partnership before resubmitting.

If you have any questions about your application for a Local Grant please do contact us via enquiries@covenantfund.org.uk putting 'Local Grants' in your subject line.



Top tip

Think ahead and read our Guide to managing your grant; available on our website

Our terms and conditions of grant can be accessed on our website.

If you are offered a grant, you will need to confirm that you will follow these terms and conditions of grant before we can release any of your grant to you.

You must also make sure that the Trustees and senior staff within your organisation know that you are submitting this grant application.

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.

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

There are four overall themes that the Covenant Fund must take into account now and in future years when making decisions.

- Non-core healthcare services for veterans;**
- Removing barriers to family life;**
- Extra support both in and after service for those that need help; and**
- Measures to integrate military and civilian communities and allow the Armed Forces community to participate as citizens**

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/>



Contact details

www.covenantfund.org.uk

enquiries@covenantfund.org.uk

**ARMED FORCES
COVENANT
FUND TRUST**

Armed Forces Covenant Fund Trust

The Armed Forces Covenant Fund Trust Limited (CRN11185188)
acting as the trustee of the Armed Forces Covenant Fund (CC1177627)
Registered Address: 7 Hatherley Street London; SW1P 2QT

December 2018