



**Ministry  
of Defence**



**Covenant Fund 2017/18**

# **Armed Forces Covenant: Local Grants**

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

**Guidance**

**February 2017**

## The Covenant Fund: Background

The Armed Forces Covenant sets out the relationship between the nation, the government and the armed forces. It recognises that the whole nation has a moral obligation to current and former members of the armed forces and their families, and it sets out how they should expect to be treated.

The Covenant Fund has £10 million each year to support the Armed Forces Covenant by funding projects which address specific priorities.

## This programme: Armed Forces Covenant: Local Grants

Applicants are expected to have experience and a track record of working with the Armed Forces Community, as well as a real understanding of the issues facing the Armed Forces Community. We will be asking for evidence of real engagement and partnership working - with either an armed forces charity or an armed forces unit. 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 below.

## Programme categories - what we mean by Community Integration and Delivery of Local Services

Under this priority we will fund projects that respond to the local needs of the Armed Forces Community and improve recognition of the Armed Forces Covenant, and that:

- **help integrate Armed Forces and civilian communities across the UK,** and/or
- **deliver 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 their armed forces and their families) and civilian communities; and 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.

We will ask you to select which of these categories your project *primarily* meets

### **Project Focus**

In order that we can understand your plans we will ask you to tell us which of the following is the *main* focus of your application:

- Health and wellbeing
- Education and employability
- Events and commemorations
- Delivery of services

## What we have supported so far under this programme

We have been making grants under this programme for two years now and so far we've supported a range of projects across the UK. You can see the lists from Rounds One and Two on our website. 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.

Here are a few examples from earlier rounds. You don't have to replicate these projects. We are interested to hear your ideas to address need in your community. These do however demonstrate the range of projects we are supporting.

<b>AF&amp;V Launchpad</b>	<b>£20,000</b>	<b>Co-ordination and delivery of support to the armed services community</b>
<p>Launchpad is a registered charity, providing affordable supported rental accommodation with on-site support to Armed Forces veterans of all ages and their partners. Their accommodation, in Newcastle and Liverpool, provides a base from which their residents can successfully make the transition from military to civilian life. Launchpad accepts veterans who have complex issues, which can be resolved over a maximum of two years. Launchpad was awarded a grant to allow them to purchase a minibus to take veterans to job interviews, training venues, confidence building activities, health and welfare appointments and to work with other organisations on community projects. Being able to transport the veterans will save the charity and the individuals the cost of public and private transport.</p>		

<b>Rosie Kay Dance Company</b>	<b>£18,000</b>	<b>Community Integration</b>
<p>5 SOLDIERS: Scottish Tour and Community Engagement Programme of this full-length dance theatre work. The work was made after a period of field research with the 4<sup>th</sup> Battalion the Rifles. Local outreach involves dance leaders working with community participants and families and children from military bases, to create bespoke choreographed original commissioned 'curtain raisers' in each location on the tour.</p>		

<b>Housing Options Scotland</b>	<b>£20,000</b>	<b>Co-ordination and deliver of support to the Armed Forces community</b>
<p>An advice project to guide members of the armed forces community to better understand the civilian housing market in Scotland</p>		

<b>Regimental Charity of the Duke of Lancaster's Regiment (King's, Lancashire and Border)</b>	<b>£12,000</b>	<b>Community Integration</b>
<p>The Lions of England – commemorating the past, celebrating the future. 1 July 2016 marked the centenary of the first day of the Battle of the Somme and, coincidentally, the Anniversary of the Duke of Lancaster Regiment. The Regiment wanted to use the occasion as an opportunity share their regimental heritage with the wider community across the North West. The grant was awarded to support an event to raise awareness of the regiment and engage with the local area in order to build strong connections and improve relationships. Prior to the event school visits took place in conjunction with the Lancashire Infantry Museum and there was a regimental commemoration in the cathedral, a lunch, a band concert and stands and attractions showcasing the part played by the regiment throughout its history to modern day.</p>		

<b>South Tyneside Council</b>	<b>£20,000</b>	<b>The co-ordination and delivery of support to the Armed Forces Covenant</b>
<p>Ex service personnel and reservists employment project: this project will promote the benefits of employing ex-servicemen and create permanent links between potential employers and those organisations supporting ex-servicemen, and promote the benefits of employing reservists and the support available to those who chose to do so.</p>		

<b>Royal Caledonian Education Trust</b>	<b>£19,480</b>	<b>Community integration</b>
<p>Forces Kids Live is a drama programme produced in association with Hopscotch Theatre Company to increase awareness of the challenges many armed forces children could face, in particular dealing with separation and moving schools. It is also intended to improve teachers' knowledge and confidence to develop and implement strategies to support armed forces children.</p>		

<b>The Tower Digital Arts Centre</b>	<b>£20,000</b>	<b>Community integration</b>
<p>To work with the base at HMNB Clyde to establish a cinema facility for use of MOD personnel and their families, off site and with opportunities for special community events.</p>		

<b>Amgueddfa Cymru National Museum Wales</b>	<b>£16,350</b>	<b>Community Integration</b>
<p>Take a Seat: The proposed project involves veterans and family members, including wounded, injured or sick (WIS), carrying out work to install benches at intervals as required along main pedestrian routes at St Fagans open air museum. The project provides fifteen individual benches needed to facilitate access around the site for disabled and elderly visitors, including carers of wheelchair users. Doing this work alongside AC-NMW's traditional building team, gives the volunteers involved an achievable target, an outlet for their particular skill set, an opportunity to succeed</p>		

with a tangible result. The project is divided to install individual benches, time limited, carried out in small groups as a cheerful event leaving feelings of achievement and boosting self-esteem.

<b>MediaActive Projects CIC</b>	<b>£18,023</b>	<b>Community Integration</b>
<p>Community Unity: The aim of the project is to involve young people in activity that will stimulate social cohesion through a shared endeavour: developing new skills to enable them to explore and share stories and in so doing to better understand their respective communities. The difference between the way of life of serving families and local families is marked. The project will improve understanding by exploring both the past and present relationships between RAF Cosford and RAF Shawbury and their local communities.</p>		

## 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
- MOD 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
- a Community Interest Company or
- an armed forces unit with a UIN.

This organisation will be the accountable body for the grant.

You may apply if you are currently waiting for charitable or CIC status to be confirmed, but if you are awarded a grant we will not be able to pay any funds to you until this is finalised.

## 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 applicant.

## 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 staff costs or capital costs, such as minibuses. 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 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 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. You can find further information about eligible costs in the Frequently Asked Questions on our website

## 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 vitally important to us.

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.

You could send your draft application form to your local LCP contact, or perhaps send an email saying who your organisation is, what you want to do; who will benefit and who you are working with. Or, you could offer to talk to them on the phone about your project. They are not assessing your project – so you won't necessarily need to tell them all the details, have the budget figures ready or have prepared all the answers to the questions on the application form.

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, you can find further guidance below: **Finding your Local Covenant Partnership**.

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

The Local Covenant Partnerships contribute to our assessment process, and if they have not already heard from you they may contact you directly after your application is submitted to find out more about your organisation and your plans.

### Finding your Local Covenant Partnership

If you do not already know your Local Covenant Partnership and cannot find the right contact by going through your local authority, please send an email to your relevant area (below) and we will get in touch with you to help.

Scotland  
[COVENANT-GrantFund-Scotland@mod.uk](mailto:COVENANT-GrantFund-Scotland@mod.uk)

Wales  
[COVENANT-GrantFund-Wales@mod.uk](mailto:COVENANT-GrantFund-Wales@mod.uk)

England:

East [COVENANT-GrantFund-East@mod.uk](mailto:COVENANT-GrantFund-East@mod.uk)

London [COVENANT-GrantFund-London@mod.uk](mailto:COVENANT-GrantFund-London@mod.uk)

North East [COVENANT-GrantFund-NorthEast@mod.uk](mailto:COVENANT-GrantFund-NorthEast@mod.uk)

North West [COVENANT-GrantFund-NorthWest@mod.uk](mailto:COVENANT-GrantFund-NorthWest@mod.uk)

South East [COVENANT-GrantFund-SouthEast@mod.uk](mailto:COVENANT-GrantFund-SouthEast@mod.uk)

South West [COVENANT-GrantFund-SouthWest@mod.uk](mailto:COVENANT-GrantFund-SouthWest@mod.uk)

West Midlands [COVENANT-GrantFund-WestMids@mod.uk](mailto:COVENANT-GrantFund-WestMids@mod.uk)

If you are not sure which region you are in, please check the map on our guidance page.

***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. If you are not sure which area you are in please see the map on our website which also gives the name of the Brigade HQ for each region.

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.

### **Parliamentary Constituency**

We would like to know which Parliamentary constituency your proposed project will take place in. This helps us to tell people about the work we are funding.

To find this you can use this link <http://www.parliament.uk/mps-lords-and-offices/mps/>

## Your project budget

You will need to prepare for yourselves a detailed budget for the work you want to do. We only need to see a summary of this and 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. Please do not use £ signs – just enter the numbers.

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.

Because the online form is not designed for you to complete it in stages and return to it we strongly suggest that you complete your submission in one sitting. If not, there is a risk that your work will be lost and you will have to start again.

So – we recommend that you use the Word version of the application questions and complete all your answers on this first and then copy and paste them across. The online form doesn't look exactly the same as this Word document as there are some drop-down menus and, as mentioned above, the budget section is a series of boxes, rather than a table.

Please also note that the online form does not accept formatted text – so do not use bullets, paragraph numbering or anything similar, or you may find that the online form does not save your entries and you may not an error message that explains this.

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. If you have downloaded and saved a version, please check online to see that you are working on the most recent version.

## When to apply

There are no deadlines and so you are welcome to submit your application at any time during 2017. We will be making decisions four times in every 12 month period so no one should have to wait more than 20 weeks for a decision – and in most cases it will be far sooner. If you have fixed dates for when your project must take place – such as commemorative occasions or school term times you will need to note the following:

Applications submitted by Midday 2 April will be decided before the end of May  
Applications submitted by Midday 6 July will be decided before the end of August  
Applications submitted by Midday 5 October will be decided before the end of November  
Applications submitted by Midday 4 January will be decided before the end of February

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

Please also note that from time to time we may have to take the application form off-line briefly to download data or make small amendments. This should only be for a couple of hours at a time so please check again later.

### **After you submit your application**

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 that our 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 and we will then 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, seek input from the relevant Local Covenant Partnership, and comment on whether the project:

- Is a good project
- Fits with local need
- Is too risky

Final decisions will be made by the National Panel 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 National Panel 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).

Please see Frequently Asked Questions on our website if you want more details about the RDA Boards, Local Covenant Partnerships and the National Panel.

After the National Panel has met we will send any email to the main contact 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 a year from the date of our offer letter to complete your project, and tell us how it all went. We will ask you to report any changes or problems with your project, 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**

We will let you know why you did not get awarded a grant on this occasion – which may be simply because there was a lot of competition for funds and other applicants met the Fund's aims more strongly. You are welcome to reapply – there are currently no restrictions on when you can reapply though we may need to review this in the future – but you may want to reconsider your application, and talk to your Local Covenant Partnership about how your proposal might be improved.