



**ARMED FORCES
COVENANT**
FUND TRUST

REMOVING BARRIERS TO FAMILY LIFE

**Programme
Guidance**

**A FUNDING PROGRAMME TO
SUPPORT ARMED FORCES
FAMILIES**

Introduction

This programme will award grants to Armed Forces Charities or CICs or Armed Forces Units working with Armed Forces Families.

We will make grants to projects where we can see that the project is addressing a clear need, and where we think the idea will be of practical benefit to Armed Forces Families. The focus of the project should be on supporting the family; rather than serving personnel or veterans.

This programme is about supporting Armed Forces Families facing challenges. Large grants will help to address substantial challenges; providing funding for transformative ideas. Medium grants will support projects that make a proven difference to Armed Forces Families and will support existing work.

This programme will be delivered in two strands:

Medium Strand: Grants of between £30,000-£100,000 to support existing or new projects that meet a clear need for Armed Forces Families.

Large Strand: Grants between £100,001-£300,000 with some exceptional projects potentially receiving up to £500,000. Projects will need to be able to show that they will have a transformative effect, and that the changes they achieve will be sustainable.

Armed Forces Charities: Registered charities that specifically provide support to beneficiaries from the Armed Forces Community in their charitable objectives

Armed Forces CIC: A Community Interest Company that specifically seeks to achieve social objectives for members of the Armed Forces Community in their memorandum and articles of association

Armed Forces Base: A British Armed Forces base, stationed within the UK or overseas

Armed Forces Families: Close family members, carers and dependants of serving personnel and veterans. Serving personnel and veterans can benefit from projects funded under this programme, but the focus should be on the family unit.

Why are we running this programme?

Removing barriers to Family Life is one of the four key funding themes of the Covenant Fund.

The UK Armed Forces Families Strategy states that some families will experience challenges associated with relocation and separation. Those who are most unfortunate may experience injury, illness or bereavement.

There are three key groups of people that we would like to support under this programme

- Young People from Armed Forces Families
- Families and Carers of Veterans
- Serving Families

You must choose one group to apply under. If your project will support families from two groups, chose the group which is the best fit for your activity.

Grants are for projects lasting between 1 and 3 years.





Removing barriers to family life

Young People from Armed Forces Families

Emotional events
Significant life events
Informal care
Young people with additional needs and special educational needs
Young people with disabilities

Families and Carers of Veterans

Families and carers
Suicide prevention and support
War Widows and Bereaved families

Serving Families

International Families
Dispersed Families
Financial education

Across all projects, we are interested in supporting ideas and activities that reduce isolation and loneliness

When thinking about larger projects, we are particularly interested in how



digital solutions

OR

networking ideas

to bring people together



Can help to reduce isolation and loneliness



Removing barriers to family life

Who will mainly benefit from your project?

Young People from
Armed Forces
Families

Families and Carers
of Veterans

Serving Families

How much funding will you need?

£30,000-
£100,000

Over
£100,000

MEDIUM STRAND

- Complete a **single application form** by 12th September 2019
- You can apply for funding to continue an **existing project**, or funding for a **new idea**
- If you want funding to continue your existing work we'll need to understand why your idea needs this support
- If you want funding for a new project you'll need to show us that it is genuinely needed by Armed Forces Families
- You need to be an Armed Forces Charity, base or CIC; but you can work with other organisations to deliver your project

LARGE STRAND

- Two stage application process
- Complete a short **Expression of Interest Form** by 18th July 2019
- Shortlisted applications will be invited to complete a full application form
- We'll only fund a small number of projects under this strand; and this will include projects that offer digital solutions and network ideas to bring people together
- Your project will need to be able to show that it will have a **transformative effect** and that this **project can be sustained** after the funding ends
- You'll also need to meet all the requirements for applicants under the medium strand

Think about how your project may help to reduce isolation and loneliness

Under the large grant scheme, your project must be reaching new groups of beneficiaries that have unmet needs. We would also expect large grants to be multi region, particularly where they are offering digital solutions.

How will your project remove barriers to family life for Armed Forces Families?

You may like to think about how your project addresses needs that are listed as ‘themes’ in the tables below. Your project should address at least one theme.

Young People from Armed Forces Families

Theme	Description
Emotional Events	A young person experiencing a distressing event such as a bereavement, family diagnosis of disability or ill health or some other challenging experience.
Significant Life Events	Events which are significant to the young person, such as moving school or having a parent on a long deployment
Informal Care	Young people providing enhanced levels of support to an adult or other child in the household. This may be due to a parent on deployment, or due to challenges that an adult is facing, or providing additional support to a sibling or other child in the household who has additional needs or disabilities. The young person might not recognise themselves as a carer
Young people with additional needs or special educational needs	Young people with a need that presents additional challenges in accessing education More than 1.2 million school pupils – about 15% of all those in England – have some kind of Special Educational Need or Disability (SEND), according to the Department for Education. Approximately 253,000 (3% of all pupils) have SEND statements or education and health care plans (EHCP), a legally binding document detailing the additional support that child needs. Support through the programme can be offered to young people who do not have a formal diagnosis, but are experiencing difficulties
Young people with disabilities	Young people with a disability or long term health condition that affects their day to day living.

Families and Carers of Veterans

Theme	Description
Families and Carers	Families including spouses, partners, children and where appropriate, parents. Projects will help their wellbeing and help to reduce their risks of poor physical or mental health
Suicide Prevention and Support	Support to carers and the wider family when a person is experiencing suicidal thoughts or feelings. Projects can focus on supporting resilience within the family unit, developing skills or providing appropriate emotional support. The focus on these projects should be on supporting the wider family rather than specifically on the person who is experiencing suicidal thoughts or feelings.
Bereaved families; Widows and Widowers	Support to family members where a veteran has died; including families bereaved through suicide

Serving Families

Theme	Description
International Families	Serving personnel and their families from Foreign and Commonwealth Countries, who may be facing challenges with immigration, or in accessing other support
Dispersed families	Armed Forces Families who may not live near a military base, and may encounter greater levels of isolation or reduced access to services and support
Bereaved families; Widows and Widowers	Support to family members where a serving member of the Armed Forces has died; including families bereaved through suicide
Financial education	Providing support to serving families to help them plan for the future or address issues with debt. Projects under this theme should avoid duplication with existing services. This can also include projects looking to provide financial education to families preparing to transition to civilian life.

If you are applying for a large grant, your project will need to be transformative. By this we mean that it must have a lasting impact beyond the life of the grant, and we will be able to clearly see how your idea will deliver a marked change and improvement for Armed Forces Families.

Application routes

If you are applying for a medium grant of up to £100,000; you need to complete a single stage application through our online grant making system by close of business on 12th September 2019.

If you are applying for a large grant, you will need to complete a short Expression of Interest form. This will give us an outline of your idea, your organisation and why you think your idea will be transformative to Armed Forces Families. This Expression of Interest Form must be submitted through our online grant making system by close of business on 18th July 2019.

Shortlisted applicants will be invited to submit a full application form, which will need to be complete by close of business on 19th December 2019. The full application form will include a business plan. If you are shortlisted, you will receive additional guidance for your full application form.

Decisions on all grants will be made in February 2020.

Impact and Evaluation

The Armed Forces Covenant Fund Trust has developed an online tool to help grant holders track the impact of their project. It is called the Outcomes Measurement Tool. The people who take part in your project fill out a questionnaire online at the beginning and end of their time with your project. It can also be completed during the project. It measures how the beneficiary has improved in how they feel about particular aspects of their life; and looks at the distance travelled. The tool is based on the Veterans Wellbeing Index, but has been adapted to use with families of veterans.

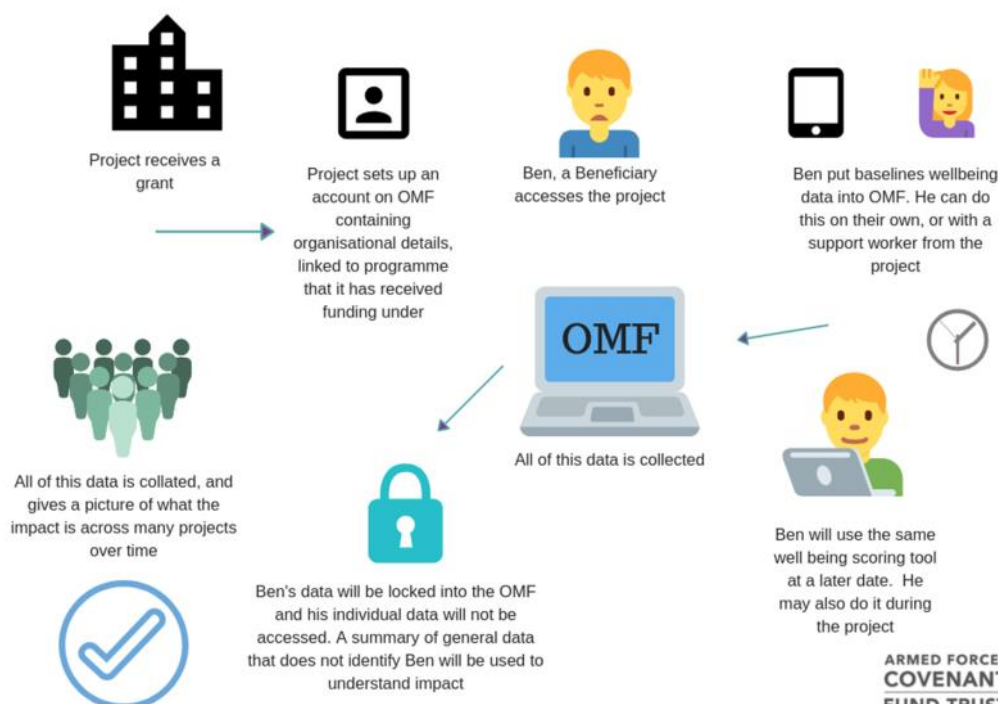
The tool is easy to use; and it will give you information on how your project has achieved impact. This information might help you when thinking about how to develop your work further, or to help explain the benefits of your work to potential funders.

If you have a grant from us, we would expect you to use our online tool as part of your grant management. It will also give you information that may be helpful to your organisation, in terms of being able to look at the impact your work has had. This may help you when looking at other funding in future.

All of the grants we make under this programme will be one off grants; and you will need to plan for what happens when your grant ends. You can access funding through the medium strand for existing work that you are doing.

For grants under the medium strand, we understand that your work might be filling an important gap. You can use up to 15% of your project budget for evaluation or other types of support that will help you to make your project more sustainable in future.

Outcomes Measurement Framework



Sustainability

For grants under the large strand, we expect you to have a clear and viable plan to achieve sustainability of your work. You can use up to 15% of your project budget for evaluation or other types of support that will help you to make your project more sustainable in future

How we will assess your project

We will use the following assessment criteria when considering your project

The difference that your project will make to Armed Forces Families. We call this ***meeting the priority***

How you will run your project, and the governance and value for money of your proposal. We call this ***deliverability***

If you are applying under the large grants programme; we will also need to be able to clearly understand why your project will be transformative; and how this will deliver a good outcome for Armed Forces Families. If you apply for a large grant and proceed to the full application stage, you will receive additional guidance.

The difference that your project will make	
What are we looking for?	<p>The priority focuses on solely on three groups: young people from Armed Forces Families; Families and Carers of Veterans and Serving Families. Your project can work with beneficiaries from more than one of these groups, but you need to identify who your project is making working with.</p> <p>We are looking for evidence that Armed Forces Families want and need this project.</p>
What do you need to show us?	<p>The experience that you have working with Armed Forces Families</p> <p>That your project is clearly supporting one of the programme theme groups</p> <p>That there is evidence that there is a <u>need</u> for your project. This could be through research, or through your own data and experience</p> <p>That there is evidence that Armed Forces families <u>want to take part</u> in your project. This can include telling us how Armed Forces Families have been involved in the design of your project</p>

Delivery of your project	
What are we looking for?	<p>That your project idea is well planned, meets the needs of the people you are supporting and is likely to be successful. We are also looking at how you will manage the grant, ensure that all relevant partners work together and that the grant is spent in the way that has the best effect on the lives of the people you support</p>
What do you need to show us?	<p>That your organisation has the adequate skills, experience and resources to deliver the project</p> <p>The skills that you have in your project management team</p> <p>That your organisation has a track record of providing the support within your project.</p> <p>That you are aware of risks to successful project delivery and that you have plans on how to mitigate this</p> <p>That your organisation is in realistic financial health</p> <p>That the project costs are fair and reasonable</p> <p>That you have good financial controls, monitoring and reporting processes</p> <p>The suitability of management structure/governance arrangements and reporting</p> <p>That there is a clear financial relationship between you and any delivery partners</p>

Who can apply?

The application must be from either

- a registered charity, which meets our definition of an Armed Forces Charity
- a Community Interest Company which meets our definition of an Armed Forces CIC or
- an armed forces unit with a UIN.

This organisation will be the accountable body for the grant.

Who cannot apply?

Charities that do not specifically include the Armed Forces Community in their objectives, though they can be a partner organisation

CICs that do not specifically include the Armed Forces Community in their memorandum and articles of association, though they can be a partner organisation

Local Authorities, schools and other public sector organisations though they can be a partner organisation

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 applicant.

Where can my project be based?

Your project should be based within the UK. A project might cover the whole of the UK, or a smaller area. This should be based on the need of your project, and the Armed Forces Families that we are supporting through this programme.

The Trustees of the Armed Forces Covenant Fund Trust are looking to fund grants delivering projects in Northern Ireland, Scotland and Wales as well as in England.

If your project is supporting international families, we may support some elements of your work overseas with these families.



Working with others

You can choose to work with other organisations either informally, or as Delivery Partners who will help develop and deliver the overall project.

A Delivery Partner is an organisation which is either

Receiving part of the grant OR

Their involvement in the project, though providing resources or some other means is critical to the delivery of the project



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 Delivery Partners.

Working with Delivery Partners

We do not require every project we fund through the Removing Barriers to Family Life programme to work with Delivery Partners. However we encourage partnership working where appropriate and possible because:

- involving other organisations helps generate new ideas or can extend the scope or diversity of the type of work that can be delivered within the project;
- local organisations working together often have the reach and expertise to make the greatest impact, with the breadth and depth of experience to tackle the multiple and complex issues faced by those they support;
- better coordination of different types of provision within a single partnership structure can lead to more effective service delivery tailored to an individual's needs;
- smaller organisations may be most effective for delivering certain types of provision, but may not have the capacity to deliver a project of this scale on their own;
- partnerships have access to a wider range of skills, resources and solutions; and
- cross-sector partnerships may be essential for sharing information between different providers.

You should consider what organisations it may be most appropriate to work with to deliver your project.

Delivery partnership agreements

If you are awarded 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 are successful, the draft Delivery Partnership agreement must be approved by us and finalised prior to any funding being released. We may request changes to the draft agreement before it is finalised. You can find guidance on what a Delivery Partnership agreement should include on our website.

Checks we may carry out on your organisation and accounts

We may carry out a number of checks on the information you provide us. This is to make sure that the information is correct and there are no significant risks we can identify when awarding grants.

These may include checks:

- On whether financial information on your application form matches that held by your regulatory body (Companies House, Charity Commission etc.)
- That your governing documents (such as constitutions and memorandum and articles of association) are up-to-date, correct and properly signed
- 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 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's held elsewhere in the public domain
- That your bank statement shows that your account is being managed in line with your own financial procedures and our programme requirements and
- That the signatories are valid and well informed about the project.

We may ask you to send us more recent financial information than your published accounts. If we ask you to do this, you will need to send us this information within 5 working days.

What expenditure can you apply for?

We can pay for most of the revenue costs that you'll need for your project such the support that you are giving to Armed Forces Families, your evaluation costs, and your cross sector partnership development work; up to the limits that we have specified.

There are a number of things **we can't pay for** either because they are not relevant to this priority, not in the spirit of the Covenant Fund, or because of relevant legislation or tax rules. These include:

- Capital schemes such as building an Armed Forces Families centre
- Topping up existing grants and aids from another Government Department
- Where money only benefits one person
- Repeat or regular projects that require a source of uncommitted funding
- Investments
- Paying for on-going 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 the priority, the spirit of the Covenant Fund and the criteria set out in this guidance, your costs should be eligible.



How to apply

For **Medium Grants** there is a single stage application process for organisations applying to this programme.

For **Large Grants**, complete the Expression of Interest Form. If your application is shortlisted, you will be invited to complete a full application form



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.

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 is 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.

Final decisions will be made by the Trustees of the Armed Forces Covenant Fund, who will review the applications 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.

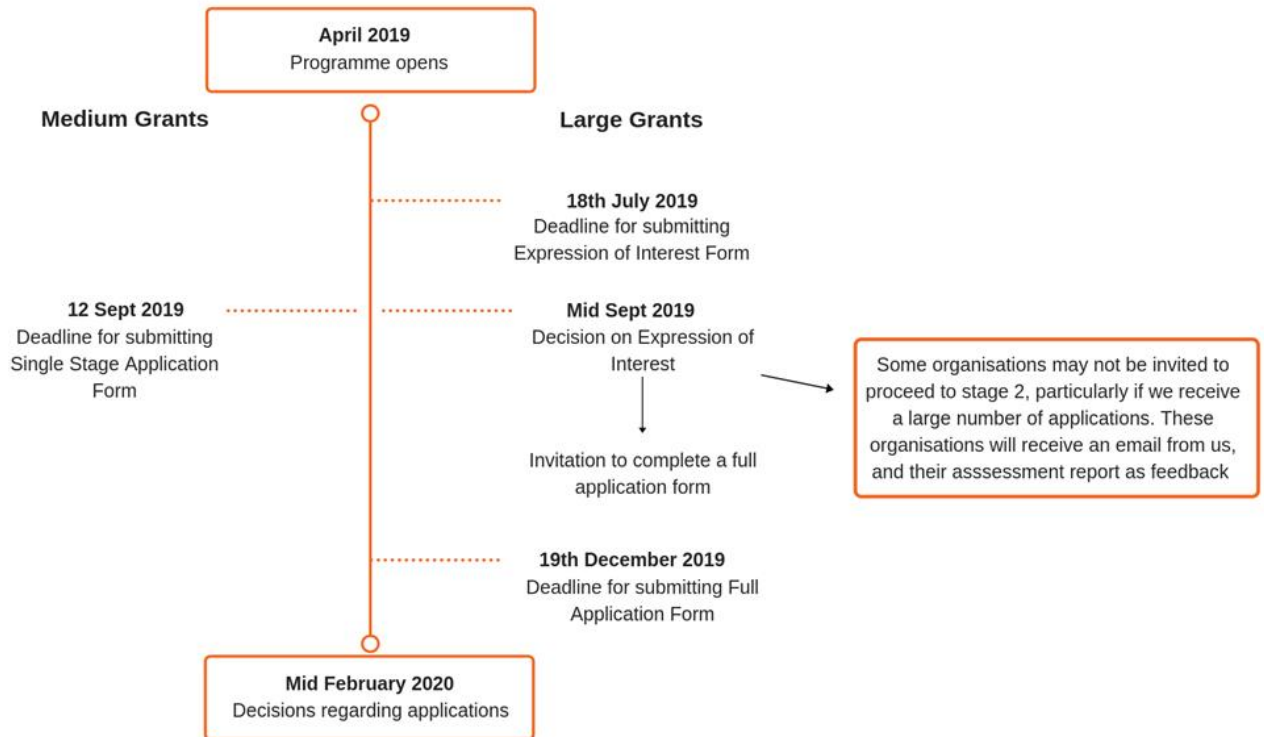
Funds are limited and therefore the Trustees will use their discretion to choose which projects to fund in order to ensure that we have a good spread of funded projects and to differentiate between projects that are considered fundable. Please note that we may also take the decision to part-fund proposals (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.

Accepting our offer

If we plan to fund your project you'll need to accept our grant offer and the terms and conditions within **4 weeks** of receiving the offer letter. Payments will be staged according to the type of expenditure and the project milestones, and will be dependent on project progress.

Timetable



About us

The Armed Forces Covenant Fund Trust manages the grant programmes funded by the Covenant Fund.

We also run wider funding programmes that support the Armed Forces Community.

You can find out more about our work at www.covenantfund.org.uk



**ARMED FORCES
COVENANT
FUND TRUST**

Contact us

info@covenantfund.org.uk

www.covenantfund.org.uk

Armed Forces Covenant Fund Trust

Chairman: Helen Helliwell; Chief Executive: Melloney Poole

The Armed Forces Covenant Fund Trust Limited (CRN 11185188) acting as the trustee of the Armed Forces Covenant Fund (CC 1177627)

Registered Address: 7 Hatherley Street London; SW1P 2QT