



**Veterans' Foundation  
Major Grants Programme  
Guidance to Charities and Organisations Applying for a Major Grant**

**Introduction**

The Veterans' Foundation (VF) has established a new Major 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. The grants are to enable major change or progress in a charitable organisation.

**Definition of Need**

Trustees award grants based on this definition of need:

A potential, qualified beneficiary "in need" is one or both of the following:

- *At a disadvantage compared with non-armed forces citizens due to their service.*
- *Someone who is experiencing challenges such as the following: unemployment, homelessness, mental and physical ill-health, injuries, poor welfare, a child's loss of parent or addiction.*

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.

**Available Major Grants**

- Major Grants of between £100,000 and £200,000 are available. This can be for one year or a multi-year grant for up to three years.

***If you are successful in securing a Major Grant from the Veterans' Foundation, then please note that you will not be eligible to apply for any other grant awards for the duration of your Major Grant period.***

**Application Process**

The first step in the application process is to complete our Major Grants Eligibility Quiz by clicking "Apply Now". If you are eligible to apply, the next step is to complete the Stage 1 Expression of Interest form online. Once this has been reviewed you will be advised of the outcome and if successful, invited to submit a Stage 2 application. If you are unsuccessful at this stage, we will explain why.

If you are invited to apply for a Major Grant, we will send you an e-mail with an on-line link to



the Stage 2 application form. Please note that an invitation to apply for a Major Grant at this stage is not confirmation that you will receive a grant. You will be advised after the Stage 2 assessment whether your application has been successful or not.

While you are completing the application form, you can save and resume your application at any point by clicking the 'Save and Resume' link at the bottom of every application page. A link will be generated which you can use any time within 30 days to resume answering questions on the form. The link will be e-mailed to you by entering your e-mail address when prompted.

**Please note that you must use the latest link e-mailed to you each time you exit your application, without the link the data you have entered cannot be retrieved and you will have to restart filling out the application form. Upon visiting the Save and Resume link, file uploads and signatures will need to be reloaded.**

### **Major Grants priority areas**

The Major Grants programme will prioritise applications that deliver impact and outcomes for our Armed Forces Community. This includes, but is not restricted to the following:

- Improving mental health and wellbeing
- Advancing family/carer welfare
- Advancing housing security
- Improving employability
- Tackling other disadvantages of service life (e.g. Veterans and the justice system)

The grant purpose can be ambitious or innovative but should not be an unproven concept or brand-new pilot project. Successful organisations will be able to demonstrate the funding will deliver meaningful outcomes and provide clear beneficial impact to the Armed Forces community. For example, a well-run organisation with a proven track record of delivering impactful services may be looking for additional funding to expand their regional footprint or to grow the number of beneficiaries that can be served. Or a coalition of charitable providers may seek funding to sustain growth for a referral pathway that reduces barriers to accessing vital services.

### **Organisations that are eligible to apply for a grant**

As per the VF's eligibility criteria, registered charities and other not-for-profit organisations that support our beneficiaries may apply. In addition, organisations should have the following income to qualify for the Major Grants programme:



- Minimum annual income of £100,000
- Maximum annual income of £6,000,000

Whilst we will accept grant applications from organisations that do not exclusively support Armed Forces' beneficiaries, information will be required as to why the service given to veterans differs from your normal services. You should include information on what the additional/different needs of the Armed Forces Community are, and why your organisation is best placed to deliver the project.

The Veterans' Foundation also welcomes applications from underrepresented groups such as:

- People with disabilities
- Ethnic minorities
- LGBT+ community
- Female groups
- Carers

#### **What the VF is unlikely to fund**

A separate guide can be located on the VF website listing items that we are unlikely to fund. Please read this document before you submit a grant application.

#### **What information our Grants' Committee requires**

Applications for our Major Grants are assessed by our Grants Team and are considered by the CEO and the Grants Sub-Committee (GSC) and confirmed by the Trustees.

In assessing applications, the following factors are taken into consideration:

Item	Information Required
Governance, Trustees and management of the organisation.	VF will look closely at any information provided to evidence that the <b>organisation is effectively managed</b> 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.



<p>The financial viability of the organisation, including reserves.</p> <p>How will your organisation be funded in future years?</p>	<p>Organisations that are relatively stable financially tend to be in a better position to run and deliver the quality of services for which the organisation was created. Therefore, we look for signs that the organisation is likely to be <b>sustainable</b>; these signs include, but are not limited to, past history, local support, an appropriate level of reserves and a mixture of funding streams.</p> <p>VF are prepared to fund overhead costs provided sustainability is being considered. Please include a 12-month financial forecast if you are seeking funding for overhead costs.</p>
<p>What will you spend a grant award on?</p>	<p>Please be clear about exactly <b>what items a VF grant would fund</b>. A breakdown of the project costs will be required. If you are applying for a multi-year award, a breakdown of the costs each year should be submitted. We want to ensure that the project is well costed, value for money and the costs are proportionate. We will fund salary, project and overhead costs.</p>
<p>What is the need you are addressing by delivering your project?</p>	<p>Please include information on <b>how this need was established</b> and any consultation that has taken place.</p> <p>There are many ways to evidence this, indicators include the level of local commitment to the project, evidenced by such things as fundraising activity, volunteer involvement, local authority support, and most importantly the number of serving individuals or veterans, family members that the project will reach or has previously reached.</p> <p>Information should be included as to <b>whether organisations are delivering similar projects in your geographical location, we wish to avoid duplication</b> in services or please advise if there any specific gaps in service delivery.</p>
<p>The ability to secure sufficient funding.</p>	<p>We are keen to assist projects where there is a high degree of confidence that the necessary funds can be secured from relevant sources, therefore it is important to <b>demonstrate the level of funds already secured</b> and from what sources; as well as the likely funding targets to address any shortfall.</p>
<p>Beneficiaries</p>	<p>The number, type and degree of need of the beneficiaries will be considered by VF. You should be able to verify the number of beneficiaries to us, if asked to do so.</p>
<p>Armed Forces</p>	<p>We would like to know the degree to which your</p>



Community Networks/Referrals	<p>organisation <b>collaborates with other service providers</b> specifically in the armed forces' community. Please include information on established referral pathways in, and referral pathways out, which your organisation has in place.</p> <p>Please explain existing <b>networks and partnerships</b> with services charities and the armed forces' communities.</p>
Recognition that the VF will receive.	<p>Please advise as to how any grant award will be formally recognised by your organisation and your willingness to work with our communications team in providing suitable case studies and material to support our charity in further fundraising.</p> <p>Participation in PR <i>before</i> grants are awarded will <i>not</i> be considered by VF.</p>

Please note, in some cases (especially for newer organisations), the Trustees may require additional information and scrutiny of the grant application and may decline or defer a decision on your grant application until this information has been provided.

### Application checklist

No additional documents are required to be submitted with your Expression of Interest. If you are invited to submit a **Stage 2 application**, the following documentation will be required.

- **Annual approved accounts.** If you have micro-entity accounts, please also submit your management accounts for this period.
- List of **funding sources and amounts received in the past 12 months.** Also include information on grant applications which have been submitted to other funders and for which you are waiting on the outcome.
- Safeguarding policy.
- **Job description and person specification** if you are requesting a grant for salary costs.
- **Project Plan/Budget** – a detailed plan or budget relating to the project which you are seeking funding for.
- Your organisations' **12-month cash flow budget/forecast.**
- **References** are required for organisations that have not previously received a grant from the VF. References should be from organisations who specifically work in the Armed Forces communities and who are familiar with your organisation.

The reference should include information such as the outcomes of your work, your organisations' ability to deliver the project and information on how you engage with other armed forces organisations in the community.



When you have completed your Stage 2 application, if needed, you will be able to upload three further documents to support your application. Please note during the assessment process, the Grants Team may ask for additional documents.

### **Timeline for decisions**

Submission of Expression of Interest	Closing date for applications Tuesday 7th May 2024
Outcome of Expression of Interest	By Tuesday 14 <sup>th</sup> May 2024
Stage 2 applications	Closing date for applications Monday 3rd June 2024
Outcome of Stage 2 applications	By Friday 28 <sup>th</sup> June 2024

You will be notified of the outcome of each stage of the application process as per the dates above.

If successful, an e-mail will be sent to the main contact advising on how your Grant Award can be accepted and the associated terms and conditions of the grant award.

Please note all decision making for grant applications is made at the discretion of the Trustees of the VF.

### **Grant Monitoring**

If your organisation receives a Major Grant award, you will be asked to complete monitoring reports. The dates the monitoring reports should be submitted will be included in your grant offer letter. A reminder will be sent via e-mail one month before the report is due to be submitted.

### **Contact**

If after reading our guidelines you have any questions, please contact the VF Grants Team at [grants@veteransfoundation.co.uk](mailto:grants@veteransfoundation.co.uk).