

**ABF THE SOLDIERS’ CHARITY – GRANT APPLICATION FORM**

**FY 23/24**

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

**APPLICATION FOR A GRANT**

**REQUESTS FOR £30,000 OR MORE (Version 1)**

**CHARITY/ORGANISATION GOVERNANCE**

1. Charity/Organisation Name and Address:

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

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

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

3. Executive Summary:Please summarise what your organisation does, the need it is addressing, where you work, the difference it makes (impact), your track record - who, what, why, where and when.

**SAFEGUARDING & GOVERANCE**

4. Safeguarding Policies. Please confirm that you have suitable safeguarding policies in place, covering children and vulnerable people, and any other relevant safeguarding issues. We expect these are reviewed and updated regularly by your organisation. We may request to see these policies at any time.   
 **Please state Yes/No**

5. DBS/PVG check. If appropriate, please confirm that DBS/PVG checks have been conducted on staff and volunteers:  
**Please state Yes/ No**

If DBS/PVG checks have not been completed, please indicate why.

6. Governance Policies. Please confirm as a minimum:

* We would normally expect a military charity to be a member of Cobseo or Veterans Scotland. **Please state Yes/No**
* You have a formal complaints procedure in place. **Please state Yes/No**
* Confirmation that in your management of all personal information you will meet the requirements of the Data Protection Act 2018 and UK GDPR. **Please state Yes/No**
* Have you been under investigation by the Charity Commission or any other governing body in the last 2 years? **If yes, please provide details**.
* In the box below please provide details of the outcomes of Independent Inspections (CQC etc) as appropriate.

|  |
| --- |
|  |

**DETAILS OF GRANT REQUEST/PROJECT**

7. Area of Operation. Please indicate which of our categories your activity would fall into:

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

8. Details of the Grant Request. 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. This justification should also, where appropriate, highlight what additional provision is being made for example for female veterans (e.g. separate safe accommodation, suitably trained staff) or the LGBTQ+ community, or other minority groups who may be supported by your project.

Applicants should refer to our guidance notes on what we will and will not fund and the funding principles information Sheet – if unclear please email us at: [externalgranst@soldierscharity.org](mailto:externalgranst@soldierscharity.org)

**Please focus on the project and NOT repeating details widely available in open-source reference documents about Need.**

|  |
| --- |
| **Project Title: (this can be core operating costs)**  **Amount Requested**: £  **Total Cost of Project being funded**: £ |
| Maximum of 500 Words |

9. Numbers assisted or expected to be assisted. Please complete the table below to 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** |  |  |

10. Collaboration - Partnership Working. 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, who refers?

(Maximum 250 Words)

**PROJECT COSTS**

11. Project Costs. In the table below **provide a breakdown of the costs of the project** highlighting those areas where any grant we award will be allocated. It is unlikely we would fund items which would otherwise be covered by our individual grants programme.

|  |  |  |  |
| --- | --- | --- | --- |
| *Item Covered* | *Cost* | *ABFTSC Support* | *Remarks* |
|  | *£* |  |  |
|  | *£* |  |  |
|  | *£* |  |  |
|  | *£* |  |  |
| *Total Cost of project as per para 6* | *£* |  |  |

12 Financing. In the table below please provide the details of what other funding has been sought/received in respect of this request to cover the total cost of the project? *Please include details of any public funds (Eg. NHS), Armed Forces Covenant Fund Trust, Trusts & Foundations or Corporate funding that you are in receipt of or is being sought. Also include details of any grant funding received from Individual Regiments or Corps.*

|  |  |  |  |
| --- | --- | --- | --- |
| Application submitted  To whom | Expected date of approval | Grant requested | Remarks |
|  |  | £ |  |
|  |  | £ |  |
| Total Project Cost |  | £ |  |

1. Previous FY Financing. If you have received funding from another charitable organisation for this project in the past 2 years which has now ceased, please provide details below including and how you have made up the shortfall:

|  |  |  |  |
| --- | --- | --- | --- |
| Charity /Organisation | Date Funds ceased | Amount awarded | Why funding ceased |
|  |  | £ |  |
|  |  | £ |  |

**FINANCIAL MATTERS**

14 Financial Details. For our Charity to get a better understanding of your organisation, we require some key data from the last 2 years of your financial accounts. Specifically, please attach a copy of the Statement of Financial Activity (SOFA):

1. What was the date of your most recent statutory accounts? This should be the last financial year (FY). If not, please explain why not. Confirm that the accounts were within the Charity Commission within the required deadline.
   * Answer: - Accounts dated:
   * Answer – The accounts were/were not with the CC within the required timeline.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. What was the Total Income of your Organisation in the last financial year (FY) where accounts are available and the previous financial year (FY)?
   * Answer: Last FY: £ Previous FY: £
2. What was your charitable expenditure in the last FY where accounts are available and the previous FY?
   * Answer: Last FY: £ Previous FY: £
3. What was the Net Surplus/Deficit (before other profits or losses) in the last FY where accounts are available and the previous FY?
   * Answer: Surplus: Last FY: £ Previous FY: £
   * Answer: Deficit Last FY: (£ ) Previous FY: (£ )
4. What is the total value of Donations & Legacies in the last FY?
   * Answer: £
5. What is the value of your Investment Income (if any) in the last FY?
   * Answer: £
6. Please indicate value of other income streams (if any) in the last FY (All income streams should add up to the total income of your organisation provided above).
   * Answer: Income type £
   * Answer: Income type £
   * Answer: Income type £
   * **Total Income** £ (as per Para 2b).
7. Please indicate whether you have any contractual arrangements in place, which if cancelled or ended, may impact on the delivery of the Project you are seeking our Charity to fund (eg: if the funding was to cease and you would need to revisit your operating model which may impact on the project) :

|  |  |  |
| --- | --- | --- |
| Organisation | Amount Received | Period Covered |
|  |  |  |
|  |  |  |

15.Cash Flow. A key component of the financial review is your cash flow. How much cash are you holding and how many months of operations does that cover?

* + Answer: Amount £ equating to \*\* months of operation.

16. Reserves. To allow us to take a view on your sustainability please provide details of any reserves held by your organisation including the make-up of your free reserves (Unrestricted and Designated).

1. Are you currently making use of your reserves?
   * Answer (maximum 250 words):
2. What is the value of your free reserves in your most recent accounts?
   * Answer: £
3. How long will your unrestricted funds (minus any property) cover your current expenditure?
   * Answer: \*\*\* months

**RISK MANAGEMENT**

17. Risk. In your charity Risk Register what are the 3 key issues which may have an impact on your Charities ability to deliver its projects:

**EVALUATION AND MONITORING**

18. Outcomes to be achieved. An analysis of outcomes will inevitably impact upon our future grant giving. 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 in the form of an outcome report, on how your organisation has achieved the outcomes noted below as part of our monitoring and evaluation of the grant.

Outcomes to be achieved with an award:

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

19. Outcomes from the previous award If applicable) If you received a grant from us in the last FY, please provide details of the outcomes achieved. This can be taken from your latest outcome report if already submitted. In providing your response it may be wise to ask the question “So What.” *For example: please do not just state - 30 individuals completed our course or received treatment – we are after the: So what?*

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

**RECOGNITION**

20. Recognition of any Award. Please refer to our Terms and Conditions which explain as a minimum how we would expect the organisation to recognise our grant if awarded. Please complete the table below on how you will recognise the award and work with our Comms/Marketing Team and provide case stories for our use.

Our Charity will:

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 IF GRANT IS AWARDED**

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

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

**DECLARATION**

22. 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 in a safe and secure manner and meeting all regulatory requirements.
* 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: Dated:

Position:

Organisation:

***On completion, please forward as a Word document, with supporting attachments (Statements Of Financial Accounts) by email to:***

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

**UK General Data Protection Regulation (UK GDPR) Consent:** For the purposes of the UK 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 UK 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.