



**ARMED FORCES  
COVENANT**  
**FUND TRUST**

# **REMOVING BARRIERS TO FAMILY LIFE**

**Question and  
Answer document**

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

## Introduction

This programme will award grants to charities and CICs with substantial experience in supporting Armed Forces Families and to Armed Forces Units.

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.

**This document sets out answers to a number of questions you may have regarding this programme.**

**You should read this document alongside our programme guidance.**

If the question you have is not answered within this document, please email [info@covenantfund.org.uk](mailto:info@covenantfund.org.uk)

We may publish updates to this document.

**Armed Forces Charities:** Registered charities that primarily provide support to beneficiaries from the Armed Forces Community

**Armed Forces CIC:** Community Interest Companies that primarily provide support to beneficiaries from the Armed Forces Community

**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.

## **WHO CAN APPLY?**

**We are a young people's charity and we have been running a successful project supporting young people from serving families. Can we apply for funding to continue our project?**

Yes. You will need to show us to our satisfaction within your application that you have recently (within the last two years) delivered substantial projects or programmes of work specifically supporting Armed Forces Families

**We are a children's charity rather than an Armed Forces Charity. We have a good idea to support young people. Can we apply?**

Some non- Armed Forces charities and CICs have strong experience in running existing substantial projects that support the Armed Forces Community. These organisations are eligible to apply; but must prove their existing experience to our satisfaction.

If you do not have existing substantial experience in delivering an Armed Forces specific project then you will need to partner with an Armed Forces Charity, CIC or military unit. We do encourage organisations to work together to give the best possible outcomes, and we would accept a bid from an Armed Forces Charity that was working with you. The Armed Forces Charity would need to be the lead applicant.

**What is your definition of an Armed Forces Charity?**

We would expect to 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 are a new armed forces charity, can we apply?**

Yes. If you are newly set up and have not yet published accounts or annual reports we may ask you to provide additional evidence about the work you are doing and the proven expertise you have as part of your management team and trustees.

**We are a cadet group, can we apply?**

No. Whilst the army, naval and air cadets groups may have links to the armed forces their beneficiaries (the members) are not necessarily members of the armed forces community

**How will you check whether applicants are armed forces charities/CICs or are charities/CICs with substantial experience of working with Armed Forces Families?**

As part of our application form you will be asked to briefly explain who your usual beneficiaries are, to confirm that they are members of the armed forces community. We will also ask if you are a member of Cobseo. This is not essential. Additionally, as part of our assessment we will look at the detail available about your charity or CIC on the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator or the Northern Ireland Charity Commission, or Companies House. We will also look at your organisation's own website.

If you are an organisation that has experience in running substantial projects for people from the Armed Forces Community; but does not meet our definition of an armed forces charity; we will check publicly accessible documents such as your annual report.

## **ABOUT YOUR PROJECT**

### **Does my project have to be new?**

Under the medium grants strand, we welcome applications from existing projects for which you can evidence need, and your success in meeting this need, that need funding to continue. Your idea can also be for a new project, or for an existing project but for a new group of beneficiaries.

Under the large grants strand, your project will need to be transformative. It is therefore likely that it will be a new idea, but may build on previous work. By transformative 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.

### **Can I apply under both strands**

Yes, but it would have to be for different projects. We would not however expect to make more than one grant to any organisation under this programme though Trustees may at their discretion fund more than one project to meet exceptional or compelling need.

### **Can I apply more than once under each strand?**

Yes, you can apply more than once for each strand as long as your applications are for different projects or in different locations. We would not however normally expect to make more than one grant to any organisation under this programme, though Trustees may at their discretion fund more than one project to meet exceptional or compelling need.

**[Please note that this is an update from the previous answer on multiple applications]**

### **Can I be a partner in more than one application?**

You can partner in more than one application, under different lead applicants. We would expect you to consider your resourcing needs carefully, as if the project(s) you have partnered in are successful, we would expect them to be delivered as stated on the application form. It is therefore up to your organisation to be confident that you can deliver the partnership activities that you are planning with others, and that there would not be overlap if all the projects you partnered in were successful

### **Will you pay the full costs of a project?**

We will make grants towards the full costs of delivering projects, although we will also consider contributing towards a larger project where other funders are also involved. We will ask you to tell us about other funding you have in place, or are applying for, and will take this into account in considering the viability of your plans.

### **Can we apply for running costs/core costs?**

Yes, if your core business is to deliver services or activities that fit with the aims of this programme. If you are applying for funds to run a specific project you can also include a contribution to core costs (including management and overheads) – we would usually expect this to be no more than 15% of your total budget.

### **Our charity supports families/veterans by making welfare payments from a hardship fund, can we apply to this programme?**

No. We want to fund direct delivery of support to beneficiaries, not to fund grants or donations of money or goods to those in need.

### **Do I have to work in partnership with other organisations?**

No, it is not essential to be working in partnership for delivery of the funded project. However, we would expect that many applicants *will* be working in partnership with, perhaps specialist charities, armed forces units, local authorities and others – either to deliver the project or for expert advice, or for referrals.

### **Can we apply for funds to undertake research?**

No. The programme is to support direct service delivery. However, you can include the costs of commissioning evaluation in your application.

### **How do you define 'families'?**

We would define a family as those with close personal relationships with Armed Forces Serving Personnel or Veterans. It can include spouses, partners, carers, children and parents. It would include any dependants. For the purposes of this programme, it will be up to the applicant to show us why the people they are wanting to work with are Armed Forces Families. We would like the projects that we support to be inclusive and accessible to different types of families.

### **Can we apply for funding for English language lessons for foreign and commonwealth families?**

We can support projects that would help foreign and commonwealth families with integration. If applying for a large grant; your project would need to have a transformative and lasting effect.

## **IMPACT/OUTCOMES/EVALUATION**

### **What's the Outcomes Measures Framework?**

It's an online tool where the people who access your projects fill out a questionnaire at the beginning and end of their project. This shows how people have progressed, and helps give us information on the impact of your project, and the programme as a whole.

### **Why do I need to do this?**

We want to fund projects that make a good difference to the Armed Forces Community. Gathering data in a standard way across all of our projects helps us to understand the changes that our funding is achieving. Giving us monitoring information is part of your terms and conditions of grant

### **Won't this be extra work for me?**

We recognise that it is a new tool to use. Gathering information on the impact of your project may be useful for you in terms of being able to make a case for support from other funders, or in understanding the impact of your work. You can include time for your staff to manage your grant within your project budget.

### **Do we have to commission an external evaluation?**

It is good practice to plan external/independent evaluation or review of significant programmes of work, alongside internal analysis of performance measures. We do not require this as part of all grant applications but if you do not plan to do so we'd want to know why not. You can include the costs of evaluation (eg fees to external experts) in your proposed budget, although you may of course already have relationships with, for example, academic bodies, who can undertake such work for minimal or no cost.

## **YOUR APPLICATION AND OUR DECISION MAKING**

### **How will you assess our application?**

We assess applications for funding by looking at a combination of elements: how well the proposed work fits with our programme aims; whether the proposal appears to be feasible and deliverable; and whether the organisation applying is able to deliver the proposed programme. We use information from your application as well as other information already the public domain to find out more about your organisation. Our trustees are responsible for ensuring the best use of charitable funds so will need to be assured that we have considered the risks and benefits of any proposed use of these funds.

### **Will you contact us during your assessment?**

We might ask you for more information or clarification – and will contact you by email to ask for this - but this does not mean you are more, or less likely to be successful in your bid.

### **When will we hear?**

Applicants for Medium sized grants will be informed about whether they have received a grant or not before the end of February 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.

You can 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)

Registered Address: 7 Hatherley Street London; SW1P 2QT