Veterans' Foundation®
Standard and Salary Funding Programme
Application Form Questions and Documentation

The objects of the Veterans' Foundation ® are to provide grants to eligible organisation that support serving and former members of the armed forces community, operational qualified seafarers and their immediate families The objects are intended to be relatively broad and open to trustees' judgement and precedent.

The questions on our Grant Application Form and details of the documentation we require are listed below. Please ensure that you read **The Veterans' Foundation®, Standard/Salary Guidance** to Charities and Organisations applying for grants document before you start your application.

You can save and resume your application at any point by clicking on the Save and Resume link at the bottom of every page. A link will be generated which you can use any time within the next 30 days to resume answering questions on the form. The link can be e-mailed to you by entering your e-mail address when prompted. Upon visiting this save and resume link, signatures and file uploads will need to be resubmitted.

Please note that without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning.

Organisation Details:

- Name, address, structure of organisation, year established
- Website address, Social Media Handles (social media platforms)
- Number of Directors, Trustees and Volunteers.
- Purposes and aims of your organisation

Within the Organisation Details section, you will also be asked;

- Are any of your Trustees/Directors remunerated for their services or have any related party transactions (this does not include expenses)?
- Do any of your staff members sit on the Board/Committee?
- Do any of your Trustees have the authority to "hire and fire" other Trustees/Directors as per your governance document?

If you answer yes to any of the above three questions, you will be asked to provide further information.

If you have NOT previously received a grant award from the Veterans' Foundation® you will be asked to upload two references from organisations who are familiar with your work and who are embedded in the Armed Forces Community.

Organisation Finances:

- Financial Year end; Income, Expenditure and Unrestricted Reserves.

Contact Details:

- Details will be required for two individuals – a main contact and a secondary contact.

Grant Request Information

A list of themes will be showing, please tick a maximum of two theme which your project is addressing. Sub-categories will appear once you have chosen the theme.

- Details of what a grant is required for.
- Financial Information on your project.

The following questions have a 500-word limit.

What other funding has been secured for this project? Please include details of any approved and/or pending funding applications which have been submitted.

What is the need you are addressing by delivering your project? Please include information on how this need was established and any consultation that has taken place.

How is your organisation embedded into the Armed Forces Community? Please include details of who you partner with, refer to or receive referrals from. Has consideration been given to any duplication of services there may be in your area?

How will this activity be funded in future years, beyond the period of the grant award?

Impact

Please include information on the expected outcomes of your project and how this will be measured. You will be to include information on three outcomes.

Documentation

You will be required to submit the following documentation – documents marked with an asterisk* are mandatory.

- Annual Approved Accounts *
- Governance Document (Articles of Association/Constitution etc) *
- List of funding sources and amounts received in the past 12 months *
- Safeguarding policy*
- Job description (if you are applying for salary costs)
- Project Plan
- A 12-month cash flow budget

There is the option to upload three additional documents to support your application.

If you have any queries on the above, please contact the Veterans' Foundation® Grants Team via e-mail - grants@veteransfoundation.org.uk