



## ABOUT THE ARMED FORCES EDUCATION TRUST

The Armed Forces Education Trust is a grant giving charity. We provide support to service and ex-service children for Education. In addition to support provided to individuals whose education has been compromised by their parent's service, we are pleased to provide grants to other organisations that also provide tangible educational support to the children of serving Armed Forces personnel and the children of veterans.

Our Aims are:

- To help fund the education of the children of service men and women who have been disadvantaged by their parents' service.
- To ensure children do not miss out because of their parents' service, regardless of age, ability, parental rank or past or current service.
- To provide schools with funding for additional resources to support the education of children whose parents serve or have served in our Armed Forces.

## WELCOME TO OUR COLLECTIVE GRANT APPLICATION PROCESS

Please take time to read these guidance notes carefully. They explain which organisations can apply, what we can fund, how to apply, what you need to send with your application form and what happens when we receive your application.

Please note that applications will not be processed without all the required information; incomplete applications may be returned or placed on hold until all relevant information has been received. If you have any queries, please do contact us via e-mail in the first instance at [admin@armedforceseducation.org](mailto:admin@armedforceseducation.org)

Applicants may contact us with an enquiry at any time during the year, although applications are normally considered quarterly and ordinarily retrospective applications will not be considered. If you currently have an existing grant from us, any future award may be conditional upon the completion of a satisfactory post grant report.

The Trust may choose to visit applicants/grantees as part of the application or grant monitoring process.

## ELIGIBILITY & CRITERIA

In order to ensure that the Trust's benevolence is being distributed appropriately, there are some criteria which you need to meet in order to be able to apply:

1. You are a registered charity or not for profit organisation
2. Your proposal will meet the Trust's Aims.
3. You can demonstrate a **direct measurable link** between the proposed activities and improved educational outcome of the service children you are aiming to help.

## WHAT WE DO NOT FUND

While the Trust supports a wide range of activities that support our aims, the list below indicates areas which are not normally funded:

1. Grants not related to the education of service or ex-service children
2. Capital Projects
3. Activities that should be funded by the Service Pupil Premium (in England)
4. Activities that the state has a legal obligation to provide.

## WHAT WE LOOK FOR IN AN APPLICATION

Applications are considered by our Grants Committee. In assessing applications, the following issues are taken into consideration:

- The **NEED** for the activities/projects. Is there clear evidence of the need for the proposed activities, what is this evidence, how strong is it and where has it come from? Is there evidence that your organisation needs financial support and what will happen if it is not given?
- What will be the **IMPACT** of the proposed activities? Do the proposed activities have a direct link to the Trust's aims and is it easy to understand the positive change that these activities will bring about? Is it clear how this impact of the activities can be measured?
- **ORGANISATIONAL CAPACITY**. Does the applicant organisation have any experience in delivering the proposed activities and does it have a history of delivering positive outcomes that align with the Trust's aims?
- Does the requested grant represent **VALUE** for money? Do the potential outcomes of the proposed activities outweigh the cost of the requested grant?
- **GOVERNANCE**. Does the applicant organisation have satisfactory safeguarding and GDPR compliance policies in place.

## HOW TO APPLY

You can check via our website - <https://armedforceseducation.org/collective-grants/> that you are eligible to apply for a grant. This process will allow you to send us an enquiry email. We will aim to call you back within 3 working days to discuss your enquiry before sharing a link to the online collective application form. The form will automatically save as you progress but you should email us when it is complete.

Please also email any **supporting documentation** (in pdf format) that you feel will contribute to our understanding as appropriate, e.g. case studies etc.

Most collective grant applications, unless urgent, are reviewed as per the schedule below. The key dates are as follows:

- **Closing date for applications each term:** 15 January / 15 May / 1 October
- **Allocate funding and notify applicants:** End February / End June/ Mid October

For certain types of collective funding however we may only accept applications for the June meeting. We will confirm this when discussing your enquiry.

Applications are generally considered with decisions notified within 8 weeks from the receipt of the application.

## TERMINOLOGY

You may notice some terminology in our application, guidelines and outcome report that you are unfamiliar with. You may find the below definitions useful. Please also refer to the NCVO guide on Impact and Evaluation: <https://knowhownonprofit.org/organisation/impact>

- **OUTPUTS** – The activities, services and products provided by an organisation, project or programme. *For example, in a programme to improve numeracy amongst primary school children, outputs might include the number of sessions per child, the number of people participating each in activity, or the different types of interventions being offered by projects.*
- **OUTCOMES** – The changes, benefits or other effects that happen as a result of the activities provided by an organisation, project or programme. *For example, for the same numeracy programme, outcomes might be measurable improvements in pupil's educational outcomes.*
- **IMPACT** - is the broader or longer-term effects of a project's or organisation's outputs, outcomes and activities. The overall desired impact of the Collective Grants programme is to help ease the difficulties that sometimes happen with the education of children of members of the Armed Forces as a result of their parents' service.

## POST GRANT REPORT

To measure the outcomes, rather than just the outputs resulting from the grants that the Trust has awarded, we ask that all organisations who have been awarded a grant to complete our standardised post grant report form. This should be submitted within two months of the end of the grant period. Please note that this must be received before any further applications can be considered.

A copy of the post grant report form will be emailed to you if you are awarded a grant.

## TERMS AND CONDITIONS

If you are successful in securing grant funding, you will receive a letter that includes terms and conditions specific to your grant. You will need to email confirmation of receipt of this before the grant funding is released.

The Armed Forces Education Trust relies upon the awareness of its brand to help to ensure that no service or ex-service child is disadvantaged because of their parent's service. As such, you should promote the wider work of the Trust to service families whose children benefit from activities, projects or interventions funded by the Trust as well as to other local education providers.