Covenant Fund

Armed Forces Covenant: Local Grants
Grants up to £20,000 for Community Integration and Local Delivery of Services and Digital Development Programme

Application form questions

Please note: These questions are those required for applications submitted from 05 October 2017 and has been amended from previous versions. It is subject to review again in early 2018 so please check again online before you do your draft, to be sure you are ready to answer the most updated version.

UPDATE MARCH 2018: PLEASE NOTE THAT THIS PROGRAMME WILL REOPEN FOR APPLICATIONS TOWARDS THE END OF APRIL 2018 WITH ONLY MINOR CHANGES TO THE QUESTIONS. Please check our website for details and use this and the Guidance Notes to plan your project.

Please note – this document is for you to prepare your answers before completing the online application form. You can copy and paste from this form into the online form but please do not include any formatting (such as bullets, numbered paragraphs etc. as your submission might not be automatically saved and you could lose your work)

You can only apply to the Covenant Fund using our online application form, and emailed or hard copies of this document will not be accepted.

Armed Forces Covenant: Local Grants
Application questions

CONTACT AND ORGANISATION DETAILS

1. **What is the full legal name as shown on your governing document?**
   In the next question we will formally ask you to confirm this.
   Please check this - if the full name is incorrect it may delay your application

1b. please check this it must be exactly as registered with the Charity Commission or Companies House. Failure to provide exact information may delay payment of a successful Grant

	Our name above is as it appears on the Charity Commission Website
	Our name above is as it appears on the Companies House Website
	We are a Statutory Authority/LEA School/Military Unit

2. **What is the legal status of your organisation?**
   We can only accept applications from registered charities, community interest companies, local authorities, schools or armed forces units. See the Guidance Notes for more information

	Registered Charity
	Community Interest Company
	Statuary Organisation
	School
	Military Unit

3. **What is the main or registered address for your organisation?**

Postcode

If we offer you a grant, this address is where we'll send our offer letter, so make sure you can safely receive post at this address. This should be your organisation's office address.

4. **Does your organisation have a website or social media presence?**

Yes/No	

Web address	
Facebook address	
Twitter address	
Other	

5.   Give any reference or registration numbers you have.

Charity Commission for England and Wales	
Charity Commission for Northern Ireland	
Office of the Scottish Charity Regulator	
Companies House	
Financial Conduct Authority	
UIN (Military units only)	
Other reference number (please specify)	
If Charity or CIC status is pending please tell us when you applied for this	

If Charity or Community Interest Company status is pending please tell us when you applied for this

Date:	

6.   If your organisation is a branch of a larger organisation, do you have authorisation to submit this application?

Yes	
No	
N/A	

7.   Who is the main contact for this application?

Primary Contact

They must be someone who runs or works for your organisation.

Title	
Forenames	
Surname	
Job title or position	
Email:	

The Email address should be the one used for your organisation. We'll use this whenever we get in touch about your project.

Home Address

Postcode	

Have they lived at this address for the last three years?

Yes	
No	

If No please provide your previous address.

Postcode	

Office/Daytime Landline Telephone Number

Mobile Telephone Number

Tell us about any particular communication needs this contact has. This might include text phone, sign language, large print, audiotape, Braille or a community language.

Second contact
They must be someone who runs or works for your organisation – and could be a trustee or board member if the Primary Contact is the chief executive

Title	
Forenames	
Surname	
Job title or position	
Email:	

The Email address should be the one used for your organisation. We'll use this whenever we get in touch about your project.

Have they lived at this address for the last three years?

Yes	
No	

If no, give their previous home address

Postcode	

Office/Daytime Landline Telephone Number

Mobile Telephone Number

Tell us about any particular communication needs this contact has. This might include text phone, sign language, large print, audiotape, Braille or a community language.

CONTACT WITH YOUR LOCAL COVENANT PARTNERSHIP

8. What is the name of your Local Covenant Partnership (LCP)?

Scotland	
Wales	
England East	
London	
North East	
North West	
South East	
South West	
West Midlands	
Northern Ireland/Overseas	

If you are not sure who your LCP is, please see the Guidance Notes. Also see the Guidance Notes for more information about LCPs and why we need to know about your contact with them

8 a. Have you discussed your project with anyone at the Local Covenant Partnership?

Yes	
No	

8 b. Local Covenant Partnership (LCP) contact:

If you are applying from outside England/Scotland/Wales or have not made contact please enter N/A in these fields.

The Name of my LCP contact is:	
The Telephone Number of my LCP contact is:	
The Email Address of my LCP contact is:	

8 c. has the Local Covenant Partnership named above endorsed this project?

Yes	
No	

It may be helpful to us when we are assessing your application to know you have the endorsement of your LCP. See the Guidance Notes for more information about this.

ABOUT YOUR PROJECT

9 What would you like to call your project?

Give your project a short title (5 words or fewer) that captures whet you want to do, something we can use to publicise your project on our website if you are successful.

9a. Tell us about your organisation

Briefly tell us about your organisation and your main activities. You can write up to1000 characters (about 150 words)

9b. Summarise what your project will do

*Briefly tell us what your project will do in 50 words or fewer. **We may use this in our publicity if we offer you a grant so please write this in the third person ('the organisation will…' rather than 'we will…')***

9c. tell us more about what your project will do and what changes it will make

Tell us what you will do, when and where you will do it, who will be involved and what change it will make to the people involved. You can write up to 2000 characters (about 250 words)

9d. why is your project needed

You can write up to 1500 characters (about 200 words)

10. Which of the Covenant Fund's priorities will your project address? Information about the priorities is listed in the guidance available on our WEBSITE

If you think you will address more than one of the priorities, pick the priority most appropriate to your project.

Community Integration	
Local Service Delivery	

11. How will your project meet the specific requirements of this priority?

The requirements for each priority are listed in the guidance. You must show how your project will clearly meet each of the relevant requirements. This is a key success criterion for the Covenant Fund, so do answer this question as fully as possible. Only those projects which clearly demonstrate how they meet the specific requirements for the priority they are addressing are likely to be funded.

You can write up to 3200 characters (about 500 words)

12. Who are you working with?

*Tell us about any **organisations you are working with** on this project and **what they are contributing** (e.g. knowledge, connections, in-kind support, availability of premises, volunteers, funding). Please also tell us about your **working relationship** - is it contractual, informal, or do you have a partnership agreement?*

Organisation 1	
Relationship 1	
Contribution from Organisation 1	
Organisation 2	
Relationship 2	
Contribution from Organisation 2	
Organisation 3	

Relationship 3	
Contribution from Organisation 3	

13. How many people will benefit from your project?

Directly Benefit	
Indirectly Benefit	

We do not need to know the make-up of the beneficiaries here, just the numbers involved.

14. Who are they?

Tell us about the project beneficiaries, who they are, how they will benefit from your project and how you know this. You can write up to 2000 characters (about 250 words)

14a. How many volunteers are involved?

14b. if you have volunteers involved, how will you recruit and manage them?

You can write up to 2000 characters (about 250 words)

14c. if you are involving volunteers in this project, tell us about your experience of working with volunteers in the past.

You can write up to 2000 characters (about 250 words)

15. Why will it be successful? What impact will it have?
Tell us about your skills and experience of delivering work of this type or of organising other relevant activities and how the people, communities or organisations who will benefit from the project have shown their support for it

You can write up to 2000 characters (about 250 words)

15 a. Tell us how the people and communities will benefit from your project have been engaged in and shown support for it?

<div style="border:1px solid #000; min-height:130px;"></div>

You can write up to 2000 characters (about 250 words)

15b. how will your project have a lasting impact

<div style="border:1px solid #000; min-height:70px;"></div>

Tell us how you will ensure that the benefits and solutions delivered by your project will be sustained beyond the life of the funded project. We want to know how you will:
- *Embed the changes (activities, services, attitudes and relationships) you bring about as a result of your project.*
- *Manage the end of your funded period - whether you are looking to stop the project at a certain date, or if you will look for the project to become self-sustaining, or funded through other sources. Tell is what will happen to any funded posts and items.*
- *You can write up to 2000 characters (about 250 words)*

15c. please tell us when you plan to start your project?

Date:	

15d. please tell us when you think your project will be completed?

Date:	

16. How much will your project cost and how much would you like from us?

Note that the online form does not look like this table – you will be asked to fill in each line as 3 separate boxes.
Do not enter any £ signs in the online form as the system may not let you save your submission. Use whole pounds – no pence

Costs	Total cost (£)	Amount from us (£)

		Total Cost	Total Requested
Totals (rounded to the nearest pound)			

17. Are the total project costs more than the amount you'd like from us?

17a. if yes, where will you get the other funding from and have you secured it yet?

Source of funding	
How much	
Status (Secured/Unsecured)	

DIGITAL DEVELOPMENT PROGRAMME

Digital Development Opportunities
- **Do you need help understanding social media?**
- **Does your team want to learn how to produce creative content?**
- **Are you unsure about how to manage governance in the digital age?**

If so, you may wish to take part in the Covenant Digital Development Programme.
Full details are available in our online Local Grants Guidance.

18a. Do you wish to apply for the Covenant Fund's Digital Development Programme?

Yes	
No	

If you have selected 'No' please scroll to the bottom of the page and select 'Next'

If you have selected 'Yes' please ensure that you have read the Digital Development Programme section of our Local Grants Guidance

18b.   Do you support older veterans, early service leavers, serving personnel or their families, or all of these groups?

Yes	
No	

If you have selected 'No' you will not be eligible to apply for this development opportunity. Please scroll to the bottom of the page and select 'Next'.

18c.   if you answered 'Yes' to the above question, please tell us about your longer-term commitment to these beneficiaries.

You can write up to 3200 characters (about 500 words)

18d.   Please tell us how improving your digital knowledge and activity will help your organisation to serve the military community better (see the guidance notes for help with this question)

You can write up to 3200 characters (about 500 words)

18e.   Nominated Individual to take part in the Digital Development Programme.

Title	
Forenames	
Surname	
Job title or position	
Email	
Landline Telephone	
Mobile Telephone	

Should your application be successful and space become available, it may be possible to offer a second place to your organisation. Should you wish to send a second attendee please complete their details below.

Please note, the offer of a second place on the Digital Development Programme for successful applications is not guaranteed.

18f.   Second nominated Individual to take part in the Digital Development Programme.

Title	
Forenames	
Surname	
Job title or position	
Email	
Landline Telephone	
Mobile Telephone	

Your Declaration

The contact named in answer to question 7 must confirm that:

- *the organisation named in answer to question 1 has been authorised by the governing body of your organisation (the board or committee that runs your organisation) and understands and accepts that they will be the accountable body for the delivery the project*
- *the information you have given is accurate and true*
- *you understand that if you make misleading statements or withhold information at any point, your application will be invalid and your organisation will be liable to repay any money you have received*
- *any organisations mentioned in question 12 as delivery partners have seen this application and agree with the content (as we may contact them as part of the assessment process)*
- *you've read and understood the guidance and supporting information on our website and meet our requirements*
- *you will be able to meet the small grants terms and conditions on our website.*
- *if you are successful in your application to the Digital Development Programme we will share your named individual(s) with SSVc.*
- *you agree we can use the information you have provided for the purposes described under our data protection policy*

   you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our freedom of information policy.

   You will be asked to agree to the above statements.

INFORMATION FORM

In which Regional or Devolved Administration Board area will your organisation deliver its project if awarded a grant?
See the Guidance notes for more information about Regional and Devolved Administration Board areas and why we need to know

RDA	

In which parliamentary constituency will your organisation deliver its project if awarded a grant?
See the Guidance Notes for how to find out which is your Parliamentary Constituency and why we need to know

Has your organisation held LIBOR fund, veterans accommodation fund or community covenant fund grant previously?

Yes/No	
If Yes Which One	

Are any potential beneficiaries located overseas?

Yes	
No	

Number of potential beneficiaries

General Public	
Serving Personnel	
Service Families	
Veterans	
Youth	
Cadets	
School/College Students	

If your application is successful, will there be any new jobs created by the funding?

Yes	
No	

If yes, please tell us how many?

Part time:		Full time:	

What are the age groups of the people your project will benefit?

Under 18	
18 - 40	
41 - 65	
Over 65	

What type of funding are you applying for?

Which category does your project fit?

Drop down menu – choose from **Community Integration/Local Delivery of Services**

Is your project primarily focussed on?

Drop down menu – choose from: **Health and Wellbeing/Education and Employability/Events and Commemorations/Delivery of Services**

Is your project new or a continuation of a current project?

Yes	
No	