##

SSCE Cymru funding
advice checklist

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This checklist provides advice and suggested actions from the SSCE Cymru team for schools and local authorities, to assist them when applying for funding to support their Service children/local Armed Forces community.

The advice provided is general, and not specific to any particular funding stream.

Information about current funding programmes available to support Service children can be found on the [SSCE Cymru website](https://www.sscecymru.co.uk/schoolsandlocalauthorities/funding/default.htm).

**BEFORE – understanding your Service children’s needs and investigating support / funding options**

**REMEMBER:**

* Each Service child’s experiences are unique, therefore a blanket approach to support their needs may not always be appropriate.
* Service children may have some positive/unique experiences that can enhance your school community.
* The experiences of different types of Service families may vary (e.g. veterans, Reservists, Navy, RAF, Army).
* Funding applications should focus on project activities, rather than employing members of staff. Projects may include elements of staff time to deliver the project activities, along with all other project costs (e.g., training, resources/materials).

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| Ref. | Actions/activities  |  |
| 1.1 | Engage with the [SSCE Cymru team](https://sscecymru.co.uk/en/about-ssce-cymru/meet-the-team/) – attend a funding [drop-in session](https://sscecymru.co.uk/en/events/upcoming-events/) to learn about the various resources, [tools](https://www.sscecymru.co.uk/resources/sscecymrutools/default.htm) and support available from SSCE Cymru and discuss funding ideas. |[ ]
| 1.2 | Listen to your Service children to identify their needs consider working with [SSCE Cymru Participation Lead Officer](https://sscecymru.co.uk/en/about-ssce-cymru/meet-the-team/) to do this.  |[ ]
| 1.3 | Consult with your school community (parents/carers of Service children, staff, governors etc.) to gain their perspective on the needs of the Service children in your setting e.g. discussions or surveys. |[ ]
| 1.4 | Engage with your Armed Forces (AF) contact(s) and/or [Armed Forces Covenant Liaison Officer (AFLO)](https://sscecymru.co.uk/en/resources/directory-of-support/armed-forces-covenant/) to gain an understanding of the local Armed Forces context. |[ ]
| 1.5 | Explore the [SSCE Cymru website](https://www.sscecymru.co.uk/default.htm) and look at the [tools](https://www.sscecymru.co.uk/resources/sscecymrutools/default.htm), resources, and [good practice examples](https://www.sscecymru.co.uk/resources/goodpracticefilms/default.htm).  |[ ]
| 1.6 | Read the [SSCE Cymru evidence reports](https://www.sscecymru.co.uk/research/sscecymruevidence/default.htm) (from consultation activities with schools, Service children, parents/carers) and Service Children’s Progression ([SCiP) Alliance – The Voice of Service Children report](https://www.scipalliance.org/assets/files/Listening-to-learn-FINAL-ONLINE-2020_05_14.pdf) to establish how the needs of Service children in your school link to the needs of Service children across Wales. |[ ]
| 1.7 | Check the [Funding ideas and suggestions](https://sscecymru.co.uk/en/schools-las/funding/) document to prompt funding project ideas.  |[ ]
| 1.8 | Check the [SSCE Cymru website](https://www.sscecymru.co.uk/schoolsandlocalauthorities/funding/default.htm) to see which funding streams are available and relevant to your setting (based on eligibility, objectives/aims etc.) – read the full guidance documentation, and see case studies and examples of previous funding success, provided by the different support funds. |[ ]
| 1.9 | Explore different project ideas to establish and confirm the most appropriate avenue of support. |[ ]
| 1.10 | Decide on your project idea (what you want to be funded) and which funding stream you are going to apply for. |[ ]
| 1.11 | Explore options for involving other schools from your cluster/local authority in the project and funding application – cluster bids demonstrate and support good practice, shared knowledge and value for money.  |[ ]
| 1.12 | Share your funding proposal with relevant [local/regional organisations](https://www.sscecymru.co.uk/resources/directoryofsupport/default.htm), e.g. through Armed Forces forums, to avoid duplication of similar projects, identify collaboration opportunities, and gain support. |[ ]

**DURING – writing an application for support / funding for your Service children**

**REMEMBER:**

* Continue to engage with SSCE Cymru through the funding application process.
* Attend further [SSCE Cymru funding drop-in](https://sscecymru.co.uk/en/events/upcoming-events/) sessions to ask any questions and gain support from the team.
* You are part of a larger project that seeks to better understand the needs of Service children and what works to support them – monitoring is therefore essential.
* Be clear in the content and use language that is easy to understand – avoid abbreviations and acronyms.

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| Ref. | Actions/activities  |  |
| **Preparing your application** |
| 2.1 | Check the funding stream information (deadlines etc.) – review the full guidance documentation to be sure your project objectives link to the funding aims. |[ ]
| 2.2 | Identify the most appropriate person or people to support/complete the bid – this could be a collective approach, including the school business manager, senior leadership team, and all relevant teaching/support staff. |[ ]
| 2.3 | Make a detailed timeline for preparing and submitting your funding application, to be clear on timelines and responsibilities of all those involved. |[ ]
| 2.4 | Consider how your project links to the aims and priorities of the funding stream you are applying for. Be specific and clear about your objectives.  |[ ]
| **When writing your application** |
| 2.5 | Be mindful of the wordcount for each section of the application.  |[ ]
| 2.6 | Start with a summary of the project – be clear on plans, who the project will support, and the key outcomes. |[ ]
| 2.7 | Provide specific examples of the challenges that Service children in your school/local authority face. Consider the impact of mobility, deployment and separation.  |[ ]
| 2.8 | Provide evidence of how you have identified the needs of the Service children. Include details of how you have consulted with your school community (Service children, parents/carers, school staff etc.) and what you have identified. Avoid making assumptions about Service children and, instead, focus on the Service children and families you have worked with. |[ ]
| 2.9 | Use quantitative evidence (e.g., School and Service children data, anomalies, fluctuations etc.) and qualitative evidence (e.g. quotes from discussions) throughout the application. |[ ]
| 2.10 | Explore costs of the project and include a full breakdown that is clearly and accurately calculated this will help the funding panel establish value of money and the possibility of partial funding where appropriate.  |[ ]
| 2.11 | Consider the timeline for the project delivery – be realistic and specific with details. |[ ]
| 2.12 | Include details of activities that your school/local authority is already doing to support Service children (e.g. completing [SSCE Cymru e-learning](https://sscecymru.co.uk/en/resources/ssce-cymru-e-learning/), working towards SSCE Cymru [Armed Forces Friendly Schools Cymru](https://sscecymru.co.uk/en/schools-las/armed-forces-friendly-schools-cymru/) status, running clubs for Service children/families, celebrating [Month of the Military Child](https://sscecymru.co.uk/en/events/month-of-the-military-child/)). |[ ]
| 2.13 | Include details of any previous funding that you have secured to support your Service children, how this was successful and be clear how this new project will differ. |[ ]
| 2.14 | Include details of how you have explored options for funding this project (e.g. through the local authority) and explain why this alternative funding support is **not** available. |[ ]
| 2.15 | Include ways that the project will benefit the wider school community, as well as the Service children involved. |[ ]
| 2.16 | Include details of partnership working and collaboration (other schools, partner organisations, Armed Forces charities, the LA, SSCE Cymru). Remember that a school environment with positive relationship with the Armed Forces community will be beneficial to Service children and their peers.  |[ ]
| 2.17 | Include details of how you plan to measure the outcomes of this project – in the short and long term. **NOTE:** *This is very important for funding panels to understand.*Evidence sustainability by:* Identifying ways of embedding good practice which will help demonstrate value for money
* Considering the short-term and long-term impacts
* Explaining the legacy the project will leave behind
* Ensuring realistic sustainability plan is considered including sources of ongoing funding (where necessary), resources and succession planning
* Including explanation of upskilling staff could have long term benefit
* Including details of lasting impact on Service children involved
* Detailing any other funding streams that the school/local authority has applied for so that the work may continue.
 |[ ]
| 2.18 | Include details of how you plan to measure the outcomes of this project: * In both the short-term and long-term
* Using quantitative and qualitative methods e.g. improved academic results, wellbeing results, behaviour records, survey results from the start vs. end of the project etc
* Using Specific, Measurable, Attainable, Relevant and Timely (SMART) targets
* In relation to local and national measures e.g. monitoring of key academic performance indications against local authority and Welsh education expectations (literacy, numeracy, attendance), comparing target grades/results.
 |[ ]
| 2.19 | Finalise first draft of the application. |[ ]
| 2.20 | Review draft application – check language is clear and consistent. |[ ]
| 2.21 | Consider sending the application to relevant project partners for feedback.  |[ ]
| 2.22 | Submit application – ensure you receive a confirmation of receipt. |[ ]

**AFTER – monitoring and measuring the impact of your funded project**

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| Ref. | Actions/activities  |  |
| 3.1 | If unsuccessful – ask the funder for feedback on your application and consider amending your application so that you can re-apply during the next funding round. Attend a [SSCE Cymru funding drop-in session](https://sscecymru.co.uk/en/events/upcoming-events/) to discuss further support.*If successful, complete 3.2 – 3.8 below.* |[ ]
| 3.2 | Continue to work with SSCE Cymru to deliver the project successfully – access advice/support as necessary. |[ ]
| 3.3 | Regularly review the implementation of your project to ensuring progress is being made and that it is aligned to the original project aims and priorities. |[ ]
| 3.4 | Keep project partners informed of progress to seek advice and identify further collaboration opportunities. |[ ]
| 3.5 | Share good practice with other settings/local authorities – support them with developing ideas for future funding projects. |[ ]
| 3.6 | Measure the impact of the project outcomes at regular intervals – report back to the funders as required. |[ ]
| 3.7 | Implement sustainability plans to continue activities at the end of the funding period. |[ ]
| 3.8 | Consider ways to develop the project further after the current project timeline, with different/adjusted/enhanced activities and outcomes – explore options for funding the next phase. |[ ]