

This guidance note is intended to be read alongside the [Community Covenant Grant Scheme terms and conditions](#) and [Community Covenant Grant Scheme application form](#). Please note that the application will only be considered if it is received on the latest application form, and please pay close attention to the work count.

Section 5

- Within a supporting Annex, include information on your organisation including details of your constitution, names of your directors, details of the project manager and any relevant policies, such as, equal opportunities, environmental policy, finance, Welsh language, Mental Health, public liability and safeguarding.
- Provide details regarding the Project Manager, and what skills they have got to manage and deliver the project.

Section 8

- Provide specific detail on the needs of the Armed Forces Personnel and how many people require this type of support.
- Provide detail on whether there is scope for your project to be scaled up if successful.

Section 9

- Think about sustainability of the project.
- Provide details on any other partners or organisations who would be willing to support this application, and contribute towards future costs.
- Include details of any supporting letters within an appendix.
- Have any issues regarding duplication been addressed?

Section 10

- Include an exit strategy, and future projections for the project.

Section 11

- Specifics are required within this section. What are the outcomes? Actual numbers against the measurements are required.
- If you're looking to train individuals, which training package will you use? How many sessions will you run?
- Are there any Quality of Life indicators or soft measures you could use to measure success?
- Provide detail on how you will evaluate the project.

Section 12

- Provide detail in relation to what other funders you would approach to ensure sustainability of the project.

Section 13

- A detailed breakdown of costs is required, and evidence to support the costs, such as utility bills.
- Include your financial projections, and details on how these costs be covered once the funding comes to an end.
- If you are looking to employ a member of staff, please provide a job description.