

**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**

**APPLICATION FOR A GRANT**

**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 details):

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

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

|  |
| --- |
|  |

4. Describe how your organisation is governed / managed, whether it is a member of Cobseo/Veterans Scotland:

|  |
| --- |
| Please state if your organisation is a member of Cobseo/Veterans Scotland : Yes/No (delete as appropriate) |

**DETAILS OF GRANT REQUEST**

5. Details of grant requested 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, amount requested, and the cost to the charity/organisation of providing the service:

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

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

|  |
| --- |
| Amount Requested:£  Total Cost of Project being funded:£ |
|  |

6. 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 |
| 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 |  |  |

**FINANCIAL MATTERS**

7. Please provide a summary of your main sources of finance and how this activity will be funded /sustained in future years?

|  |
| --- |
|  |

8. Financial Summary extracted from most recent annual accounts:

Financial Situation (cover last two financial years) as at:

|  |  |  |
| --- | --- | --- |
|  | FY | FY |
| Total Annual Income |  |  |
| Total Annual Expenditure |  |  |
| Total Annual Surplus/Deficit |  |  |

9. Please provide details of your organisations Reserves Policy:

|  |
| --- |
| Amount Currently held in Free Reserves: £  Summary your Reserves Policy : |

10. What other funding has been sought/received in respect of this request? Please include details of any LIBOR/Covenant/ Aged Veteran Fund/Trust/Corporate funding that has been either received in the past or is being sought by the Charity.

Please also include details of any grant funding received from Individual Regiments or Corps.

|  |  |  |  |
| --- | --- | --- | --- |
| Application submitted | Expected date of approval | Grant applied for | Remarks |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |
|  |  | £ |  |

11. Any other additional information which might assist the ABF The Soldier’s Charity trustees in evaluating this application, eg independent inspections (CQC).

|  |
| --- |
|  |

**EVALUATION AND MONITORING**

12. 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 commitments.

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

**OUTCOME ACHIEVED IN PREVIOUS FINANCIAL YEAR**

13. If you received a grant from us in the last FY please provide details of the successful outcomes achieved. These details should include an over arching 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**

14. 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. ABF The Soldiers’ Charity relies upon supporters throughout the UK for much of its income each year. Where a grant request has been agreed to, we therefore 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 the our charities own work in supporting your organisation (and others like it). Your charity or project has the potential to generate local and perhaps national publicity, all of which can broaden public understanding of the needs of those either currently working in the Army or those who have done so.

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

Name:

Telephone:

Email:

**SUMMARY PAYMENT DETAILS**

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

* 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.

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

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

**DECLARATION**

17. 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. 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…………………..…………

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

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

**Data Protection Act Consent:** For the purposes of the Data Protection Act 1998, 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 DPA 1998 and is committed to respecting the rights of individuals and fully complying with its obligations under the Data Protection Acts. Information on the use of data by ABF The Soldiers’ Charity is available from the Charity’s Data Protection Officer c/o: Chief of Staff ABF The Soldiers’ Charity, Mountbarrow House, 12 Elizabeth Street, London, SW1W 9RB.