

## General Application Guidelines and Eligibility Criteria

1. The Forces in Mind Trust (FiMT) strongly advises applicants to read the eligibility criteria provided here and only proceed if their application falls within the objectives of FiMT. Details of FiMT's priorities will be contained within the 'Grants and Commissions Programme' page on our website.
2. FiMT has a two-stage application process where an initial application will be considered by the FiMT Executive team; those applicants who align best with the charitable objects and priorities of FiMT, and who are also considered to be financially sound, will be asked to complete a full application.
3. For examples of what FiMT has funded so far please see the 'Who we have helped' and 'News' pages on our website. FiMT is keen to prevent applicants wasting time and incurring costs in applying for a grant when there is no real prospect of success. Evidence from similar charitable trusts and FiMT's early years of operations show that grants are awarded to 10-15% of applicants each year. Applicants should bear in mind that the greater the level for which funding is applied, then the longer the application is likely to take.

### What will the Trust will not fund

4. We will not support the following, no matter how worthwhile:
  - Grants to individuals – this is a primary role of existing Services charities and benevolent funds. This exclusion includes grants to individuals carrying out research eg PhD students
  - Work that does not benefit Service or ex-Service men or women, or their families
  - Work that does not have a direct benefit to the UK, although this does not preclude support for foreign and commonwealth groups that have served in the UK Armed Forces
  - Work that is primarily the responsibility of central or local government and statutory providers, such as local authorities or the NHS, or projects which directly replace statutory funding
  - Retrospective funding
  - General appeals or circulars
  - Churches or other religious bodies where the grant will be used for religious purposes
  - Profit-making organisations, unless the objective is in support of Service or ex-Service men or women, or their families as part of a corporate social responsibility programme
  - Ongoing costs for a project which is already established

### How to start – the basics

5. FiMT recognises that applying for funds can be time consuming and it is not our intention to cause unnecessary work. Therefore, we operate a two-stage application process. Please send a cover letter outline of your organisation, and a description of the project or research you are hoping to undertake on no more than 2 sides of A4 (and no smaller than 11pt font size). Please include the following:
  - A contact name, email and postal addresses, and telephone number for the person submitting the application

- The nature of your work, numbers and nature of beneficiaries and area of operations, including an illustration of your work (for example a short case study or a brief extract of an evaluation report)
- A description of how your work fits with key areas of interests of FiMT
- Evidence of the need
- What you are seeking funds for and a short budget
- How you measure and evaluate your work
- Your partnerships with other organisations in the sector

**What the Trust is looking for – we don't expect you to address every point below in your initial application, simply to refer to the key activities (if you are invited to submit a full application you will need to satisfy each item).**

Item	Activity
Project	<ul style="list-style-type: none"> <li>• Clearly defined area of need and evidence of need</li> <li>• Fit with FiMT objectives and priorities</li> <li>• National focus or ability to replicate?</li> <li>• Clearly defined delivery mechanisms</li> <li>• Ability to adapt, change and innovate from experience</li> <li>• Positive involvement of service users</li> <li>• Demonstrable evidence of partnership working</li> <li>• Proposed approach to evaluating impact</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>• An outcomes based approach</li> <li>• Evidence of good or promising outcomes</li> <li>• Ability to disseminate results and outcomes</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Good management team</li> <li>• Good board and Chair</li> <li>• Clearly articulated vision and strategy</li> <li>• Clearly articulated priorities</li> </ul>
People and Resources	<ul style="list-style-type: none"> <li>• Sufficiently qualified staff across the organisation</li> <li>• Strong recruitment practices</li> <li>• Good use of volunteers</li> <li>• Good reputation within the sector</li> <li>• A well defined and compliant equal opportunities and diversity policy</li> <li>• CRB compliance should the proposed project or research require this</li> </ul>
Finances	<ul style="list-style-type: none"> <li>• Good quality financial management, evidence by annual accounts and management accounts</li> <li>• Multiple sources of funding</li> <li>• Credible fundraising strategy</li> <li>• Strategic use of funds raised</li> <li>• Value for money</li> </ul>
Ambition	<ul style="list-style-type: none"> <li>• Strong potential to grow or to provide opportunities for replication</li> <li>• Potential to develop new or diversified projects</li> <li>• Potential to influence on a significantly larger scale</li> </ul>

Leverage	<ul style="list-style-type: none"> <li>• Potential to generate significant leverage through partnerships with other foundations or delivery partners</li> <li>• Potential to generate significant leverage from other donors, either at point of intervention or over time with an aim to create a sustainable operation – see below</li> </ul>
Sustainable	<ul style="list-style-type: none"> <li>• Projects should bring about sustainable change</li> <li>• Clearly defined exit strategy</li> <li>• Where applicable, exit strategy should demonstrate how evidence of benefits will be gathered to support a well founded business case for transfer of services to appropriately funded bodies</li> </ul>

**Initial Application**

6. The cover letter and initial two page summary should be emailed to – [applications@fim-trust.org](mailto:applications@fim-trust.org). We will acknowledge receipt of your application within 5 working days and allocate it a unique reference number. If you do not hear from us within 5 days please contact us again to ensure we have received your application. In order to treat all initial applications equally and fairly, and due to limited FiMT resources, please do not send more than 2 sides about your project/research as they will not be assessed. Please do not send any additional supporting attachments at this stage as they will not be considered. If your application passes the first stage, FiMT’s Development Manager will make contact with you to take the application forward. FiMT aims to respond to initial applications within 3 months.

Please do not contact us regarding your initial application unless you wish to notify us of a change in circumstances, or if you have not heard from us within 3 months.

7. FiMT reserves the right to suspend the application process should the number of requests exceed the capacity to process them; this information would also be included on the web site.