

Positive

Pathways

Programme

# POSITIVE PATHWAYS

## PROGRAMME GUIDANCE



# Introduction


This programme will award grants to charities or Community Interest Companies (CICs) working with Armed Forces veterans who need support to improve their mental health and wellbeing.

We will make grants to projects where we can see that the project is addressing a clear need.

We will fund activities for veterans that organisations are already undertaking, as well as new projects.

The programme has two overall aims.

- To support high quality work that benefits veterans who have mental health needs
- To enable the organisations that are delivering this work to build referral pathways, both into and onwards, from the support they offer.



**Armed Forces Charities:** registered charities that specifically provide support to beneficiaries from the Armed Forces community.

**Armed Forces CIC:** a Community Interest Company that specifically seeks to achieve social objectives for members of the Armed Forces Community .

**Veteran:** anyone who has served for at least one day in Her Majesty's Armed Forces (Regular or Reserve) or Merchant Mariners who have seen duty on legally defined military operations.

**Pathways of support:** by this we mean different types of projects or services which, when linked together, can provide veterans with a seamless route of care and support to help them address mental health needs, and recover in a way that is appropriate for them.



# Background information

In the Autumn Budget 2018, the Chancellor of the Exchequer announced £10M to support Veterans' Mental Health and Wellbeing needs.

The Veterans' Mental Health and Wellbeing Fund has two programmes:

**The Positive Pathways Programme**

**The Strategic Pathways Programme.**

The Strategic Pathways Programme will fund a small number of national organisations, which will provide support and mentoring to organisations delivering activities and opportunities under the Positive Pathways Programme. Activities supported under the programme will link veterans to wider recovery pathways.

Funded projects under the Positive Pathways Programme will be supported to do this by the grants awarded under the Strategic Pathways Programme.

**The Positive Pathways Programme has a budget of up to £9M to fund projects that will develop and run activities which support ex-forces' mental health and wellbeing.**

A consultation was run to inform this programme, and you can read the [consultation report](#) on our website. Over 100 individuals and organisations responded to the consultation; and there was broad support for a range of activities to be offered - particularly sporting activities and activities where people are outside. When asked to consider if it is better to fund more smaller projects or fewer larger projects, respondents preferred smaller projects. There was limited support for residential activities.

Giving veterans a range of choices was a strong emerging theme; along with opportunities for veterans to be active. There was a lot of support for the idea of veterans being outside and people felt that this could have a positive impact on wellbeing; and about helping veterans develop friendships that would last beyond the project. People also want projects to achieve good outcomes for veterans and for the organisations that receive grants to be experienced in supporting people with mental health needs.



# POSITIVE PATHWAYS BY VETERANS, FOR VETERANS



**Funding for activity based projects, for veterans, that can have a positive impact on mental health**

## Funding Options

### 1 YEAR

Apply for a flat amount of £35K to cover your project costs

### 2 YEARS

Apply for a flat amount of £70K to cover your project costs

Under this programme you apply for a flat amount per year to run your project. You can apply for funding for projects that are already up and running.

It's a rolling programme, so you can apply throughout the year. See our guidance for more details

Organisations running projects should have good awareness of mental health needs and know to provide appropriate support if people are not well.

Through this programme we will support projects to connect with other organisations that can provide more specialist services. We would like veterans to be supported to get to the right places to meet their own, personal needs.



## What's Important?

- ✓ Be an Armed Forces charity or CIC
- ✓ Be experienced in supporting veterans with mental health needs
- ✓ Offer an activity for veterans. This can be outdoors, and can include sports, arts and heritage activities
- ✓ Be able to tell us how the activity you are offering can help to improve mental well being
- ✓ Be able to show us that veterans really want to take part in the activity you are offering
- ✓ Be prepared to work with other organisations that can help connect your work into wider pathways of support

# What do you need to be offering to veterans?



Our consultation asked what type of activities we should fund through this programme. There was support for:

**Sport:** adventurous and other sports including adaptive and disability sports

**Art/Culture:** such as music, theatre or drama projects

**Getting outside:** gardening, outdoors activities such as forestry or bees

**Heritage:** including conservation or archaeology

There was strong support for encouraging veterans to be outside. But, there was also a clear message that it's really important to give veterans choice. So we want to fund a range of activities available to veterans throughout the UK.

We do not expect to fund UK-wide or multi-region projects under this programme.

## What does your activity need to do?

Your project needs to offer an activity that is expected to improve mental health.

This could be any of the following.

**Offering something different to engage in.**  
**Offering the chance to develop new skills.**  
**Offering a sense of achievement or wellbeing.**



# Your activity

Your organisation has experience in working with people with mental health needs and, importantly, you know when and how to refer someone to more specialist support if they are more unwell than your organisation can manage.

You know veterans, Your organisation might be led by veterans. You can show us that veterans really want to do the activity on offer. The activity can be something you're already doing, but you will still need to show us there is interest among participants.



The activity on offer will give veterans something that lasts. It might be new skills, friendships or better tools to help manage mental wellbeing in future. You need to tell us what this is.

If funded, you'll need to agree to work with other organisations that can help you connect your activity with wider pathways of support. You'll also use our Outcomes Measurement Framework to get information on how veterans progress, and we get information to help us understand the impact of this programme.

Your project should have a clear activity for veterans to participate in and we should be able to clearly see in your application, what the activity is.

We also need to be able to see how veterans will gain from taking part in this activity. This could be developing new practical skills, having reduced isolation or better tools to help veterans manage mental health and wellbeing. It could also be helping veterans to have better awareness of their mental health and wellbeing needs, and good plans regarding what they want to do in future.

This is **not** a programme specifically about veteran employability, though we recognise that some of the skills that veterans may develop could be relevant to employment. The focus of your project should, however, be on improved mental wellbeing.



# Show us you have experience...



We need to know that your organisation is experienced in working with veterans with mental health needs and that your organisation can manage risks effectively. **We will not fund clinical care or treatment under this programme**, though some projects may have mental health professionals working alongside them to offer appropriate support.

It is a requirement of our funding that any mental health treatment or interventions undertaken by organisations in receipt of grants from the Trust must only be provided by individuals who are suitably qualified and registered with an appropriate professional body.

It is also **extremely important that your organisation can manage risks effectively**. We would expect funded projects to be able to recognise when a veteran was seriously unwell or at risk of harm and be able to refer to an appropriate source of support.

## ... and veterans want to be involved

This programme is about supporting activities, rather than grants for complementary and holistic therapies . You'll need to show us, to our satisfaction, that **veterans will be active participants** in the activity you are proposing.

We would also like you to be able to tell us **how you know** that veterans want to take part in your activity. The strongest applications will be able to show us that veterans with needs have helped to design or shape the activities on offer.

We would particularly like to fund activities and projects that are wholly, or in part, **led by veterans** .

You can show us how veterans' views are taken into account in a variety of ways. If you have already run this activity, you might tell us how feedback from past participants has shaped what you do now. You might tell us how you know that veterans will be able to get to the activity that you offer, or how you are confident that you can promote it to reach veterans who are more isolated.



# Working with Strategic Pathways projects

The Positive Pathways Programme is part of the **Veterans' Mental Health and Wellbeing Fund**.

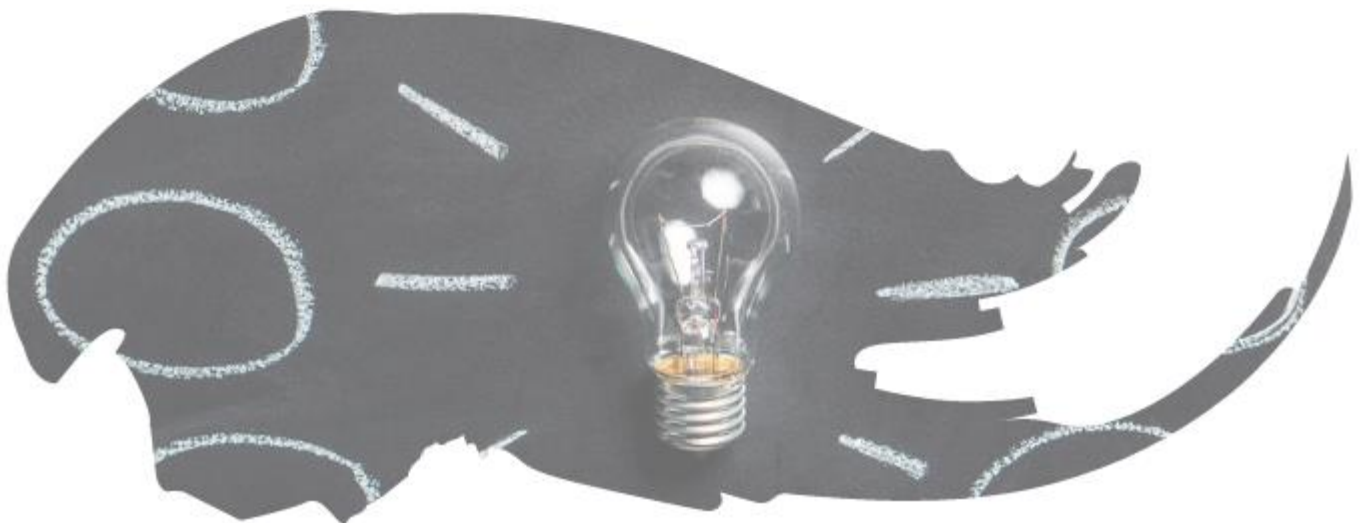
The other programme under this fund is the **Strategic Pathways Programme** and this has made grants to some larger charities to help Positive Pathways applicants and grant holders connect the work they are doing with wider pathways of support for veterans with mental health needs.



Those receiving a grant under the Positive Pathways Programme will get support to help connect their work with wider networks that support veterans' mental health.

We'll publish more on this in late June 2019.

If you are awarded a grant under this programme, we will send you more information about this with your offer letter.

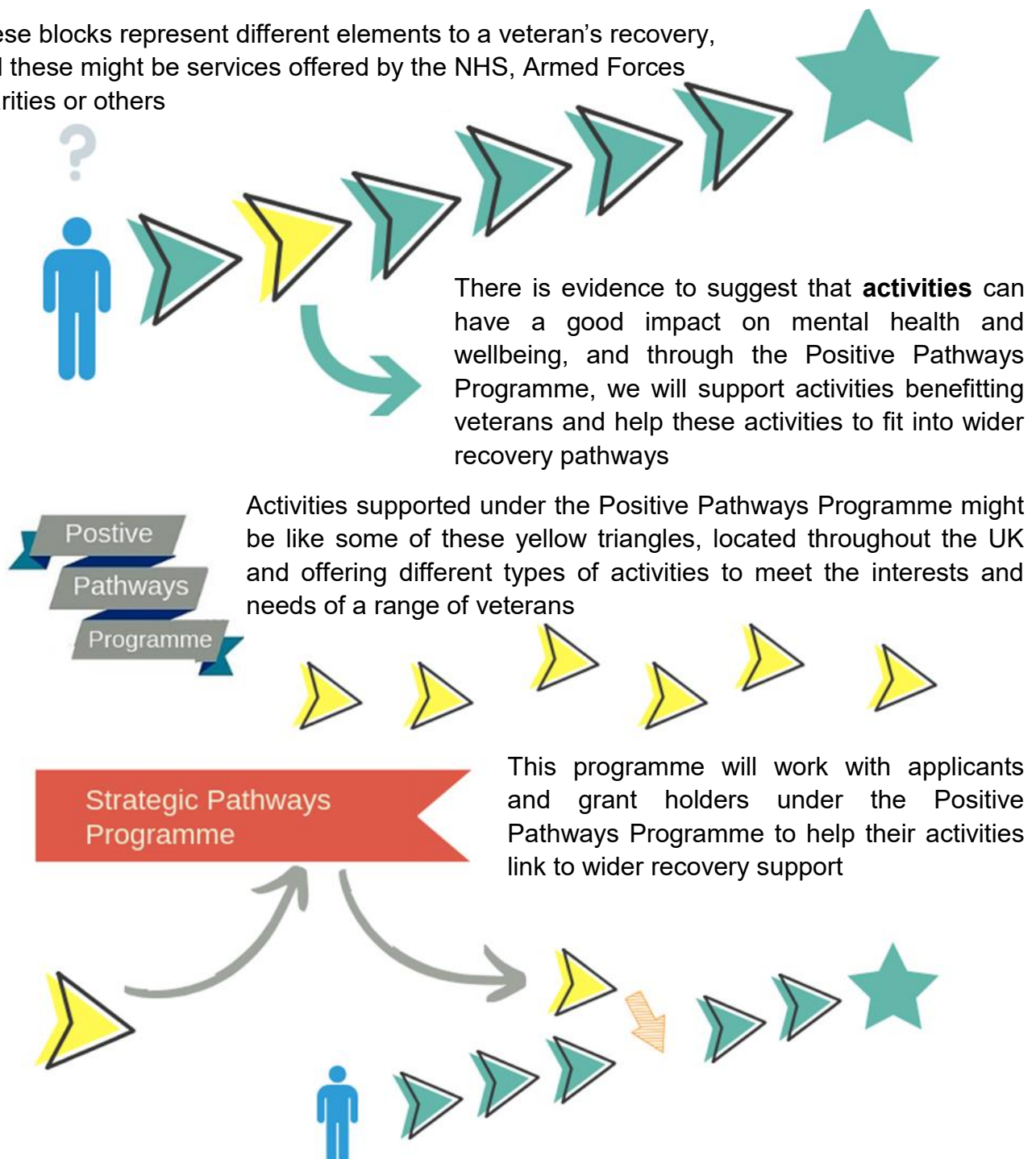




# Recovery pathways

**A recovery pathway is a way of describing a veteran's journey to better mental health and wellbeing.**

These blocks represent different elements to a veteran's recovery, and these might be services offered by the NHS, Armed Forces charities or others



# Application routes

This programme offers a fixed amount of funding per project. In the consultation, people felt it was important to support lots of smaller projects.

**You can apply for one year's funding of £35,000, or two years funding of £70,000.**

We've set the funding at this level as we think that this is the right size of project to offer a good level of benefit to veterans, and potentially connect into a wider pathway of support.

If your project needs less money than this, then you can apply for a grant of up to £20,000 through the **Armed Forces Covenant Local Grants Programme**. Find out more information on our [website](#).

On the application form, you can choose whether you are applying for one year of



You can use the funding to pay for the costs of delivering your project. This can include staff costs or venue hire. **You can't use our funding to create new centres or other capital projects**, but you can purchase items of equipment that you may need.

You'll need to prepare a project budget so that we can see how you would spend your grant if awarded.

If your project will cost more than the amount of grant that you can apply for from this fund, you must tell us how you will find the other money needed. You do not have to have this in place before you make your application to us, but we will need to know how advanced your fundraising is, and what the risk is of the project not going ahead.

## Funding Options

### 1 YEAR

Apply for a flat amount of £35K to cover your project costs

### 2 YEARS

Apply for a flat amount of £70K to cover your project costs

Under this programme you apply for a flat amount per year to run your project. You can apply for funding for projects that are already up and running.

## 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 veterans. 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**.
- You'll need to show us in your application form how you meet this criteria, to our satisfaction.

## The difference that your project will make

|                                     |   |
|-------------------------------------|---|
| <b>What are we looking for?</b>     | We are looking for evidence that veterans want and need this project. We also want to see that there will be a positive impact on mental health wellbeing.  |
| <b>What do you need to show us?</b> | <ul style="list-style-type: none"> <li>• Your experience of working with veterans in respect of mental health and wellbeing.</li> <li>• That you have a clearly defined activity to offer.</li> <li>• That you can tell us clearly what benefits, including better awareness of mental wellbeing, that veterans will gain as a result of the activity, and why you think this.</li> <li>• That there is evidence of a <b>need</b> for your project. This could be through research, and through your own data and experience.</li> <li>• That there is evidence that <b>veterans want to take part</b> in your project. This can include telling us how veterans have been involved in the design of your project, or how you will let veterans know about the activity that you are offering.</li> </ul> |

## Delivery of your project

|                                     |  |
|-------------------------------------|--|
| <b>What are we looking for?</b>     | 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.   |
| <b>What do you need to show us?</b> | <ul style="list-style-type: none"> <li>• That your organisation has the adequate skills, experience and resources to deliver the project.</li> <li>• The skills that you have in your project management team</li> <li>• That your organisation has a track record of providing the support within your project.</li> <li>• That you are aware of risks to successful project delivery and that you have plans on how to mitigate this.</li> <li>• That you can manage specific risks regarding referring veterans who might be very unwell.</li> <li>• That the project costs are fair and reasonable for the number and needs of veterans likely to be involved.</li> <li>• That you have good financial controls, monitoring and reporting processes.</li> <li>• The suitability of management structure/governance arrangements and reporting.</li> <li>• That there is a clear financial relationship between you and any delivery partners.</li> </ul> |



# Who can apply?

Eligible applications will be from either a registered charity or a Community Interest Company (CIC) which:



- meets our definition of an Armed Forces Charity or CIC  
**and**
- has at least three unrelated trustees or directors  
**and**
- has a track record of supporting veterans with mental health and wellbeing. We do not expect to be funding new organisations through this programme.  
**and**
- has at least one year's worth of published accounts (either audited or independently examined). We may ask to see these during assessment if we cannot access them online.

An Armed Forces Charity or CIC will have veterans or serving personnel and/or their families as its sole or primary beneficiaries. A beneficiary is a way to describe the people whose health and wellbeing will improve because of their participation in your project. **We expect to only fund charities or CICs that have demonstrated to our satisfaction that they are primarily supporting past and present members of the Armed Forces and their families - that is, the Armed Forces community.**

We will evidence that organisations are already meeting this definition from the information available on the regulatory websites for charities in each part of the UK and/or Companies House (for CICs).

We will check publicly available information including your governing document and annual report and accounts.

# Who can't apply?

- Charities or CICs that do not primarily support the Armed Forces.
- Brand new charities or CICs that have no track record of supporting the Armed Forces community.
- Local authorities, schools and other public sector organisations, though they can be a partner organisation.
- Individuals cannot apply and cannot be a partner organisation.
- Companies, clubs, community groups and other unincorporated organisations, which are *not* registered as charities. 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, but they can work as a partner with an eligible lead applicant.



# 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, through 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 Positive Pathways 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 co-ordination 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
- 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

We may carry out a number of checks on the information you provide us as part of our assessment or if you are awarded a grant. This is to make sure that the information is correct and there are no significant risks we can identify when awarding or monitoring 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
- 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 five working days of any request.





# What expenditure can you apply for?

A grant could be requested to pay towards most of the costs that you'll need for your project, such as salaries and fees, travel, equipment and materials.

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 fund or because of relevant legislation or tax rules.

These include:

- Capital schemes such as building a veterans' centre.
- Topping up existing grants and aid from another government department.
- Where money only benefits one person.
- Investments.
- Organisational fundraising activities, including sponsored walks or similar.
- Grant giving (to other organisations or individuals).
- Endowments (to provide a source of income).
- Projects, activities or services that the state has a legal obligation to provide.
- Retrospective funding for activities or management costs for projects that have already taken place.
- Excessive contingency, research or management costs or professional fees.



This is not an exhaustive list .

If your project strongly addresses the priority, the spirit of the fund and the criteria set out in this guidance, your costs should be eligible.



# How to apply

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, or you will lose your work.

You can save your form and return to it. 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. You may also find it helpful to complete your application in a word document, and then cut and paste the answers onto the online form.



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

We do not expect you to send any other documents at the time of submitting your application and will not take any additional information sent by email or post into account, unless we have specifically requested it.

If you have any questions about completing the application form, please contact us.

# Making more than one application

An eligible organisation can make more than one application to this programme, for distinct and separate projects, at any time before the final deadline and may receive more than one grant.

Applicants should note, however, that demand is expected to be high and the amount of funding available is limited. Trustees will prioritise applications from small and local (rather than national) organisations, and those whose projects are led or partly led by veterans, if they need to choose between bids of similar quality.

## After you've submitted your application

You will receive 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 us 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 Trust, 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.

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 we are unable to support your application, we will send you the assessment report.



# Accepting our offer

If we offer to fund your project you'll need to accept our grant offer and the terms and conditions within **four weeks** of receiving the offer letter. The terms and conditions for these grants will be similar to those on our website.



## If you are awarded a grant...

We expect you to start your project within four weeks of the start date in your application.

We do understand that delays can occur, so let us know if this is the case.

We may ask you for a detailed budget and will ask for bank details.

Payment of your grant will be dependent on receipt of requested documentation and will be phased across the period of the funded project. We would expect to pay six-monthly in advance, but with a small amount retained until a final report on the project is received. Interim progress reports will be required at six-monthly intervals.

We will also expect you to tell us if there are any changes to the project or the people involved in it, or any problems you are encountering, as soon as they arise.

All of the grants we make under this programme will be one-off grants.

# 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 Framework**.

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.

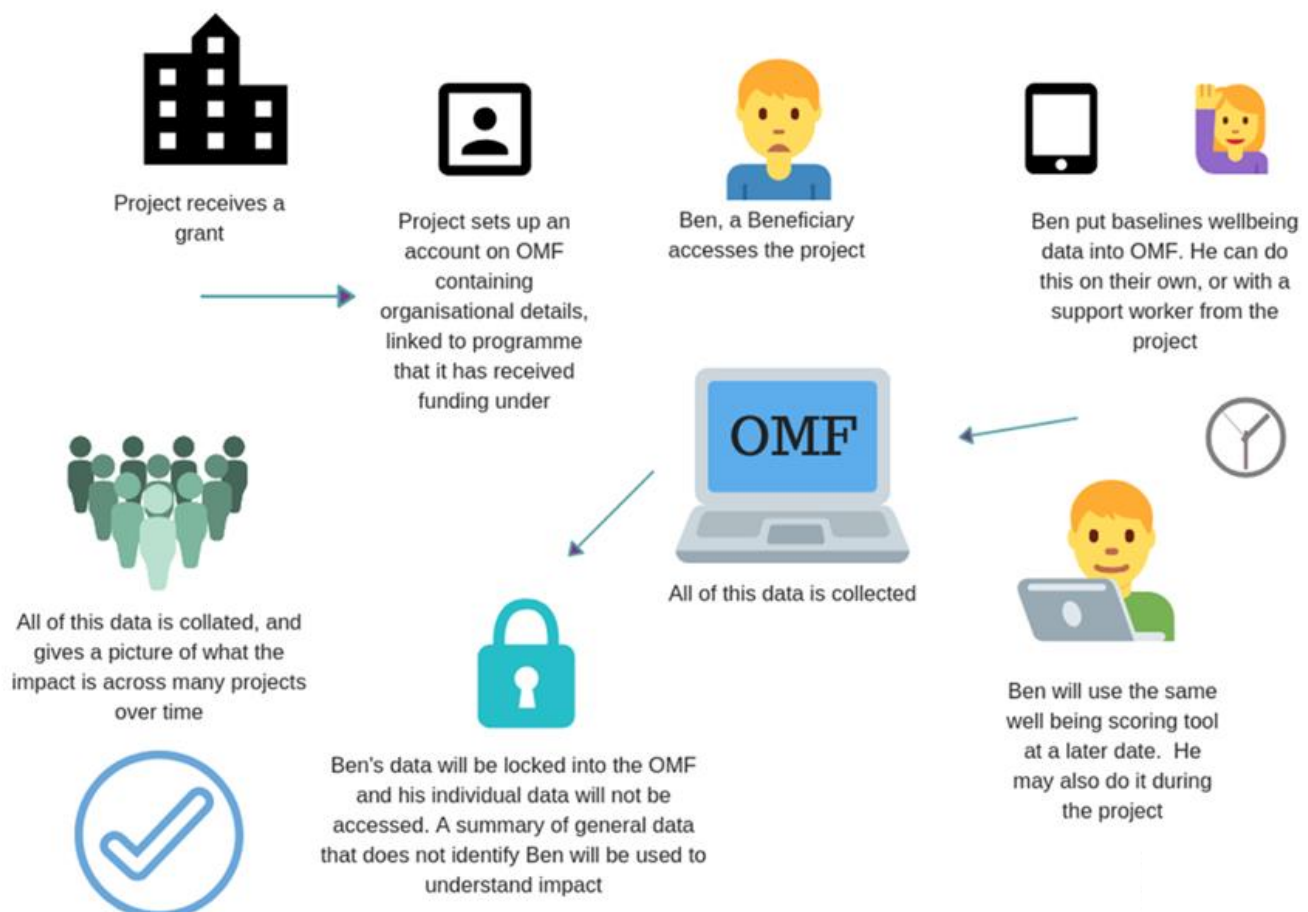
It will also give you information that may be helpful to your organisation, in terms of being able to look at the impact your work has had. This may help you when looking at other funding in future.

We would not require you to budget for evaluation as part of your project, but if you did want to include evaluation costs, these must not exceed 10% of the overall project cost.



# Outcomes Measurement Framework

## Outcomes Measurement Framework





# Timetable



## Application dates



| Apply by                         | Get a decision by    |
|----------------------------------|----------------------|
| 5pm on Friday 6th September 2019 | End of November 2019 |
| 5pm on Friday 30th November 2019 | End of February 2020 |
| 5pm on Friday 6th March 2020     | End of May 2020      |



## *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.

Find out more about our work at [www.covenantfund.org.uk](http://www.covenantfund.org.uk)



## **ARMED FORCES COVENANT FUND TRUST**

Contact us:

[info@covenantfund.org.uk](mailto:info@covenantfund.org.uk)

[www.covenantfund.org.uk](http://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)

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