



COMMUNITY COVENANT GRANT

HOW IT WORKS AND CRITERIA FOR FUNDING

INTRODUCTION

1. This guidance provides information on the Community Covenant and how to access funds to support projects via the Community Covenant Grant. The process, criteria and associated documents will be kept under review and amended as necessary with the latest version being available on the Ministry of Defence (MOD) website www.mod.uk/covenant.

THE COMMUNITY COVENANT

2. A Community Covenant is a voluntary statement of mutual support between a civilian community and its local Armed Forces Community, defined as Serving personnel, Veterans, and their families. The aims of the Community Covenant are listed in full on page 3. The Community Covenant is signed by the local Armed Forces and Local/Unitary Authorities but may also additionally be signed by charities, volunteer groups and other parties in the local community keen to support the principles of the Community Covenant. It is intended to complement, at local level, the Armed Forces Covenant, which outlines the moral obligation between the Nation, the Government and the Armed Forces. The Community Covenant scheme aims to *build* on this local level of support, and not to replace it. Please see www.mod.uk/covenant, which provides guidance on how to establish a Community Covenant in your area.

THE COMMUNITY COVENANT GRANT SCHEME

3. The Community Covenant Grant Scheme delivers financial support to projects at the local level, which strengthen the ties or the mutual understanding between members of the Armed Forces Community and the wider community in which they live. An application for funding can be submitted by any part of the community; this might include volunteer groups, charities, public bodies such as schools, and so on. Bids will be considered in the first instance by the Community Covenant Partnership¹ at a local level. Bids that the Partnership are happy to endorse will be submitted to the MOD to be considered by the Community Covenant Grant Panel. Existing structures and chains of communication should be used as the Scheme is intended to be as bureaucratically 'light' as possible.

¹ The Community Covenant Partnership is defined, for the purpose of this document, as the parties represented by the lead signatories to the Community Covenant. In many cases bids will be considered by Civil/Military Partnership boards however where these have not been established the bid(s) must be jointly considered by, at a minimum, the Local Authority and a local Armed Forces representative(s) to the Community Covenant.

HOW IT WORKS

4. Completed application forms are considered by a panel led by MOD officials which also includes outside members (e.g. a representative of local government and one of the Families Federations) whilst recognising that final decisions need to be made by officials responsible to the Accounting Officer in MOD. The panel meets quarterly in March, June, September and December. Deadlines for bidding panels will be published online at www.mod.uk/covenant. The panel considers each bid against the criteria set out below. MOD reserves the right not to approve funding for a project and will provide an explanation for its decision should a project not be supported.
5. Once funds are agreed, funding for the project will be released from MOD to the relevant Local Authority who will manage the finances. Where sums are large, or the project is dependent on particular milestones being met, we may agree with you to phase release of funds to ensure that the project is on track to deliver.
6. The **Community Covenant Partnership** will be responsible for ensuring that: the grant is used for the purpose stated in the business case; funds are managed prudently and deliver value for money; a full account of expenditure is retained for accounting purposes; and that they are satisfied the project manager has the required skills to manage the project. Ultimately, the **MOD** is responsible for accounting for money released via this scheme. It is therefore necessary to put a number of steps in place, including reporting requirements outlined in the Terms and Conditions, to ensure that we are able to fulfil this duty.
7. MOD will regularly review how the scheme is administered and we welcome feedback on this guidance and process.

THE AIMS OF THE COMMUNITY COVENANT

- Encourage local communities to support the Armed Forces Community in their areas;
- Nurture public understanding and awareness amongst the public of issues affecting the Armed Forces Community;
- Recognise and remember the sacrifices faced by the Armed Forces Community;
- Encourage activities which help to integrate the Armed Forces Community into local life;
- Encourage the Armed Forces Community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement

COMMUNITY COVENANT GRANT - CRITERIA AND GUIDANCE

- Applications should meet at least one of the aims of the Community Covenant;
- Bids may only be submitted from areas which have already established a Community Covenant in their area;
- There needs to be a clear demonstrable benefit to Armed Forces Community *and* their local community;
- Applications should be genuinely local projects, designed by local organisations (not national programmes) to meet local needs;
- Applications must demonstrate value for money;
- Applications should not 'gap fill' a service that is or should be provided by others (e.g. other Government Department, local authority, existing MOD provision);
- Projects submitted must not generate a profit, top-up an existing Grant-in-Aid or raise funds for the charitable sector;
- MOD can only provide one off funding so where there is an ongoing cost – such as maintenance or staff costs, we will look for the non-Service element of the partnership to commit accordingly;
- The application is more likely to be successful if the non-Service element of the partnership (e.g. Local Authority, or charity) also commit to incurring expenditure;
- Applications are invited for sums from £100 to £250,000 (although bids for amounts greater than this may also be considered in exceptional circumstances);

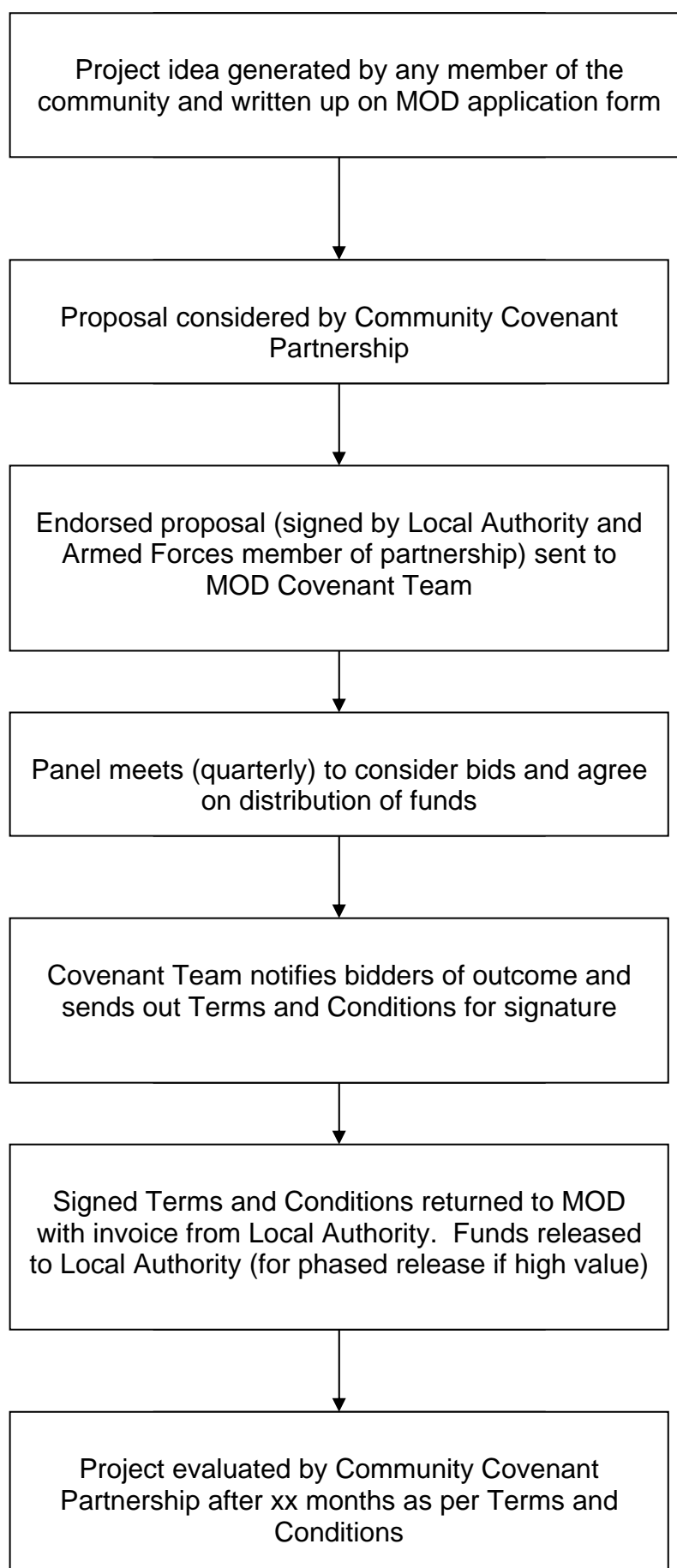
EXAMPLES OF PROJECTS COULD INCLUDE (BUT NOT RESTRICTED TO):

- Bringing together Armed Forces dependants with others in the local community Activities through community activities in rural, isolated areas;
- One-off activities, such as an activity camp involving the Armed Forces and local young people, in which the Scheme would meet the travel and subsistence costs of the Service participants;
- An exhibition at a local library/town hall etc, explaining what a local Armed Forces unit has recently been doing (eg in Afghanistan);
- An “oral history” project, where the local branch of a regimental association, locally based Armed Forces personnel or a specific group of Armed Forces personnel recorded their experiences or discussed them with local schoolchildren;
- Enhancement of existing community facilities used by both local and Armed Forces communities to enable new activities that will led to greater integration;

THE TYPES OF PROJECT THAT WE WILL BE UNABLE TO FUND:

As a Government Department, there are some activities that it would not be appropriate for MOD to fund, this may include (but is not restricted to) the following:

- Topping up existing grants and aids where they come from another Government Department;
- Where money only benefits one person;
- Repeat or regular projects that require a source of uncommitted funding;
- Monuments or memorials;
- Research;
- Investments;
- Paying for ongoing costs of existing partnership activity;
- Fundraising activities;
- Staff costs beyond a 12 month period;
- Endowments (to provide a source of income);
- Projects or activities that the state has a legal obligation to provide;
- The provision of medical treatment;
- Retrospective funding for projects that have already taken place;
- Wage subsidy;
- Contingency costs;
- As part of scrutiny for value for money we are unlikely to fund management or professional fees;

FLOW DIAGRAM OF BID PROCESS

Terms and Conditions for accepting funding from the Community Covenant Grant scheme

Project Reference:

Project Lead:

Local Authority:

Amount of Grant Funding Awarded:

1. The nominated individual(s)/parties to the bid on the application form are responsible for managing the project
2. It is the responsibility of the Community Covenant Partnership to ensure value for money
3. It is the responsibility of the Community Covenant Partnership to ensure that the proposed activity appropriately delivers the stated benefit.
4. The parties to the bid agree to commit to spend any associated ongoing costs identified in the business case
5. A full account of expenditure must be retained by the Community Covenant Partnership for audit purposes. This includes retaining receipts and invoices for six years.
6. If the project begins to experience financial difficulties which impact implementation MOD must be informed straight away
7. The parties to the bid agree to report on the project to MOD no later than one month after completion (or phased completion depending on project). Confirming benefit achieved and how much money was spent. Further reports are welcomed where the benefits accrue over time.
8. The parties to the bid must inform MOD of any delay to timescales or milestones as set out in the project bid as soon as slippage is identified.
9. If the bid seeks funding for a project to work with children, young people or vulnerable adults, it is the bidder's responsibility to ensure acceptable safeguarding policies and procedures are in place.
10. Depending on the type of project there may be a requirement for public liability insurance or qualified leaders – it is the bidder's responsibility to ensure that there is adequate insurance in place.
11. If funding is for a consumer durable, MOD accepts no liability for misuse or maintenance. It is not liable for consumables (such as staff costs) unless specifically stated in the business case.
12. MOD will retain relevant data to share best practice with other areas who wish to bid for funding

13. The MOD is not responsible for ensuring appropriate planning permission nor its associated costs.
14. MOD are not liable for overrun of project costs.
15. Unspent funds must be returned in full.
16. Where the funding is for a building, the cost and depreciation do not reside on MOD's balance sheet.
17. MOD retains the right to tell others about the project in order to promote the scheme.
18. Accepting these terms and conditions does not confer any further contractual obligation on MOD.