



**The Armistice and Armed Forces Communities
Programme**
Remembering and supporting their contribution

Pre application guide

**ARMED FORCES
COVENANT**

FUND TRUST

This guide is for organisations that would like to apply for an award to bring their community together to think about the Armistice and the Armed Forces Community today.

Introduction

Armistice Day falls on 11 November and is also known as Remembrance Day. It marks the day World War One ended, at 11am on the 11th day of the 11th month, in 1918. A two-minute silence is held at 11am to remember the people who have died in wars. The Armistice has a special significance this year, as it marks 100 years since the end of WW1.

Communities across the United Kingdom are thinking about the centenary of the end of WW1 and how they can commemorate and bring people together. This award scheme will help communities to access silhouettes that bring to mind those who went to war and did not return. These silhouettes can bring a community together through an event, to remember, and to think about the Armed Forces Community today. You can find out more about the silhouettes at <https://www.therebutnotthere.org.uk/>

We will make awards to community organisation who need help to obtain silhouettes. Organisations can apply for up to 10 silhouettes. As part of the award, your organisation will need to hold a self-funded event to bring your local community together. You can apply between 1st- 30th June 2018.



Who can apply for an award?

Your organisation will need to be one of the following

- ✓ A charity
- ✓ A Community Interest Company (CIO)
- ✓ A school
- ✓ A place of worship
- ✓ A chapel or other place of worship, or multi-faith facility within a hospital or Armed Forces base, where people would not otherwise be able to engage in remembrance and engagement activity without financial resources
- ✓ A community organisation with a constitution and a community space. This can include
 - A community organisation such as a village hall, or community centre
 - A Humanist or other place of reflection that is not linked to religious observance
 - Any other community organisation with a constitution where people can come together in a physical space such as a sports club.

We can't make any awards to individuals or organisations that do not have a constitution. Many types of local organisations will be eligible. If your group is more informal, then you may be able to work with another local organisation such as a village hall or place of worship. They would need to be the organisation that applied for the award.

If you are not sure whether your organisation is eligible; contact us and we will help

A constitution is a set of rules that your organisation has. It describes what your organisation aims to do; and how you make decisions. It can sometimes be called your governing document.

When you apply to us, you will need to give us the names and addresses of two people who are involved in running your organisation. They need to be formally appointed people who are not related to each other who can act on behalf of their organisation.

We will need to know where you plan to place the silhouettes and hold your event. Normally, the organisation responsible for this venue should be the organisation that applies to us for an award.



We are keen to fund projects across the UK, and welcome applications from communities in Scotland, Wales, Northern Ireland and England.

We don't just want to fund areas that have a large Armed Forces presence such as a base. Don't be put off applying if you are not sure about how to best engage with the Armed Forces community at this point. We want the projects that we fund to help build relationships with the Armed Forces community.

Do we need to live in an area of need to apply for an award?

We are targeting the funding towards communities that have the most need for additional support in order to make their event happen. This could be a financial need; where getting some help from us will enable you to run a project that would not otherwise be able to happen.

We understand that many communities might have a financial need, and you can tell us about the need in your community in the application form.

Who are the Armed Forces Community?

The Armed Forces Community is a term that refers to people who are currently serving in the Armed Forces, their families (particularly partners, spouses and children); and veterans.

Veterans can be a range of ages; and includes younger veterans. The Armed Forces Community also includes those serving as reservists and cadets.

The best project ideas will be able to tell us how the local Armed Forces Community will be involved in the event.

You may like to think about how you could involve veterans of all ages, Armed Forces families, local bases, reservist bases or cadet groups in your project.

What will you need to put on the application form?

You will need to tell us

- Where your project will take place; such as a place of worship or community venue
- What type of event you will run to bring your community together
- How you will include a range of people within your community in your event; including people from the Armed Forces Community. This could include inviting veterans or working with local bases, reserve bases or cadet groups
- Why you need some help to obtain the silhouettes to run your project
- How many silhouettes you would like for your project. You can apply for up to 10.

Your location

- Your project will need to take place in a community venue
- It will need to be open to everyone in the community for your project, not just members or people who regularly attend the venue

Your event

- You will need to commit to hold an event as part of your application
- You are responsible for organising and funding the event
- Your event must include the local community
- The event does not need to be expensive. We have included some ideas on the next page

Your need

- You will need to tell us why you need help to get silhouettes for your community. This might be due to the cost of the silhouettes
- We will prioritise awards where the project could not go ahead without help from us

The programme has a fixed budget. No organisation is guaranteed an award as it is a competitive process. Applications that read the guidance carefully and spend time planning their project may be more likely to be successful.

Your event

We are delivering this grant programme in partnership with local communities. We can provide you with help to obtain the silhouettes as a focal point for your community. **Your event is your responsibility to plan, organise and fund.**

Your event can be modest and does not have to cost a lot to run. It might be tea and cake following a remembrance event. Perhaps people in your community could bring and share a lunch.

It should be open to people in your community, promoted ahead of time and you should think about how you can bring together people from the Armed Forces Community and the civilian community in your local area.

When you make an application to us, your organisation will be committing to hold an event if we make an award to you. This will form part of your grant agreement with us.



We anticipate that most award holders will wish to hold their event around the time of the Armistice commemorations on Sunday 11th November 2018. Your event will need to be held by 30th November 2018.

You will need to tell us the date that you are planning to hold your event on the application form.

After your event you will need to fill in a short form for us; and let us know how it went. You will be able to send us pictures as part of this.

Don't forget!

Apply online at www.covenantfund.org.uk

Applications open on 1 June 2018

Applications close on 30 June 2018

Getting your silhouettes

When you apply to us, you will need to

- Let us know how many silhouettes you would like. You can apply for up to 10 silhouettes
- Tell us if the silhouettes will be placed on for benches or chairs. We need to know this because there are slight differences between them



If we make you an award, we will

- Write to you to tell you that you have been successful
- Confirm the number of silhouettes you have been awarded
- Place an order directly with There But Not There to order your silhouettes for you; saving you time and effort
- Pass your details on to There But Not There who will get in touch with you directly to arrange a delivery time

Silhouettes will be delivered directly to award holders in good time for November.

If we make you an award, the silhouettes will be yours to use in future and we hope that your organisation will use them for Remembrance Day or similar occasions for years to come. You may like to think about how you will be able to store them in a safe place.

Checklist

- ✓ Spend time thinking about your project. Plan who you will work with and the event that you would like to hold. Think about the items that you will need for your event, and how you will be able to provide them.
- ✓ Think about how you can involve local Armed Forces Communities in your area.
- ✓ Apply to us via our website (www.covenantfund.org.uk) between 1-30th June 2018.
- ✓ We'll send you an email letting you know that we have received your application
- ✓ We'll write to you letting you know if your application has been successful

If you are successful

- ✓ We will place an order directly with There But Not There for your silhouettes
- ✓ There But Not There will contact you and let you know your delivery date
- ✓ You will receive your silhouettes in good time for November
- ✓ You will need to ensure that the silhouettes are placed in the venue that you told us about in your application
- ✓ You will need to hold a community event, organised and provided by you, that brings people together
- ✓ You'll need to fill in a short form for us after the event; telling us how it went, and sending us any pictures
- ✓ The silhouettes will belong to your organisation, and you can use them again in future



About us

The Covenant Fund was previously administered by an in-house MOD team and the funding has moved to the new independent trust as from 1 April 2018. The Armed Forces Covenant Fund Trust manages the grant programmes funded by the Covenant Fund. You can find out more about our work at www.covenantfund.org.uk.

The Covenant Fund is an annual grant of £10 million which is paid to the Armed Forces Covenant Fund Trust to fund grant programmes that support the armed forces community.

One of the aims of the Trust is to promote community integration and good relationships between members of the Armed Forces Community and civilian communities. The Trust has made a number of grants through its Local Grants programme to bring communities together through events and shared projects.

About the Armed Forces Covenant

The Armed Forces Covenant is a promise from the nation that those who serve or have served, and their families, are treated fairly. You can find out more at <https://www.armedforcescovenant.gov.uk/>

For help and further information

Call 0300 3033837

Email us at remembering@covenantfund.org.uk

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