

# Strengthening Local Government Delivery of the Covenant Application Form 2017

Date submitted
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## Your Organisation

<b>1. What is the full name of the lead local authority for this application?</b>
Joint Lead: Cambridgeshire County Council & Peterborough City Council
<b>2. What is your address? [Building Name or Number]</b>
Shire Hall
<b>2. What is your address? [Street Name]</b>
Castle Hill
<b>2. What is your address? [Town]</b>
Cambridge
<b>2. What is your address? [County]</b>
Cambridgeshire
<b>2. What is your address? [Postcode]</b>
CB3 0AP

## Contact Details

<b>3. Primary Contact</b>
They must be someone who runs or works for your organisation.
Mrs [A2]
<b>Name [Forenames]</b>
Anita
<b>Name [Surname]</b>
Howard
<b>Name [Job title or position]</b>
Strengthening Communities Service
<b>Telephone Numbers [Landline Number]</b>
<b>Telephone Numbers [Mobile Number]</b>
<b>Email</b>

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**Tell us about any particular communication needs you may have as lead contact. This might include textphone, sign language, large print, audiotape, Braille or a community language**

No specific requirements

## Summarise your project

### 4. What do you want to do?

In no more than 50 words describe:

- what you want to do,
- what the money is for.

The Cambridgeshire & Peterborough Project will employ a Covenant Development Officer to work with and across the Partnership to achieve the Covenant goals. The Development Officer will support and grow the current partnership, raising awareness of its work and creating a foundation from which the partnership can sustainably deliver.

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## 5. Tell us what your project is intended to achieve and what activities will be undertaken

The Cambridgeshire & Peterborough Armed Forces Community Covenant was signed in December 2011 by all local authorities and other public bodies.

The Project intends to employ a dedicated officer to re-energise and refocus the commitments made to the Armed forces. The Covenant Development Officer will be employed for two years to formalise and drive the Action Plan which will reflect the main project aims listed below:

- To support the ongoing development and consistent delivery of the Armed forces Community covenant across Cambridgeshire & Peterborough
- To improve awareness, understanding and application of the Covenant principles within Cambridgeshire & Peterborough communities, businesses and organisations.

The officer will be positioned within The Cambridgeshire Strengthening Communities Team, which already has established links with the third sector and works closely with Peterborough City Council, Cambridge City council & the District Councils in Cambridgeshire.

Historically separate covenants have operated in Peterborough City and Cambridgeshire County both have focussed on information sharing and signposting. There is a developing need for the covenants to address and prevent the negative outcomes for ex-services personnel where there has not been a positive transition to civilian life – such as poor mental health and criminality.

The project will work across the administrative boundaries to truly deliver a joined up covenant, reviewing policies & procedures to ensure consistently military families do not experience disadvantage and the covenant is intrinsic in all that the local authorities do.

Over the years there has been considerable work to ensure the partners listed below have recognised and adhered to the principles of the covenant via two Covenant Partnership Boards, both the Cambridgeshire & Peterborough Boards have representation from the major interest groups as well service level representations. The Project will provide a much needed key contact for civilian and service development officers, working alongside them to share best practice. This will include the recruitment of Covenant Volunteers / Champions to embed the message within communities and organisations. The post will also provide Secretariat support to for Partnership board meetings.

The Partnerships recently delivered the first Cambridgeshire & Peterborough Covenant Annual Conference which was attended by 85 participants. There is a shared desire to continue this as an annual event, linking it with an employee recognition scheme to celebrate and promote achievements. However, pressures faced in Local Authorities currently is meaning this type of activity is proving difficult to resource to the level required. It is intended that this project will provide resource to enable the Annual Covenant Conference to continue and create space to allow the partnership to look for future sustainable methods for its delivery

The Partnership also recognises that there is much more to do to raise awareness and understanding across our communities, organisations and businesses to encourage favourable activity (spousal employment, best practice in spending SPP, encouraging outreach with veterans) whilst this work is taking place, it would benefit from having a central conduit to ensure breadth of audience and traction. This project would look to replicate the Hampshire model in running workshops for organisations supporting access to funding and raise awareness & understanding of the Covenant principles.

Communication is a key aspect of this project, A quarterly newsletter will be developed and circulated widely throughout partner organisations, both services and civilian. The newsletter will provide updates from this Project and timely and accurate information on activities developed and delivered through the partnership; it will also highlight good news stories and accomplishments. In addition, an Annual Report will be introduced and delivered at the Cambridgeshire and Peterborough Armed Forces Covenant Conference. The project also intends to further develop our web & social media presence; offering a high quality signposting and information facility.

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## **6. Why is your project needed? How do you know?**

There are four Armed Forces bases in Cambridgeshire - Bassingbourn (RAF/Army), Waterbeach (Army), Brampton/Wyton (RAF) and Alconbury (USAF). As at 1 January 2013 there were 1,240 Armed Forces personnel located in Cambridgeshire; 70% Army, 28% Royal Air Service and 2% Naval Service. Two thirds of personnel live in South Cambridgeshire, with a further 31% living in Huntingdonshire and 2% in Cambridge City (Cambridgeshire County Council, Public Health, 2013). In 2011 approximately 944 serving personnel lived in Peterborough.

Momentum has been building and there is a strong appetite to ensure we have a focused and coherent work stream towards the Armed Forces Community Covenant. We also feel that we are now well positioned to build on existing relationships between LCC and partnership members and between the 2 separate but closely aligned lead Councils.

The Chairs of each of the Partnership Boards are enthusiastic and committed to the future development of the Partnership and fully support the need for this project. The Partnership Board members include representatives from key organisations delivering services to Service and civilian communities, including Business, Public, and Voluntary and Community Sectors. In addition we have in place Covenant Champions and Lead Officers in organisations that are able to represent the Covenant at a local level.

Through our board members who sit across multiple partnership boards, we are aware that there is still work to be done, particularly around raising awareness of the Covenant throughout organisations and communities. It is also noted that awareness of the Covenant is patchy across the County and we would wish to see an up-lift in the number of organisations wishing to access the Covenant Fund.

This project will not only raise awareness of the Community and Corporate Covenant amongst new and existing partners, but will also provide a foundation from which the Partnership can develop into a sustainable and robust Board to deliver against an agreed Action Plan relevant to our County.

Both lead local authorities have a Public Health obligation to support Military Families and ex-military personnel the following policy/ strategy documents this need and reflects how the local authorities intend to address this. There is significant scope to consider and improve how the covenant work utilises this knowledge and aligns itself with these programmes.

Peterborough Mental Health JSNA (2015), Cambridgeshire Armed Forces JSNA (2013), Peterborough Mental Health Commissioning strategy (2016), Peterborough & Cambridgeshire Health & Wellbeing Strategy all of which tailor implementation plans to address unmet mental health need, including post-traumatic stress disorder, which can affect ex-military personnel.

## **7. Please describe your working relationship, and that of other local authorities with whom you are working, with your armed forces community**

We have formed a very special relationship with our Armed Forces Community in both Cambridgeshire County Council and Peterborough City Council.

In particular Peterborough City Council have already been working with RAF Wittering to secure a number of Armed Forces covenant application to support the local area and allowing the Armed forces community to successfully integrate. So far raising over £125,000 to support community projects such as Community Learning Centre, ensuring the Family Centre remains sustainable, play equipment for the local childcare setting, enabling the local youth group to purchase equipment for its club and for the local Parish Council to erect a new village sign. RAF Wyton has also worked with Cambridgeshire County Council on a number of Armed Forces Covenant successful applications which has enhanced both the service and civilian community around the Wyton area. Both RAF Stations are planning to submit further applications with various charities they are already working with in the new year.

The Armed Forces Partnership Board has also supported the Armed Forces community in regards to issues around school admissions and this has gratefully been received by service personnel and their families.

This year in particular as the Royal Air Force celebrates 100 years, both RAF Wittering & RAF Wyton have confirmed they want greater involvement in this year's Armed Forces Day.

Mark Davis MBE, Community Development Officer for RAF Wittering who has been a board member since the inception of the partnership board in Peterborough in January 2013. "We are very grateful for the support we have received from both Peterborough City Council and Cambridgeshire County Council over the past few years and believe that our collaboration work which will help to integrate the armed forces community into local life. In partnership we have delivered a number of successful Armed Forces Community Covenant applications and we hope to work on several more over the next few years.

By recruiting a Covenant Development Officer to support Cambridgeshire County Council and Peterborough City Council will enrich the work that has already taken place and will allow the board to strengthen some of its' key objectives to support all service personnel from Navy, Army and the RAF

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**8. Who are you working with?**

Tell us about each of the local authorities which is working on this project and what particular needs they have identified and what they will be doing.

**8a. Local Authorities**

[Lead Local Authority][ ]

Cambridgeshire County Council

**8. Who are you working with?**

Tell us about each of the local authorities which is working on this project and what particular needs they have identified and what they will be doing.

**8a. Local Authorities**

[Identified needs and main activities][ ]

Joint Lead Authority, lead member of partnership. Service provider – particular interest in school admissions, social care, adult learning & skills, mental health support, third sector collaboration, transport. Able to deliver events, provide expertise, modify policies & procedures, access to some project funding

**8. Who are you working with?**

Tell us about each of the local authorities which is working on this project and what particular needs they have identified and what they will be doing.

**8a. Local Authorities**

[Local Authority (2) Name][ ]

Peterborough City Council

**8. Who are you working with?**

Tell us about each of the local authorities which is working on this project and what particular needs they have identified and what they will be doing.

**8a. Local Authorities**

[Identified needs and main activities][ ]

Joint Lead Authority, lead member of partnership. Service provider – particular interest in school admissions, social care, adult learning & skills, mental health support, third sector collaboration, transport, housing. Able to deliver events, provide expertise, modify policies & procedures, access to some project funding

**8. Who are you working with?**

Tell us about each of the local authorities which is working on this project and what particular needs they have identified and what they will be doing.

**8a. Local Authorities**

[Local Authority (3) Name][ ]

Cambridge City Council, South Cambridgeshire District Council, Huntingdonshire District Council, East Cambridgeshire District Council, Fenland District Council

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**8. Who are you working with?**

Tell us about each of the local authorities which is working on this project and what particular needs they have identified and what they will be doing.

**8a. Local Authorities**

[Identified needs and main activities][ ]

Partnership Members. Service provider – particular interest in housing, neighbourhood planning, Able to deliver events, provide expertise, modify policies & procedures, access to some project funding

**8. Who are you working with?**

Tell us about each of the local authorities which is working on this project and what particular needs they have identified and what they will be doing.

**8a. Local Authorities**

[Local Authority (4) Name][ ]

Cambridgeshire Clinical Commissioning Group (NHS Cambridgeshire & Peterborough)

**8. Who are you working with?**

Tell us about each of the local authorities which is working on this project and what particular needs they have identified and what they will be doing.

**8a. Local Authorities**

[Identified needs and main activities][ ]

Partnership Member. Service commissioner – particular interest in Mental Health provision, access to Primary and Acute Care. Link to NHS England for access to pharmacy and dental services. Able to deliver/contribute to events, provide expertise, modify contracts

**8. Who are you working with?**

Tell us about each of the local authorities which is working on this project and what particular needs they have identified and what they will be doing.

**8a. Local Authorities**

[Local Authority (5) Name][ ]

Cambridgeshire Constabulary & Cambridgeshire Fire & Rescue

**8. Who are you working with?**

Tell us about each of the local authorities which is working on this project and what particular needs they have identified and what they will be doing.

**8a. Local Authorities**

[Identified needs and main activities][ ]

Partnership member. Service provider – particular interest in consequences of poor mental health & risky behaviours. Able to contribute/ deliver events, provide expertise

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**8b. Other organisations**

Tell us about any other organisations ( not local authorities) you are working with on this project, what your relationship is expected to be with them and why, what activities they will be undertaking as part of the project and, where relevant, what they are contributing (e.g. Knowledge, connections, in-kind support, availability of premises, staff, funding)

[Organisation (1)]

Association of Local Councils (Parish & Town)

**8b. Other organisations**

Tell us about any other organisations ( not local authorities) you are working with on this project, what your relationship is expected to be with them and why, what activities they will be undertaking as part of the project and, where relevant, what they are contributing (e.g. Knowledge, connections, in-kind support, availability of premises, staff, funding)

[Relationship / Contribution / Activities]

Local knowledge and awareness of parish and town councils

**8b. Other organisations**

Tell us about any other organisations ( not local authorities) you are working with on this project, what your relationship is expected to be with them and why, what activities they will be undertaking as part of the project and, where relevant, what they are contributing (e.g. Knowledge, connections, in-kind support, availability of premises, staff, funding)

[Organisation (2)]

Cambridgeshire CVS & Peterborough CVS

**8b. Other organisations**

Tell us about any other organisations ( not local authorities) you are working with on this project, what your relationship is expected to be with them and why, what activities they will be undertaking as part of the project and, where relevant, what they are contributing (e.g. Knowledge, connections, in-kind support, availability of premises, staff, funding)

[Relationship / Contribution / Activities]

Local knowledge and connection to local community and voluntary groups

**8b. Other organisations**

Tell us about any other organisations ( not local authorities) you are working with on this project, what your relationship is expected to be with them and why, what activities they will be undertaking as part of the project and, where relevant, what they are contributing (e.g. Knowledge, connections, in-kind support, availability of premises, staff, funding)

[Organisation (3)]

SSAFA / Royal British Legion

**8b. Other organisations**

Tell us about any other organisations ( not local authorities) you are working with on this project, what your relationship is expected to be with them and why, what activities they will be undertaking as part of the project and, where relevant, what they are contributing (e.g. Knowledge, connections, in-kind support, availability of premises, staff, funding)

[Relationship / Contribution / Activities]

Essential source of information regarding veterans and connections to local community groups.

**8b. Other organisations**

Tell us about any other organisations ( not local authorities) you are working with on this project, what your relationship is expected to be with them and why, what activities they will be undertaking as part of the project and, where relevant, what they are contributing (e.g. Knowledge, connections, in-kind support, availability of premises, staff, funding)

[Organisation (4)]

Royal Air Force/Army/Navy Families Federations

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**8b. Other organisations**

Tell us about any other organisations ( not local authorities) you are working with on this project, what your relationship is expected to be with them and why, what activities they will be undertaking as part of the project and, where relevant, what they are contributing (e.g. Knowledge, connections, in-kind support, availability of premises, staff, funding)

[Relationship / Contribution / Activities][ ]

Essential links and connections to service personnel and their families. Identification of local need. Sharing of best practice across areas

**8b. Other organisations**

Tell us about any other organisations ( not local authorities) you are working with on this project, what your relationship is expected to be with them and why, what activities they will be undertaking as part of the project and, where relevant, what they are contributing (e.g. Knowledge, connections, in-kind support, availability of premises, staff, funding)

[Organisation (5)][ ]

Royal Air Force/Army/Navy (Armed Forces Units)

**8b. Other organisations**

Tell us about any other organisations ( not local authorities) you are working with on this project, what your relationship is expected to be with them and why, what activities they will be undertaking as part of the project and, where relevant, what they are contributing (e.g. Knowledge, connections, in-kind support, availability of premises, staff, funding)

[Relationship / Contribution / Activities][ ]

Links with serving personnel and those about to leave. Availability of premises for events

**9. Briefly describe what difference your project will make by listing up to six proposed outcomes for the project overall**

Some outcomes may only apply to some of the local authorities in your cluster. Please indicate this.

[Proposed Outcome (1)][ ]

Implement consistent policies & practices across the partnership organisations which ensure military families do not experience disadvantage and the covenant is intrinsic in all that the local authorities do.

**9. Briefly describe what difference your project will make by listing up to six proposed outcomes for the project overall**

Some outcomes may only apply to some of the local authorities in your cluster. Please indicate this.

[Proposed Outcome (2)][ ]

Improved communication to improve public understanding and awareness of issues affecting the armed forces community through establishing a key contact for work on the military covenant and the development of a network of volunteers to promote and lead activity

**9. Briefly describe what difference your project will make by listing up to six proposed outcomes for the project overall**

Some outcomes may only apply to some of the local authorities in your cluster. Please indicate this.

[Proposed Outcome (3)][ ]

increased third sector organisations and local businesses engagement leading to greater integration of the armed forces community into local life.

**9. Briefly describe what difference your project will make by listing up to six proposed outcomes for the project overall**

Some outcomes may only apply to some of the local authorities in your cluster. Please indicate this.

[Proposed Outcome (4)][ ]

Increased awareness of the Covenant through organisations and communities in Peterborough and Cambridgeshire; through Introduction of a Social Media presence (Twitter, Facebook etc.) and further development of a Covenant electronic newsletter & website (providing information and promoting best practice)



**9. Briefly describe what difference your project will make by listing up to six proposed outcomes for the project overall**

Some outcomes may only apply to some of the local authorities in your cluster. Please indicate this.

[Proposed Outcome (5)]

Developing a programme of public events across Peterborough/Cambridgeshire to recognise and remember the sacrifices faced by the armed forces community (utilising development and funding opportunities for the covenant via more community initiatives and securing external funding)

**9. Briefly describe what difference your project will make by listing up to six proposed outcomes for the project overall**

Some outcomes may only apply to some of the local authorities in your cluster. Please indicate this.

[Proposed Outcome (6)]

**10. Explain what methods you will use to measure and track whether the outcomes are being achieved**

If we award you a grant we expect you to be able to show that your Project makes a difference. It is essential to have clear plans to evaluate your Project and you can include funds in your budget to cover evaluation costs.

We encourage you to produce a formal evaluation during the course of your Project. This can either be through paying an external evaluator or by carrying out a rigorous self-evaluation.

It is our aim that from the start of the project, informal evaluation will begin; we will allocate time and resource to monitoring in the early stages which will ensure benefits once the project activity is under way.

We will collect valuable data relating to our outcomes and will ensure that evidence of differences that the project has made is recorded. In addition we will record softer outcomes relating to the project which are not always quantifiable. Soft outcomes will include qualitative information such as reduced isolation/increased awareness. These changes are intangible, often relating to changes in perceptions, attitudes and behaviour.

The Covenant Development Officer will report directly to the Partnership Board and will give progress reports at each meeting. In addition regular 1:1 meetings will take place to ensure project activity is monitored and action points addressed.

We will commission mid-term and final evaluation reports; key points from which will be presented at the Covenant Conference, via the Annual report and published on the website. The evaluation reports will include quantitative information relating to: Use of the website, volunteer recruitment and activity, community initiatives supported and funding levered in, attendance at Conferences.

**11. Describe how your project will have a lasting impact**

The Covenant Development Officer will, over the lifetime of the project, identify local Covenant Volunteers who will help maintain the momentum built from the project to ensure a lasting impact. Volunteers will be identified throughout the lifetime of the project by the Covenant Development Officer who will also identify appropriate lines of support within communities and organisations. It is intended that once the project has ended, the Volunteers will continue and further develop key priorities identified.

by widening the reach of the partnership and the Covenant the project will attract businesses and other organisations which will contribute to the sustainability of the project by contributing resources and expertise

We will use methods and best practice currently in place and replicate these in organisations and communities to ensure volunteers are supported and best practice is shared.

We will aim to achieve Gold standard ERS in order to recognise the good work being achieved and maintain our focus.

**12. How long will your project last?**

Up to 2 years [2]

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**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[Activity (1)]

Recruitment of Covenant Development Officer

**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[On / by date]

28th Feb 2018

**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[Activity (2)]

Review of partner policies & practices relating to the Covenant, 40 Covenant promotional activities / workshops (20 per year)  
& Recruitment of Covenant volunteers / champions (10 per year)

**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[On / by date]

Feb 2019 & Feb 2020

**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[Activity (3)]

Publication of the first quarterly newsletter, Social Media & Web Launch

**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[On / by date]

July 2018

**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[Activity (4)]

Annual Conference

**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[On / by date]

Oct 2018 & Oct 2019

**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[Activity (5)]

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**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[On / by date][ ]

**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[Activity (6)][ ]

**13. Please list the key dates for your project**

If you are awarded a grant we will ask for full details of timetable and expect regular reports to demonstrate that you are on track

[On / by date][ ]

**13a. Finish date**

28/02/20

## Milestones

**14. Outcomes and Milestones****Outcome (1)**

Please complete the following tables for each outcome you have listed in question 10

[First Milestone (Outcome 1)][ ]

1st milestone: Identify relevant policies & practices

**14. Outcomes and Milestones****Outcome (1)**

Please complete the following tables for each outcome you have listed in question 10

[Timescales][ ]

March 2018

**14. Outcomes and Milestones****Outcome (1)**

Please complete the following tables for each outcome you have listed in question 10

[First Milestone (Outcome 2)][ ]

2nd milestone: Review identifying inconsistencies, gaps and make recommendations

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**14. Outcomes and Milestones****Outcome (1)**

Please complete the following tables for each outcome you have listed in question 10

[Timescales][ ]

April 2018

**14. Outcomes and Milestones****Outcome (1)**

Please complete the following tables for each outcome you have listed in question 10

[First Milestone (Outcome 3)][ ]

3rd milestone: Work with relevant organisation to take forward recommendations and implement changes

**14. Outcomes and Milestones****Outcome (1)**

Please complete the following tables for each outcome you have listed in question 10

[Timescales][ ]

July 2018

**14. Outcomes and Milestones****Outcome (1)**

Please complete the following tables for each outcome you have listed in question 10

[First Milestone (Outcome 4)][ ]

4th milestone: review complete, monitoring begins

**14. Outcomes and Milestones****Outcome (1)**

Please complete the following tables for each outcome you have listed in question 10

[Timescales][ ]

Feb 2019

**14. Outcomes and Milestones****Outcome (1)**

Please complete the following tables for each outcome you have listed in question 10

[First Milestone (Outcome 5)][ ]

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#### 14. Outcomes and Milestones

##### Outcome (1)

Please complete the following tables for each outcome you have listed in question 10

[Timescales][ ]

#### 14. Outcomes and Milestones

##### Outcome (1)

Please complete the following tables for each outcome you have listed in question 10

[First Milestone (Outcome 6)][ ]

#### 14. Outcomes and Milestones

##### Outcome (1)

Please complete the following tables for each outcome you have listed in question 10

[Timescales][ ]

##### Outcome (2)

[Second Milestone (Outcome 1)][ ]

Agree Job description for Covenant Delivery Officer

##### Outcome (2)

[Timescales][ ]

early jan 2018

##### Outcome (2)

[Second Milestone (Outcome 2)][ ]

Recruit to post

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**Outcome (2)**

[Timescales][ ]

feb 2018

**Outcome (2)**

[Second Milestone (Outcome 3)][ ]

Hold induction meetings across partnership & schedule regular catch up sessions

**Outcome (2)**

[Timescales][ ]

march 2018

**Outcome (2)**

[Second Milestone (Outcome 4)][ ]

Annual conference: Agenda planning, Venue selection & identification of key speakers

**Outcome (2)**

[Timescales][ ]

june 2018 & 2019

**Outcome (2)**

[Second Milestone (Outcome 5)][ ]

Develop invite list and event promotion

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**Outcome (2)**

[Timescales][ ]

Aug - Sept 2018 & 2019

**Outcome (2)**

[Second Milestone (Outcome 6)][ ]

Annual Conference

**Outcome (2)**

[Timescales][ ]

Oct 2018 & 2019

**Outcome (3)**

[Third Milestone (Outcome 1)][ ]

Develop connection with Hampshire, establish best practice for workshop

**Outcome (3)**

[Timescales][ ]

March 2018

**Outcome (3)**

[Third Milestone (Outcome 2)][ ]

Work with organisations to establish barriers to joining the covenant

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**Outcome (3)**

[Timescales][ ]

ongoing

**Outcome (3)**

[Third Milestone (Outcome 3)][ ]

Develop a 2 year plan for events, activities and workshops

**Outcome (3)**

[Timescales][ ]

April 2018

**Outcome (3)**

[Third Milestone (Outcome 4)][ ]

**Outcome (3)**

[Timescales][ ]

**Outcome (3)**

[Third Milestone (Outcome 5)][ ]



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**Outcome (3)**

[Timescales][ ]

**Outcome (3)**

[Third Milestone (Outcome 6)][ ]

**Outcome (3)**

[Timescales][ ]

**Outcome (4)**

[Fourth Milestone (Outcome 1)][ ]

Under-go social media and web management training

**Outcome (4)**

[Timescales][ ]

April 2018

**Outcome (4)**

[Fourth Milestone (Outcome 2)][ ]

Consult with military families and ex-service personnel to identify what information is required. Collate or uncover required information/ links

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**Outcome (4)**

[Timescales][ ]

April 2018

**Outcome (4)**

[Fourth Milestone (Outcome 3)][ ]

Work with host organisation to relaunch web and social media presence

**Outcome (4)**

[Timescales][ ]

july 2018

**Outcome (4)**

[Fourth Milestone (Outcome 4)][ ]

Develop a communications plan

**Outcome (4)**

[Timescales][ ]

July 2018

**Outcome (4)**

[Fourth Milestone (Outcome 5)][ ]

Establish links with national team

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**Outcome (4)**

[Timescales][ ]

May 2018

**Outcome (4)**

[Fourth Milestone (Outcome 6)][ ]

**Outcome (4)**

[Timescales][ ]

**Outcome (5)**

[Fifth Milestone (Outcome 1)][ ]

DEvelope Event Strategy

**Outcome (5)**

[Timescales][ ]

July 2018

**Outcome (5)**

[Fifth Milestone (Outcome 2)][ ]

Develop a funding strategy linked with the communications plan and the events plan

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**Outcome (5)**

[Timescales][ ]

July 2018

**Outcome (5)**

[Fifth Milestone (Outcome 3)][ ]

Actively seek funding sources

**Outcome (5)**

[Timescales][ ]

ongoing

**Outcome (5)**

[Fifth Milestone (Outcome 4)][ ]

**Outcome (5)**

[Timescales][ ]

**Outcome (5)**

[Fifth Milestone (Outcome 5)][ ]

**Outcome (5)**

[Timescales][ ]

**Outcome (5)**

[Fifth Milestone (Outcome 6)][ ]

**Outcome (5)**

[Timescales][ ]

**Outcome (6)**

[Sixth Milestone (Outcome 1)][ ]

**Outcome (6)**

[Timescales][ ]

**Outcome (6)**

[Sixth Milestone (Outcome 2)][ ]

**Outcome (6)**

[Timescales][ ]

**Outcome (6)**

[Sixth Milestone (Outcome 3)][ ]

**Outcome (6)**

[Timescales][ ]

**Outcome (6)**

[Sixth Milestone (Outcome 4)][ ]

**Outcome (6)**

[Timescales][ ]

**Outcome (6)**

[Sixth Milestone (Outcome 5)][ ]

Outcome (6)

[Timescales][[]]

Outcome (6)

[Sixth Milestone (Outcome 6)][[]]

Outcome (6)

[Timescales][[]]

## Financial Details

### 15. How much will your project cost and how much would you like from us?

- Check which costs you can apply for in [PROGRAMME GUIDANCE](#)
- Be as detailed as you can, using clear headings followed by a short description.
- Use a different row for each heading.
- Only include VAT if you can't recover it from HM Revenue and Customs.

#### Example:

Description of Cost of Expenditure: Salary for Admin Assistant

Total Cost of Expenditure: £10,000

Amount requested from us for Cost or Expenditure: £5000

***When entering costs, only enter whole amounts. Do not use a decimal point or enter pence. Round up or down to the nearest whole £1***

#### Please provide us with a description of your 1st item of expenditure?

2 years salary inc pension and NI contributions

#### Please provide us with the cost of your 1st expenditure and the amount you are requesting from us? [Totals][Total Cost (£)]

62841

<b>Please provide us with the cost of your 1st expenditure and the amount you are requesting from us? [Totals][Total Amount From Us (£)]</b>
62841
<b>Please provide us with a description of your 2nd item of expenditure?</b>
Travel & subsistence
<b>Please provide us with the cost of your 2nd expenditure and the amount you are requesting from us? [Totals][Total Cost (£)]</b>
5000
<b>Please provide us with the cost of your 2nd expenditure and the amount you are requesting from us? [Totals][Total Amount From Us (£)]</b>
5000
<b>Please provide us with a description of your 3rd item of expenditure?</b>
conference costs
<b>Please provide us with the cost of your 3rd expenditure and the amount you are requesting from us? [Totals][Total Cost (£)]</b>
3000
<b>Please provide us with the cost of your 3rd expenditure and the amount you are requesting from us? [Totals][Total Amount From Us (£)]</b>
3000
<b>Please provide us with a description of your 4th item of expenditure?</b>
website development
<b>Please provide us with the cost of your 4th expenditure and the amount you are requesting from us? [Totals][Total Cost (£)]</b>
5000
<b>Please provide us with the cost of your 4th expenditure and the amount you are requesting from us? [Totals][Total Amount From Us (£)]</b>
5000
<b>Please provide us with a description of your 5th item of expenditure?</b>
newsletter design
<b>Please provide us with the cost of your 5th expenditure and the amount you are requesting from us? [Totals][Total Cost (£)]</b>
1000
<b>Please provide us with the cost of your 5th expenditure and the amount you are requesting from us? [Totals][Total Amount From Us (£)]</b>
1000
<b>Please provide us with a description of your 6th item of expenditure?</b>
venue hire - events, discussion groups drop ins
<b>Please provide us with the cost of your 6th expenditure and the amount you are requesting from us? [Totals][Total Cost (£)]</b>
2500
<b>Please provide us with the cost of your 6th expenditure and the amount you are requesting from us? [Totals][Total Amount From Us (£)]</b>
2500
<b>Please provide us with a description of your 7th item of expenditure?</b>
mid-term & final evaluation report
<b>Please provide us with the cost of your 7th expenditure and the amount you are requesting from us? [Totals][Total Cost (£)]</b>
1500



<b>Please provide us with the cost of your 7th expenditure and the amount you are requesting from us? [Totals][Total Amount From Us (£)]</b>
1500
<b>Please provide us with a description of your 8th item of expenditure?</b>
2 years kick start funding for promotional activities, events and peer -led community groups
<b>Please provide us with the cost of your 8th expenditure and the amount you are requesting from us? [Totals][Total Cost (£)]</b>
5000
<b>Please provide us with the cost of your 8th expenditure and the amount you are requesting from us? [Totals][Total Amount From Us (£)]</b>
5000
<b>Please provide us with the TOTAL cost of your project and how much you are requesting from us. This should match the breakdown you have provided above [Grand Total Of Your Project (£)]</b>
85841
<b>Please provide us with the TOTAL cost of your project and how much you are requesting from us. This should match the breakdown you have provided above [Grand Total Amount From Us (£)]</b>
85841
<b>16. Are the total project costs more than the amount you'd like from us?</b>
No [1]
<b>16a. If yes, where will you get the other funding from and have you secured it yet? [Source of Funding?]</b>
<b>16a. If yes, where will you get the other funding from and have you secured it yet? [How Much?]</b>
<b>16a. If yes, where will you get the other funding from and have you secured it yet? [Status (Secured/Unsecured)?]</b>

## Project Deliverability

<b>17. How will you ensure that this project is delivered effectively and is well managed?</b>
The core activity for this project will be delivered through the employment of the Covenant Development Officer. This post will sit within an established team within Cambridgeshire County Council and will be subject to its significant management policies. The Line manager will take responsibility for monthly 1-2-1 / supervision session and regular team meetings enabling peer to peer idea sharing and problem solving. The Officer will also follow a work plan overseen by the Cambridgeshire & Peterborough Covenant partnership who will take responsibility for its delivery providing the officer with support and guidance across the respective organisations.
<b>18. Do you want to apply for the Covenant focussed digital media and communications training and advice?</b>
Yes [Y]
If so, please outline below your overall communications strategy for the Covenant and explain how you will expect to make substantial use of digital media in doing so. Please explain why dedicated training will enhance your plans, who will be involved and how many individuals (up to 3) you would like participate.
<b>(Please read the Guidance Notes for additional information on this element).</b>
As publicity and improved communication is a factor of this project there would be a considerable benefit to access the dedicated Covenant focused media and communications training and advice. Particularly as the project will be redeveloping the web and social media presence. It would be expected that the Development officer and potentially a member of the Strengthening Communities team (for continuity) would take part in the training. Both of these roles are not communications / marketing specialist but would be expected to work alongside the experts within the partner organisations and more importantly use their new knowledge to support community groups to link and improve their own strategies.
A complete communication plan has not been written for this project yet – it is believed there would be more benefit for this to be written by the development officer , preferably after the training has been delivered

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## Your Declaration

The main contact must tick the box below to confirm that:

- you have been authorised by the governing body of your organisation to submit this application and it understands and accepts that they will be the accountable body for the delivery the project
- the information you have given is accurate and true
- you understand that if you make misleading statements or withhold information at any point, your application will be invalid and your organisation will be liable to repay any money you have received
- any organisations mentioned in the application as partners have seen this application form and agree with the content (as we may contact them as part of the assessment process)
- you have read and understood the guidance and supporting information provided to you and you can meet our requirements
- you have policies and processes in place to ensure the protection of vulnerable adults
- you will be able to meet the Covenant Fund terms and conditions
- you agree we can use the information you have provided for the purposes described under our data protection policy
- you accept that if information about this application form is requested under the Freedom of Information Act we will release it in line with our freedom of information policy.

Yes [Y]

**Declarant Title**

Mrs [A2]

**Declarant Name [Forenames]**

Anita

**Declarant Name [Surname]**

Howard

**Secondary contact**

This should be a senior staff member of the lead local authority who has good knowledge about, and likely future involvement in, the proposed programme

**Second Declarant Title**

Mrs [A2]

**Second Declarant Name [Forenames]**

Sarah

**Second Declarant Name [Surname]**

Ferguson

## Data Protection

## Data Protection

We will use the information you give us during application and assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. We may give copies of all or some of this information to individuals and organisations that we consult when assessing applications, administering the Covenant Fund, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the Covenant Fund.

We may share information with organisations and individuals with a legitimate interest in Covenant Fund applications and grants. Contact details of successful applicants may be passed on to Members of Parliament, Members of Scottish Parliament, Assembly Members and Members of the Legislative Assembly of Northern Ireland for the purposes of informing them of the applicant's success. We have a duty to protect public funds and for that reason we may also share information with other government departments, funders and organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

We will use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

**The main contact must tick the box below.**

[I agree]

Yes [Y]

## Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, and people making a complaint.

We are committed to being as open as possible. We believe that the public has a right to know how we spend public funds and how we make our funding decisions.

**By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2000.**

We may not release those parts of the documents which are covered by one or more of the exemptions under the Act. Please see the Freedom of Information website at [www.foi.gov.uk](http://www.foi.gov.uk) for information about freedom of information generally and the exemptions.

We will not release any information about applications during the assessment period, as this may interfere with the decision-making process.

## User Feedback

**We would appreciate it if you could answer the following questions to help us improve the application process.**

**Where did you first find out about this Programme?**

Word of mouth [2]

**How easy was it to: [Find the application form?]**

Average [3]

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<b>How easy was it to:</b> [Find the guidance?]
Very Easy [5]
<b>How easy was it to:</b> [Understand the form?]
Easy [4]
<b>How easy was it to:</b> [Navigate the form?]
Very Easy [5]
<b>Did you feel that all of the questions were relevant?</b>
Yes [A1]
<b>Was there anything that you found frustrating or confusing about the application process, or anything else about the process you would like us to be aware of?</b>
<b>Please click submit below to submit your application.</b>