

**Veterans' Foundation**  
**Small Grants programme**  
**Guidance to Charities and Organisations applying for a Small Grant**

## **Introduction**

The Veterans' Foundation (VF) has established a new funding programme, Small Grants. The grants are to support charities and groups that provide assistance 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.*

**Grants are available for between £500 and £5,000 and must be spent within 12 months.**

The Small Grants programme has been set up to support primarily small, grassroots groups to flourish in the Armed Forces Community and to deliver impactful community-based activities. The eligibility, application and monitoring requirements are simpler than our standard and major grants programmes. With this in mind, we envisage that the programme will target harder to reach groups that have not received funding from the VF in the past. e.g. Breakfast clubs, drop-in centres, groups that support underrepresented individuals. We aim to advise you of the outcome of your application within eight weeks from the submission date.

## **Guidelines for Applying**

The first step in the application process is to complete our Small Grants eligibility quiz. You will need to complete the eligibility quiz before you access the grant application form. 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 considered but this requires consultation with the 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.**

The Small Grants programme will work on a rolling basis, meaning that you can submit an application at any time.

You may apply for a Small Grant once per quarter. The timings of the quarterly period can be found on the Veterans' Foundation website.

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

All registered charities and other not-for-profit groups that support our beneficiaries mentioned earlier, may apply. **The following exceptions apply:**

- Groups with an annual income above £100,000
- Community Interest Companies (CICs) Ltd by shares
- Private Limited Companies (PLCs) Ltd
- Statutory organisations – Local Authorities, NHS, Educational institutions
- Individuals

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, and mental health.

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 the beneficiaries are, and why your organisation is best placed to deliver the project should be included in your application.

The Veterans' Foundation encourages applications from under-represented groups such as:

- People with additional support needs
- Ethnic minorities
- LGBT+ community
- Female groups

### **What the VF is unlikely to fund through the small grants programme**

- Work usually considered a statutory or local authority responsibility
- Overseas trips unless there is benefit over carrying out the activity in the UK; match

funding should be secured, and the environmental impact of the overseas trip should have been taken into consideration

- General appeals or applications requesting donations
- Gap years and study trips or fundraising expeditions. If you are fundraising for the Veterans’ Foundation, please e-mail [fundraising@veteransfoundation.org.uk](mailto:fundraising@veteransfoundation.org.uk)
- Campaigning or lobbying projects, or general awareness raising work
- Retrospective funding respects i.e. for activities that have already taken place or money that has already been spent
- The repayment of loans or debts
- Armed Forces Day celebrations
- Cadet Groups, unless the grant purpose is to specifically support the activities of veterans who are associated with the Cadets

### What information is required

Applications for small grants are assessed by our Grants Team and are considered by the CEO. In assessing applications, the following factors are taken into consideration:

Item	Information Required
<p>Governance, Trustees and management of the group.</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.</p> <p><b>Please upload the following documents in support of your application:</b></p> <ul style="list-style-type: none"> <li>• <b>Constitution</b> - if your group is not a registered charity or company*</li> <li>• <b>Annual approved accounts OR Bank statements for the last 3 months OR 12 month cashflow</b> (for new groups)</li> <li>• <b>Safeguarding policy</b> - if available</li> <li>• <b>Reference</b> - required for groups that have not previously received a grant from the VF. The reference should be from individuals who work in the Armed Forces communities and who are familiar with your group. The reference should include information such as the outcomes of your work, your groups’ ability to deliver the project and information on how you engage with other armed forces groups in the community.</li> </ul>

	<p>*Further support on writing a constitution can be found on the following websites:</p> <p><b>England &amp; Wales</b></p> <p><b>NCVO</b> - <a href="#">A charity's governing document: What it should include   NCVO</a></p> <p><b>Charity Commission for England and Wales</b> - <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/806434/GD3.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/806434/GD3.pdf</a></p> <p><b>Scotland (SCVO)</b> - <a href="http://scvo.scot/support/setting-up/writing-constitution">scvo.scot/support/setting-up/writing-constitution</a></p> <p><b>Northern Ireland (The Charity Commission for Northern Ireland)</b> - <a href="https://www.charitycommissionni.org.uk/start-up-a-charity/model-governing-documents/">https://www.charitycommissionni.org.uk/start-up-a-charity/model-governing-documents/</a></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. We want to ensure that the project is well costed, value for money and the costs are proportionate.</p> <p>For this programme, we will not accept applications for salary costs but may consider costs for a sessional worker.</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>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 Community Networks/Referrals</p>	<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.</p> <p>Please explain existing <b>networks and partnerships</b> with</p>

	services charities and the armed forces' communities.
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When you have completed your application, if needed, you have the option 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 request within approximately eight weeks of submitting a grant application.

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. If your application is unsuccessful we will advise you by e-mail.

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 four weeks 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).