



## Veterans' Foundation Guidance to Charities and Organisations Applying for Grants 2024

The Veterans' Foundation (VF) 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 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. We seek to prioritise organisation who have a low to medium income.

### Available Standard and Salary Grants

- Grants of up to a maximum of £30,000 are available. This can be for one year or a multi-year grant for up to three years (e.g., £10,000 per year over three years).
- Grants of up to a maximum of £75,000 are available for the exclusive use of **salary costs** over a three-year period, with the maximum annual grant being £25,000 (e.g., £25,000 per year over three years).

The VF has not applied a limit to the number of applications that a single organisation can make, preferring to assess each application on its merits; however, **no more than one grant application can be submitted per quarter.**

### Guidelines for Applying

You will need to complete the eligibility quiz before you can access the grant application form. This is of particular importance to organisations who have previously received a grant as we have updated our eligibility criteria. By answering yes to each of the components, you can identify if your organisation is eligible to apply for a grant award. Exceptions to these rules may be agreed but this needs consultation with VF Grants Team.



Once you have started 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 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.**

Application deadline dates and information on when you will be advised of the outcome of your application, can be found on the VF website. There are usually four funding rounds per year. Late applications cannot be accepted, though in **exceptional circumstances**, we may accept non-routine grant applications. Please send an e-mail to [grants@veteransfoundation.org.uk](mailto:grants@veteransfoundation.org.uk) outlining your request and advising what the exceptional and urgent circumstances are.

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

All registered charities and other not-for-profit organisations (as per the eligibility checker) that support our beneficiaries mentioned earlier may apply.

The range of charities and organisations supported by VF is extensive and covers every aspect of social care and includes but is not limited to: homelessness, employability, financial disadvantage, disability, welfare issues, mental health, marriage guidance, care during old age and confidence building.

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 Armed Forces' beneficiaries differs from your other services. Information on what the additional/different needs of these beneficiaries are, and why your organisation is best placed to deliver the project should be included in your application.

### **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 grants are assessed by our Grants Team and are considered by the CEO and/or the Grants Sub-Committee (GSC) and confirmed by the Trustees.

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

Item	Information Required
<p>Governance, Trustees and management of the organisation.</p>	<p>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.</p> <p>Reference to results of the Cobseo Governance Tool could usefully be made.</p>
<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 in services or please advise if there any specific gaps in service delivery</b>.</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</p>



	from what sources; as well as the likely funding targets to address any shortfall.
Beneficiaries	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.
Armed Forces Community Networks/Referrals	<p>We would like to know the degree to which your 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

Please ensure that the following documents are uploaded with your application.

- **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 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.

### **Notice of Grant Award**

You will be notified of the outcome of your grant award as per the published dates on our website.

If successful, an e-mail will be sent to the main contact advising as to 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 grant award, you will be asked to complete a monitoring report. 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).