

||| THE ARMED FORCES  
COVENANT FUND TRUST

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# Veterans Should Not be Forgotten

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*Enabling immediate support for vulnerable veterans with reduced social contact*

## **Delivering charitable projects and initiatives that support veterans with mental health needs**

### **Veterans Should Not Be Forgotten**

**This document provides guidance for applicants seeking a grant of up to £20,000 to provide immediate support to vulnerable veterans who are the most isolated and in need because of the Covid-19 pandemic.**

In the March 2020 budget, the Chancellor of the Exchequer awarded additional funding for veterans' mental health. The Government will provide a £10 million uplift in 2020-21 to the Armed Forces Covenant Fund Trust, to deliver charitable projects and initiatives that support veterans with mental health needs. This funding demonstrates this Government's ongoing commitment to ensuring that veterans can access the services and support they deserve.

Some of this funding is being made available to provide immediate support for vulnerable veterans with reduced social contact via grants to i) members of ASDIC ii) local and national Age UKs, and iii) eligible and invited Cobseo members. You can only apply if your organisation is in one of these three categories. Funds are limited and it is possible that not all applications will be funded.

You can apply for up to £20,000 for a six-month project focused on supporting veterans who are isolated and unable to access services or have limited social contact during the period of self-isolation and restrictions relating to the pandemic. You should follow all appropriate government advice regarding Covid-19 during the delivery of your project.

It is likely that the veterans that your project will support are already known to your organisation and that you already provide support or services to them that they value and trust. We want to fund activities that are ready to support older or vulnerable veterans. Your activity must be able to start quickly – if we award you a grant, we will let you know before the end of May.

You can apply for funding for one or more of the following types of activities.

- Delivering food, medicines or other items that provide help to a veteran, especially if it is inadvisable for them to leave their property.
- Providing ways of reducing isolation while veterans are having reduced social contact. This may be through providing 'virtual visitor' sessions by phone or another form of technology.
- Meeting immediate needs of veterans unable to leave their homes. This might be providing advice if they have a household emergency or signposting to appropriate agencies for support. It might also include supporting a vulnerable

veteran to find a plumber or other professional to undertake emergency repairs.

You cannot apply for funds for:

- making grants or donations of money to individuals or families
- buying vehicles or equipment (other than small items of equipment that are essential for this project).

See below for more information about what you can and can't spend grant money on.

A strong application would be able to show:

- how many veterans your project is likely to help
- what contact you already have with veterans that are vulnerable
- how you will identify and support vulnerable veterans who are self-isolating or have reduced social contact as a result of the pandemic
- how you know that your proposed support is additional/complementary to that which others are providing (at the time of application).

If we fund your project, you will need to offer to work with your Local Covenant Partnership, local SSAFA branch and local emergency planning or resilience forums, as appropriate, to ensure that your delivery is appropriate and complementary to what else is being provided, and that referrals for specific and emergency needs can be undertaken.

To the best of your knowledge, the activity that you plan to offer should not be currently being offered to veterans by other organisations locally.

We are making funding available quickly through this programme to meet immediate needs. As such, we are working with Age UK, ASDIC and Cobseo to help us reach organisations that are involved in grassroots delivery who have the governance and experience to manage public funds.

If you are a veterans' drop-in centre or breakfast club and member of ASDIC, we will be asking ASDIC to comment on your organisation. If you are a local Age UK, we will be asking Age UK to comment on your application. If you have been invited to apply via Cobseo, we will ask them to comment.

If we award you a grant, you will need to give us information about how many veterans you have supported and the types of support you have given them.

### **What can funds be spent on?**

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's people's time or buying or hiring equipment; although it is highly unlikely that we will fund projects with budgets that are dominated by capital costs.

We would not expect to fund the costs of purchasing a vehicle, but we would pay for mileage costs on vehicles used by your staff and volunteers.

It is likely that your project would include the following costs.

- Staff time for this fixed-term project, including time-managing volunteers that may be involved in your project.
- Purchasing items that provide practical support.
- Purchasing items that you may need to provide support, such as additional telephones or laptops.
- Reasonable costs for storing and transporting items, including wear and tear on private vehicles.
- Reasonable overheads that reflect the cost to your organisation of delivering this project.

### **What can't funds be spent on?**

There are several 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.

- Where funding is not benefiting veterans or other people from the Armed Forces community.
- Making grants or donations of money to individuals or families.
- Topping up existing grants and aid from a government department.
- Where money only benefits one person. By this we mean where your whole project would only benefit 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 started or taken place (before the end of May 2020).
- Excessive management or professional fees or contingency costs.

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.

### **Which organisations are eligible to apply?**

Only certain organisations can apply to this programme. This is because we are seeking to award grants quickly to meet immediate needs.

- You will need to be a local Age UK within the Age UK network (Age Cymru, Age Northern Ireland and Age Scotland will work with Age UK to ensure applications can be made from across the UK), or be a member of ASDIC, or invited to apply via Cobseo.

In addition, you also need to:

- be a registered charity or Community Interest Company (CIC), or, if an ASDIC member and not yet registered, have a set of governing documents that set out how you operate
- be able to show that you have three or more unrelated Trustees/directors
- if you are a local Age UK, you will need to be currently delivering projects to engage with isolated older people, which can be adapted for veterans. You will need to show us that you have experience of working with veterans and connections with local representatives of SSAFA and other relevant Armed Forces charities
- if you are a member of ASDIC or Cobseo, you need to have become a member on or before 1 January 2020.

You cannot apply if you are any of the following.

- **An individual**
- **An exempt charity.** An exempt charity can work as a partner with an eligible lead applicant.
- An organisation that is primarily therapeutic, or an advice or welfare support agency.

### **How to apply - the application form**

You need to apply through the link that we will provide to our online application form.

If you do not have an account, then you will need to create one. On our system, you can save a draft application form to complete later or send a draft copy to colleagues. You can also access copies of the application that you have submitted at any time.

When you submit your application, you will receive an email confirmation. If you do not receive this, then you have not applied.

You will need to submit your application by **noon on 30 April 2020**. No late applications will be accepted.

We highly recommend you plan to submit your application before the deadline to avoid the risk of missing the cut-off because of technological or other unexpected problems. It will also help us to assess the applications if we start receiving them before the deadline. You will receive a decision before the end of May 2020.

It is important that we are able to contact your organisation, particularly if you receive a grant. You will need to provide two contacts from your organisation on the application. At least one of these should have an email address that belongs to your organisation. If either contact changes, do let us know as soon as you can.

We strongly recommend that you save an offline version of your application form. You may also find it helpful to complete your application in a Word document and then cut and paste the answers into the online form. We suggest you do not use any formatting, such as tables or numbered lists in your Word document, as the online form may not accept this formatting and you might have trouble submitting the form. We suggest you save your form every 10-15 minutes whilst you are completing it, to avoid the risk of it ‘timing out’.

Do check that you have fully answered all the questions because, if not, we might not be able to consider your application.

You do not need to send any additional information. Any additional information received will not be considered.

Do not send your application by email or post to the Covenant Fund Trust – only applications submitted via the online form can be considered.

If you have any questions about completing the application form, then please contact ASDIC, Age UK, or Cobseo if you were invited by them, in the first instance.

**Our assessment criteria**

Our criteria are set out below. We will consider each application to see how well it meets these criteria and fund those that we believe will best achieve the programme aims.

<b>The difference that your project will make</b>	
What are we looking for?	That your project will provide clear help to vulnerable veterans who are the most isolated because of the Covid-19 pandemic.
What do you need to show us?	<ul style="list-style-type: none"> <li>• What support you will offer.</li> <li>• How this will help.</li> <li>• How many veterans this is likely to help.</li> </ul>

<b>Delivery of your project</b>	
What are we looking for?	That your organisation has the skills, experience and other resources, such as staff and volunteers, to enable you to deliver your project quickly and safely.
What do you need to show us?	<ul style="list-style-type: none"> <li>• That you have existing contact with veterans through other services and projects that you run.</li> <li>• That you know veterans needing support live in your area and you know how to make contact with them.</li> <li>• That, if funded, you would have the resources available to deliver your project.</li> <li>• That you have appropriate safeguarding and governance policies in place to protect vulnerable people.</li> </ul>

	<ul style="list-style-type: none"><li>• That you have existing working arrangements and referral processes with other organisations in your area that support veterans.</li><li>• That you will be able to start the project quickly if you receive a grant offer.</li><li>• That you have reasonably estimated the number of beneficiaries and costs of supporting them in terms of viability and value for money.</li></ul>
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### **Checks we may carry out on your organisation and accounts**

We may carry out several checks on the information you provide us. This is to make sure that the information is correct and there are no significant risks we can identify when awarding grants.

These may include checks:

- on whether financial information on your application form matches that held by your regulatory body (Companies House, Charity Commission etc.)
- that your governing documents (such as constitutions and memorandum and articles of association) are up to date, correct and properly signed
- on your accounts that are accessible through regulatory bodies
- on any identified concerns about a person named as a contact or who has a position within your organisation
- that your organisational name and address on your bank statement are consistent with the details you've provided in any completed form or the information that's held elsewhere in the public domain
- that your bank statement shows that your account is being managed in line with your own financial procedures and our programme requirements, and
- that the signatories are valid and well informed about the project
- that your organisation is undertaking the activities as described in your application.

We may ask you to send us additional information or answer specific questions about your organisation. If we ask you to do this, you will need to send us this information within five working days.

### **Working with others**

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 LCPs to ensure that the projects we fund are well-connected and needed locally, and do not duplicate other provision.

If we award you a grant, we would expect you to contact your LCP and any other relevant local emergency planning or resilience forums, and to take every reasonable step to work with these bodies as part of a co-ordinated local response.

You can work with other organisations as part of your project. If any of the organisations that you will be working with will receive part of your grant, then you need to read our guidance below on delivery partners.

A delivery partner is an organisation which is either:

- receiving part of the grant OR
- their involvement in the project, through providing resources or some other means, is critical to the delivery of the project.

### **Role of the lead organisation**

The organisation that submits the application is the lead organisation. It will have legal responsibility for all funding we award and will be financially accountable for any funds that may be distributed by the lead organisation to delivery partners.

### **Delivery partnership agreements**

If you are awarded funding and you plan to work with one or more delivery partners, it will be a term and condition of your grant offer that you have a formal signed partnership agreement with them. If you are successful, the draft delivery partnership agreement must be approved by us and finalised prior to any funding being released. We may request changes to the draft agreement before it is finalised. You can find guidance on what a [delivery partnership agreement](#) should include on our website.

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

You will get an automated email to confirm that your application has been submitted. We will check your application to ensure that you have provided all the information we have requested. We may contact you during our assessment if there are things we are unclear about – but do not assume any contact or lack of contact as an indication of your likelihood of being successful or being declined.

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 recent audited accounts.

We will assess your application against the key criteria. We will also ask Age UK, ASDIC or Cobseo to comment on the applications from their relevant members.

Final decisions will be made by the Trustees of the Armed Forces Covenant Fund Trust who will review the applications 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.



Funds are limited. Therefore, Trustees will use their discretion to choose which projects to fund, ensuring a good spread of funded projects and to differentiate between projects that are considered fundable.

Please note: they may also take the decision to part-fund proposals (this may involve awarding less money than was applied for). After the Trustees have met in May 2020, we will send an email to you using the primary contact email address provided in your application. This will tell you whether you have been awarded a grant.

Our [terms and conditions of grant](#) can be accessed on our website. If you are offered a grant, you will need to confirm that you will follow these terms and conditions of grant before we can release any of your grant to you. You must also make sure that the Trustees and senior staff within your organisation know that you are submitting this grant application.

If we plan to fund your project, you'll need to accept our grant offer and the terms & conditions of the grant **within four weeks of receiving the offer letter** or risk the offer lapsing.

Our offer will ask you for the relevant documents you need to provide, this will include proof of your bank account details. Once we have all the necessary documents back, we will be able to pay you the majority of your grant. If there are any discrepancies/queries within these documents, this will delay your payment, so please read the accompanying information we provide, thoroughly.

If you receive a grant, you will need to keep good records of how the funds were spent and how many people you helped and how. We will ask you to report on this later.

If we are not able to fund your project, we will write to you to tell you this.

If you have any questions relating to this programme, please contact your membership organisation (ASDIC, Age UK or Cobseo). Following this, if you still have queries and cannot find the answer in these guidance notes, please email [info@covenantfund.org.uk](mailto:info@covenantfund.org.uk)