**Charity and Organisation Grant Application –**

**Guidance Notes for Completion**

1. Provide a short summary (max 800 characters) explaining the purpose of your organisation. If applicable, this section should be aligned with your organisation’s charitable objectives as detailed on the Charity Commission website.
2. Detail the **primary** service provided by your organisation or charity, for example: Elderly Care; Mental Health services; Wellbeing Support. These need not be aligned to ABF categories of support requested at Section 2.
3. Select all regions where your charity/organisation delivers its activities, ie this relates to the organisation itself, not the location of the beneficiaries.
4. Select the check box as applicable.
5. Include a link to any independent inspection report, external accreditation, or kitemark you have received in the last 2 years, for example Care Quality Commission/Care Inspectorate Rating.
6. Provide a brief summary (max 600 characters) of what this project will deliver.
7. Provide a summary of what specific needs of the Army family will be met by this project, and how you have determined that this need exists ie the evidence and/or data source.
8. Explain (max 1500 characters) how the project you are seeking ABF funding for (in this application) will meet this specific need, including the activities that will take place, geographical location for delivery, and the main target audience for the project.
9. Insert the total number of currently serving Army personnel (Regular or Army Reserve) you expect to directly benefit from this project.
10. Insert the total number of partners (married or civil partnership and recorded as such on JPA) of currently serving Army personnel you expect to directly benefit from this project. Where the partner is currently serving in the Army (Regular or Army Reserve) then they should be recorded under Army personnel as per note 8.
11. Insert the total number of Army Service Children who will directly benefit from this project. A Service child is defined as a child under 18 who is the child of a Service member or Service partner. This includes adopted children and any other children under 18 who are the responsibility of a Service member or Service partner.
12. Insert the total number of Army veterans you expect to directly benefit from this project. For the purposes of this application, an Army veteran is a person who has served at least one day in the British Army.
13. Insert the total number of family members (partners and dependent children) of Army veterans you expect to benefit directly from this project.
14. Insert the total number of people from the Army family who have been impacted by the bereavement of a serving or veteran soldier, and who you expect will directly benefit from this project. This is a standalone figure and may include numbers from the details provided above.
15. Provide total numbers of the RN/RM family you expect to directly benefit from this project.
16. Provide total numbers of the RAF family you expect to directly benefit from this project.
17. Project outcomes are the changes in policies, people and communities that you aim to achieve with your work. Please succinctly summarise (max 1000 characters) the outcome(s), ie the change, you expect to see through delivering this specific project. Your outcomes should describe **Who** is changing, **What** is changing, and **How -** with the How referring to the direction of change ie increasing, decreasing, improving etc, not how you are going to make the change happen, ie your activities which are described at note 5.
18. Serving Army personnel; Serving Army - partners; Army Service Children; Army veterans; Army veterans family members; Army bereaved community.
19. The Social Value Model sets out government’s social value priorities to assist organisations when bidding for government contracts. Whilst not mandatory, grant applicants who may be applying the model in other areas of their work may include relevant details here.