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| **Armed Forces Covenant Fund Application Form Questions 2019/20**  WarningThis document is provided for information purposes only. The only way to apply for a grant is through our online application form.  Many organisations find it helpful to work on the questions in a Word Document; then upload full answers when ready to apply. This can be particularly helpful if there are any issues with your internet connection when you are completing the online form. | |
| **The first part of your form will ask for CONTACT AND ORGANISATION DETAILS** | | |
| Please note that included in this you will be asked for the details of two contacts within your organisation and that at least one of your contacts will have an email address which is that of the charity or CIC (that is, not a personal email address)  **The second part of the form, from question 5 onwards is ABOUT YOUR PROJECT** | | |
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|  | **5. What would you like to call your project?** |  |
|  | *Please give your project a short title (5 words or fewer) that captures what you want to do, something we can use to publicise your project on our website if you are successful.* |  |
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|  | **5a. Tell us about your organisation.** |  |
|  | *Briefly tell us about your organisation and your main activities. You can write up to 150 words.* |  |
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|  | **5b. Summarise what your project will do.** |  |
|  | *Briefly tell us what your project will do in 50 words or fewer.*  ***We may use this in our publicity, if we offer you a grant so please write this in the third person (‘the organisation will…’ rather than ‘we will…’)*** |  |
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|  | **5c. Tell us more about what your project will do and what changes it will make.** |  |
|  | *Tell us what you will do, when and where you will do it, who will be involved and what change it will make to the people involved.  You can write up to 250 words.* |  |
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|  | **5d. Why is your project needed?** |  |
|  | *You can write up to 200 words.* |  |

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|  | **5e. Tell us how the people and communities who will benefit from your project have been consulted and have shown their interest?** |  |
|  | *This should, wherever possible, be more than anecdotal evidence e.g. “many veterans have told us…” or “a national survey has revealed…”*  *You can write up to 250 words.* |  |
|  | **6a. Which of the Covenant Fund’s priorities will your project address?** |  |
|  | *Information about the priorities is listed in the guidance available on our* [***website.***](http://www.covenantfund.org.uk/local-grants/) |  |
|  | **6b. What activity is your project carrying out?** |  |
|  | *Please select all that apply.* |  |
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|  | **7a. How will your project address Community Integration/Local Service Delivery?** |  |
|  | *Descriptions and criteria of the priority are listed in our guidance.*  *You must show how your project will clearly meet the priority under which you are applying.*  *This is a key success criterion for the Covenant Fund, so do answer this question as fully as possible.*  *Only those projects which clearly demonstrate how they meet the specific requirements for the priority they are addressing are likely to be funded. You can write up to 400 words.* |  |
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|  | **7b. Why will your project be successful? What difference will it make?**  **Tell us about your skills and experience of delivering work of this type or of organising other relevant activities.** |  |
|  | *You can write up to 250 words.* |  |
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|  | **7c. Tell us how your project will have a lasting impact beyond the end of the funding period.** |  |
|  | *Tell us how you will ensure that the benefits and solutions delivered by your project will be sustained beyond the life of the funded project.*  *We want to know how you will:*   * *Embed the changes (activities, services, attitudes and relationships) you bring about as a result of your project.* * *Manage the end of your funded period - whether you are looking to stop the project at a certain date, or if you will look for the project to become self-sustaining or funded through other sources. Tell us what will happen to any funded posts and items.*   *You can write up to 250 words.* |  |
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|  | **8. Who are you working with?** |  |
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|  | Tell us about any **organisations you are working with** on this project and **what they are contributing** (e.g. knowledge, connections, in-kind support, availability of premises, volunteers, funding).  Please also tell us about your **working relationship** - is it contractual, informal, or do you have a partnership agreement? |  |
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|  | **9. How many people will benefit from your project?**  *We do not need to know the make-up of the beneficiaries here, just the numbers involved. If there are none, please enter 0.* |  |
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|  | |  |  | | --- | --- | |  | **Directly Benefit and Indirectly Benefit** | | |
|  | **10a. Who are the beneficiaries?** |  |
|  | *Please select all that apply.* |  |
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|  | **10b. How many volunteers will be involved?** |  |
|  | *Please enter the number of volunteers involved. If there are none, please enter 0.* |  |
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|  | **10c. If you have volunteers involved, how will you recruit and manage them?** |  |
|  | *You can write up to 150 words.* |  |
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|  | **11a. Please tell us when you plan to start your project?** |  |
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|  | **11b. Please tell us when you think your project will be completed?** |  |
|  | *This date should be no more than 12 months from your project start date.* |  |
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|  | **11c. Please tell us where your project will be taking place?** |  |
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| **Next you will be asked to provide PROJECT COSTS** | | |
|  | **12a. How much will your project cost and how much would you like from us?** Please input costs to the nearest pound(£) into the table on the form. The form has 10 lines so you will need to summarise these. |  |
|  | *If applying for a post holder’s salary or funds for items such as ‘production costs,’ please include a reasonable breakdown of that total in your budget (e.g. basic salary, NI etc).* |  |
|  | **12b. Please confirm the total grant amount that you are requesting?** |  |
|  | *Please round this figure up to the nearest pound (£).* |  |
|  | |  |  | | --- | --- | | **12c. Please confirm the total project costs** |  |   *Please round this figure up to the nearest pound (£).* |  |
|  | **13a. Are the total project costs more than the amount you would like from us?** |  |
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|  | **13b. If yes, where will you get the other funding from and have you secured it yet?** |  |
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|  | **Source of Funding** |  |
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|  | **How Much?** |  |
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|  | **Status - (Secured/Unsecured)** |  |
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| **Then we want to you to tell us about CONTACT WITH YOUR Local Covenant Partnership** | | |
|  | **14a. Have you discussed your project with anyone at the Local Covenant Partnership?** |  |
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|  | **14b. If you answer is ‘no’ please give your reason why?** |  |
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|  | **14c. If you answered ‘yes’ please provide your Local Covenant Partnership (LCP) contact:** |  |
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|  | **Full name of LCP contact** |  |
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|  | **Email address of my LCP contact** |  |
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|  | **Telephone number of my LCP contact** |  |
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|  | **14d. Has the Local Covenant Partnership named above endorsed this project?** |  |
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|  | **14e. Please provide any comments given by your LCP.** |  |
|  | *It may be helpful to us when we are assessing your application to know you have the endorsement of your LCP.*  *See the* [***Guidance Notes***](http://www.covenantfund.org.uk/local-grants-and-digital-development-programme/) *for more information about this.* |  |
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| **Finally – we need to you to agree to YOUR DECLARATION** | | |
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|  | The contact named in answer to question 3 must confirm that: |  |
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|  | * The organisation named in answer to question 1 has been authorised by the governing body of your organisation (the board or committee that runs your organisation) and understands and accepts that they will be the accountable body for the delivery the project. * The information you have given is accurate and true. * You understand that if you make misleading statements or withhold information at any point, your application will be invalid and your organisation will be liable to repay any money you have received. * Any organisations mentioned in question 8 as delivery partners have seen this application and agree with the content (as we may contact them as part of the assessment process). * You have read and understood the guidance and supporting information on our website and meet our requirements. * You will be able to meet the small grants terms and conditions on our website. * If you are successful in your application to the Digital Development Programme we will share your named individual(s) with SSVc. * You agree we can use the information you have provided for the purposes described under our data protection policy. * You accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our freedom of information policy. |  |
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|  | **Please tick the box to confirm that you agree with the above.** |  |
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