

**ABF THE SOLDIERS’ CHARITY**

**ABF The Soldiers’ Charity is a registered charity in England and Wales (1146420) and registered as a company limited by guarantee in England and Wales (07974609). Scottish registered Charity No: SC039189. Registered Office: Mountbarrow House, 12 Elizabeth Street, London, SW1W 9RB**

**2021/22 APPLICATION FOR A GRANT (Version 1)**

**Part 1**

**CHARITY/ORGANISATION BACKGROUND**

1. Charity/Organisation Name and Address:

|  |  |
| --- | --- |
|  | Charity number: |

2. Name of CEO or appropriate point of contact (please include contact telephone no and email):

|  |
| --- |
| Name:  Address:  Telephone:  Email: |

3. Charitable Objects. Please describe your charitable objectives, whom it benefits, where and how:

|  |
| --- |
| Maximum (200 words) |

4. Describe how your organisation is governed / managed:

|  |
| --- |
| (Maximum 200 words)  In applying for a grant, we would normally expect a military charity to be a member of Cobseo, the overarching body responsible for representing the military charitable sector to HM Government and more broadly across the UK. **Please state Yes/No**  Additionally, we would need to be aware of any other membership of specific regional organisation/s regulatory or inspection bodies for example: Veterans Scotland, The Fundraising Regulator and The Quality Care Commission. |

**DETAILS OF GRANT REQUEST**

5. Please indicate which of our categories your activity would fall into:

|  |  |
| --- | --- |
| Supporting The Family |  |
| Employment, Education & Training |  |
| Elderly Care |  |
| Mobility |  |
| Housing |  |
| Wellbeing |  |

6. Details of grant request including a full justification stating the

purpose, the need being addressed, location of activities, and acceptance of any protocols in place (e.g. the Cobseo mental health protocol), timetable if appropriate. Applicants should refer to our guidance notes on what we will and will not fund and the funding principles information Sheet. Please focus on the project and NOT repeating details widely available in open source reference documents ie TRBL Household surveys/Fimt Research Documents etc.

Part 2 of your application will focus on the financial aspects of your Project. The Project Title can be “Operating Costs” – “Delivery Outreach” etc.

|  |
| --- |
| **Project Title:**  **Amount Requested**: £  **Total Cost of Project being funded**: £ |
| Maximum of 500 Words |

7. Numbers assisted or expected to be assisted:

This will assist us in the allocation of funds by Campaign if a grant is awarded.

|  |  |  |
| --- | --- | --- |
|  | Number Supported | Remarks |
| Still Serving / Currently Deployed |  |  |
| Service by Theatre Unknown |  |  |
| Service in NI |  |  |
| Service in Falklands |  |  |
| Service in Gulf |  |  |
| Service in Afghanistan |  |  |
| Number of Dependants assisted |  |  |
| **Total Number of Army Beneficiaries** |  |  |

8. Which other agencies or organisations in your local area or region work in this field or deliver a similar service? How do you collaborate or work in partnership with them? Why do you need to set up this additional service?

(Maximum 250 Words)

**ADDITIONAL INFORMATION**

9. The following information should be provided as a minimum:

* Confirmation that relevant written safeguarding policies and procedures are in place, providing details of any reportable incidents over the previous 2 years.
* You have a formal complaints procedure in place.
* Outcomes of Independent Inspections (CQC etc) as appropriate.
* Confirmation that in your management of all personal information you will meet the requirements of the Data Protection Act 1998 and GDPR. Providing details of any reportable incidents or involvement of the ICO in the previous 2 years.

|  |
| --- |
|  |

**FINANCIAL MATTERS**

10. Please complete Part 2 of the application form detailing your financial position. This document will play a key part in any submission and should be signed by the finance officer.

**EVALUATION AND MONITORING**

11. Please describe the **difference** the grant will make to the lives of the beneficiaries by listing up to three outcomes. Identify how you will measure that difference. The difference will be the changes, benefits, learning or other effects that happen as a result of what is delivered.

The key to understanding outcomes is to focus not on what has been purchased with the grant but rather to focus upon the benefits to your beneficiaries that flow from the service or activity.

In due course, you will be asked to provide evidence of how your organisation has achieved these outcomes as part of our monitoring and evaluation of the grant. An analysis of outcomes will inevitably impact upon our future grant giving.

|  |  |  |
| --- | --- | --- |
| 1 |  | Outcome:  Measures: |
| 2 |  | Outcome:  Measures: |
| 3 |  | Outcome:  Measures: |

**OUTCOMES ACHIEVED IN PREVIOUS FINANCIAL YEAR**

12. If you received a grant from us in the last FY please provide details of the successful outcomes achieved. These details should include an overarching summary on how the beneficiaries were assisted, numbers etc and then up to three key outcomes which are clearly defined.

|  |  |
| --- | --- |
| **Summary of Project achievements** |  |
| **Outcome 1** |  |
| **Outcome 2** |  |
| **Outcome 3** |  |

**RECOGNITION**

13. Please indicate how the support of ABF The Soldiers’ Charity will be acknowledged. Our Terms and Conditions clearly explain as a minimum how we would expect the organisation to recognise our grant if awarded.

Where a grant request has been agreed to, we ask the charity/organisation in receipt of the grant to raise awareness of the project, service or activity involved, and in so doing to raise awareness also of our charities own work in supporting your organisation (and others like it).

Please add the contact details for the person who will oversee any PR/Marketing/Comms activity should this grant be successful:

Name:

Telephone:

Email:

**SUMMARY PAYMENT DETAILS**

14. Please ensure that you have enclosed copies of the following documents with your application:

* Part 2 – Financial Information Sheet.
* Latest Full Trustees’ Annual report and Accounts
* Latest Annual report (If separate)
* Detailed analysis of costs where appropriate.
* If a previous grant has been provided evidence of how this was acknowledged, impact reports, newspaper articles etc in addition to a statement in your charities/organisations accounts.

15. Grants will be made by BACS, please confirm Bank Account details:

|  |  |
| --- | --- |
| Account Name: |  |
| Sort Code: |  |
| Account Number: |  |

**DECLARATION**

16. I, the undersigned, confirm, on behalf of the above organisation named in Paragraph 1 of this application that I:

* Am authorised to sign this declaration on behalf of the applicant organisation and I am the main Point of Contact.
* I confirm that this application has been authorised by the Management Committee, Governing Body, or Board and that our organisation has the legal power to set up and deliver the services or projects described in this application form.
* I certify that the information given in this application is true and confirm that the enclosures are current, accurate and adopted or approved by our organisation.
* I understand that any offer of a grant will be subject to terms and conditions and I confirm that the organisation has the power to accept this grant if the application is successful and to repay it if the grant conditions are not met.

Signed…………………………………. Date …………………

Position ………..……………….. Organisation…………………..…………

17. On completion, please forward as a Word document, with supporting attachments by email to:

[externalgrants@soldierscharity.org](mailto:externalgrants@soldierscharity.org)

**General Data Protection Regulation (GDPR) Consent:** For the purposes of the GDPR, by sending us an application you give your explicit consent for us to use data relating to your organisation for the purposes outlined herein.   We will use the information you give us on this application form, in supporting documents, during assessment and during the lifetime of your grant (if awarded) to administer and analyse grants and for our own research purposes.  We may give copies of all or some of this information to individuals and organisations we consult with when assessing applications, monitoring grants and evaluating funding processes and impacts.  These organisations may include, inter alia, accountants, external evaluators and other organisations or groups involved in delivering our outputs.  We may also share information with other grant-making bodies, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in ABF The Soldiers’ Charity’s applications and grants, or for the prevention and detection of fraud.

ABF The Soldiers’ Charity complies with the requirements of the GDPR and is committed to respecting the rights of individuals. Information on the use of data by ABF The Soldiers’ Charity is available from the Charity’s website: <https://www.soldierscharity.org/privacy> or from the Charity’s Data Protection Officer c/o: Chief of Staff ABF The Soldiers’ Charity, Mountbarrow House, 12 Elizabeth Street, London, SW1W 9RB.