**Veterans’ Foundation’s Guidance to Charities & Organisations Applying for Grants (Version 11, Mar 2022)**

The Veterans’ Foundation has established a substantial grants programme to support charities and organisations that provide support to those in need among serving armed forces personnel, veterans, operationally qualified seafarers and their immediate families.

**Definition of ‘Need’**

Trustees award grants based on this definition of need:

A potential, qualified beneficiary “in need” is one or all of the following:

*1. At a disadvantage compared with non-armed forces citizens due to their service.*

*2. Someone who is suffering from challenges such as the following: unemployment, homelessness, mental and physical ill-health, injuries, poor welfare, old age, a child's loss of parent, addiction and lack of education.*

*Grants should bring benefit to beneficiaries collectively and/or individually; they provide a hand up, not a handout.*

The VF gives priority to charities and organisations who can demonstrate that they are directly involved in the provision of support to those in need, as well as well-run organisations of low to medium wealth.

**Available Grants**

1) Grants of any sum up to a maximum of £30K may be awarded. Trustees will also consider a bid for a spread grant up to a maximum of £30K, i.e. £30K as £10K for each of the next two or three years.

2) Grants of any sum up to a maximum of £40K for the exclusive use on salaries over a two-year period may be awarded i.e. £40K as £20K for each of the next two years. In some cases, the grant award may be limited to one year and grantees will be asked to reapply at a later date for the second year of funding.

The VF has not applied a limit to the number of bids that a single organisation can make, preferring to judge each bid on its merits. In some cases, the VF may choose to give regular grant payments, usually quarterly, where the case is particularly strong and benefit to beneficiaries is closely aligned with the VF objectives.

**Guidelines for Applying**

Please read these guidelines, as they will help you establish your eligibility and ensure you provide the information the Veterans’ Foundation needs to award a grant to your organisation.

**Applying**

If after reading our guidelines you believe you are eligible to make an application, please **use the online application form** on our website to make your bid, including submitting supporting information. You will need to create an organisation profile, upload supporting documents and then submit a grant application that details your funding bid.

For 2021/2022, the Grants Committee will sit September, December, March and June. Our 2022/2023 fiscal year starts in July and the first round of grants will be confirmed in September.

Deadlines for submission are:

**6 May for consideration by June Trustee Meeting**

**26 August for consideration by September Trustee Meeting**

**14 November for consideration by December TM Trustee Meeting**

The relevant application form and supporting documentation should arrive by end of the noted date preceding the Grant Committee meeting. Do let us know if you have any difficulties.

The board may also accept non-routine applications in exceptional circumstances (e.g. for urgent needs caused by the CV-19 pandemic). Please send an email to grants@veteransfoundation.org.uk to see if the board will consider reviewing a non-routine grant application in your exceptional circumstance.

We hope to turn applications around within 2 weeks of the Committee meeting, with payments being made by BACS once you have accepted the VF’s Terms & Conditions. However, please note, in some cases (especially in the case of new organization or start up projects), the board require additional investigation and scrutiny of the grant applicant, project or funding request and may decline or defer decisions at VF discretion until additional investigations can be made.

**Grant Application Guidelines**

We suggest that you read through these guidelines before writing your application. The information these guidelines contains is as follows:

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| **Guidelines** |
| The organisations which are eligible to apply for a grant |
| What the Veterans’ Foundation is unlikely to fund |
| What information our Grants’ Committee requires |
| Checklist of documents you need to send the Veterans’ Foundation |

**Organisations that are Eligible to Apply for a Grant**

All registered charities and other organisations that support the armed forces community (veterans, those serving and immediate dependants), including seafaring veterans who have served on operations, may apply.

The broad range of charities and organisations supported by the Veterans’ Foundation is extensive and covers every aspect of social care including: homelessness, employability, poverty, disability, welfare issues, mental health, marriage guidance, care during old age and confidence building. Organisations are likely to be:

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| **Likely Applicants** |
| Charities |
| Not-for-profit organisations, including CICs limited by guarantee |
| Community projects |

**What the Charity is unlikely to fund**

The Veterans’ Foundation supports a wide range of organisations, though please note the guidelines below which indicate bids that are not normally funded:

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| **Bids from Areas that are Unlikely to be Funded** |
| Organisations that do not support the Armed Forces or seafaring communities |
| Gap years, study trips, fundraising expeditions or sponsorship |
| Housing associations and corporations unless activities and costs are clear and charitable, perhaps match-funded |
| Any activities that result in profit |
| Organisations requiring payments to be sent to accounts outside the UK |

Bids for start-up organisations are particularly carefully scrutinised and may not be funded due to the risk involved. If they are funded, the trustees may require match-funding arrangements.

Where the organisation or individuals are a ‘For Profit’ enterprise, the VF will ensure the Grant shall not be used for any purpose, including meeting the costs, salaries and overheads, other than the direct provision of funding, goods or services to the Beneficiary or Beneficiaries. In such cases the organisation will demonstrate how they will ring fence any part of the unspent Grant and hold it in a separate bank account etc, produce project accounts relating to the Grant funded activity and show the impact of the Grant in all Financial Statements.

**What information our Grants’ Committee Requires**

Applications for grants to charities are considered individually by our Grants Committee and confirmed by trustees. In assessing applications, the following issues are taken into consideration:

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| **Scrutiny Factor** | **Detail** |
| What is being funded and why? | Be clear, state WHAT and WHY something is being funded. So many applicants fail to do this *concisely*.  |
| The governance, trustees and managers of the organisation | The trustees will look closely at any evidence provided to prove that the organisation is effectively managed and has in place satisfactory operating procedures and risk management procedures. This includes ensuring that core services are adequately resourced and stable before expanding into new projects, locations or services. Reference to results of the Cobseo Governance Tool could usefully be made. |
| The financial viability of the organisation, including reserves. | Organisations that are relatively stable financially tend to be in a better position to run and deliver the quality of services for which the organization was created. Therefore the trustees look for signs that the charity/organisation is likely to be sustainable; these signs include, but are not limited to, past history, local support, an appropriate level of reserves, statutory and local council funding, grants from other charities, trusts or corporate organisations. The Veterans’ Foundation is prepared to fund running costs provided sustainability is being considered. Given that we are in recession in UK, we now insist on a 12 months (forward look) budget and/or cashflow statement, as well as a list of funding sources. |
| The degree of need for the project requiring funding. | There are many ways to evaluate this, however, indicators include the level of local commitment to the project, evidenced by such things as fundraising activity, volunteer effort, local authority support, and most importantly the number of serving individuals or veterans, family members that the project will reach, or has reached, and the outcomes achieved. It may be especially helpful to explain existing networks and partnerships with services charities and the armed forces communities. |
| The amount spent on administration and fundraising compared to charitable activities. | Along with a range of other considerations, the trustees review applications in light of the financial health of the organisation, including costs incurred in relation to expenditure on meeting charitable objectives. The trustees expect that administration costs are kept at a reasonable level and they consider these in light of the type and size of the organisation. |
| The ability to gain sufficient funding to meet the appeal target/requirement. | The trustees are keen to assist projects where they can have a high degree of confidence that the necessary funds can be secured from relevant sources, therefore it is important to demonstrate the level of funds already secured and from what sources; as well as the likely targets to address any shortfall.  |
| Beneficiaries | The number, type and degree of need of the beneficiaries will be considered by trustees. The ‘need’ and the benefit provided should be made very clear in the application form. |
| Service Charity Networks/ Referral Networks | Trustees would like to know whether the proposed support/services is provided by any other organisation in your community to avoid duplication; and the degree to which your organisation collaborates with other service providers. |
| The recognition the Veterans’ Foundation will receive. | Trustees would like to know how our grant will be formally recognised by the receiving organisation and their willingness to work with our communications team in providing suitable case studies and material to support our charity in further fundraising. Participation in PR *before* grants are awarded will *not* be considered by the trustees. |

**Application checklist**

Lastly, please check that you have included as many of the following as possible with your application before submitting.

The strongest funding proposal will include as many of these documents as possible, but if you do not have all documents, provide what you do have:

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| **Document** | **Insert ‘yes’ if included** |
| Completed application form |  |
| Latest published trustees’ annual report and accounts |  |
| Latest annual report (if separate from accounts) |  |
| Detailed analysis of costs of grant required |  |
| Budget for the next 12 months  |  |
| Cashflow Statement  |  |
| List of funding sources and amounts  |  |
| Your diversity policy |  |
| Your health and safety policy |  |
| Contact(s) – name, email, phone number as a contact for your work within the community |  |
| Any other supporting documentation that will contribute to our understanding of the requirement (including additional statements you could not include in the application and case studies, etc.) |  |

**Notice of Grant Award**

If the grant application is approved following consideration by our Trustees, you will be notified via email. Grant "approval" only happens with a formal email and acceptance letter that is sent out by our grants team following the board's formal decisions at the relevant Trustee Meeting.

We hope to turn applications around within 2 weeks of the Committee meeting, with payments being made by BACS once you have accepted the VF’s Terms & Conditions.

**Grant Monitoring**

Please be aware that subject to the VF’s Terms & Conditions, successful grantees will be required to submit periodic reports that will be detailed in the grant approval documents.