

SECTION 1 – OVERVIEW & ELIGIBILITY

This guidance is provided to assist the organising officer of a Group activity when applying to the RAF Central Fund Sports Grant **Group** programme for support towards participation by stations/ clubs/ groups on expeditions/overseas visits and other sporting events in 2019.

It is strongly recommended that this guidance is read in advance of preparing your application to ensure all relevant information is included. If an application is incomplete or incorrectly detailed it may cause delay or result in your application being declined.

Applications must be completed during the planning of your event, as retrospective funding will not be provided. Completed applications must be submitted to the RAF Central Fund **no later than 30 days** prior to the event start date.

Further information can be found in the 2019 Sports Grant Policy on our website: www.rafcf.org.uk

If you have a query with regards to funding for an exped or other event, or need further support please contact the grants team at: sportsgrants@rafcf.org.uk or 01494 569135.

SECTION 2 – DETAILS OF ORGANISING OFFICER

Organising officer's details - You must ensure that all details for the organising officer are completed, including a personal MOD email address and an additional personal email address if access to the MOD account is limited or not available.

The station of the organising officer must be included, even if this is not the station where all attendees are based. Individual details for the group will be covered in section 4.

Bank details - Please ensure correct bank account details are provided of a station based non-public account, not a personal account. Please also ensure you include a payment reference e.g. Ex Snowman2019. We only issue grant payments by electronic bank transfer and are not able to issue grant payments by cheque.

SECTION 3 – DETAILS OF EXPEDITION/EVENT/OVERSEAS VISIT

Exped/Event details - you must provide the name of the exped/event and the name of the station or participating group along with the dates and location. Only events taking place in 2019 may be funded.

Location - funding levels are tiered according to region. Details of countries included within each region can be found in the 2019 Sports Grants policy (section 3.4.3).

Nature of Exped/Event - please provide a description of the exped/event activities and a justification detailing how the event will enhance the participants' personal, physical and professional development. Please consider the different impact the event may have on different individuals or sub-groups attending as well as the broad benefits to the group.



SECTION 3 – DETAILS OF EXPEDITION/EVENT/OVERSEAS VISIT *(Continued)*

If applying for grant support towards activities outside of Europe, please also include in your justification a short statement on why activities of equal merit cannot be undertaken within Europe.

- **Force Development/Adventurous Training** – unfortunately cannot be supported and should not be included within grant applications, as they are public requirements.
- **Expeditions/Overseas Visits** will not be considered for funding unless an approved Station Admin Order is provided and duty status has been agreed by the Directorate of RAF Sports.
- **RAF Sports Association sporting events, OVs or training camps** as these are funded via the RAF Sports Association programme.

SECTION 4 – DETAILS OF EVENT PARTICIPANTS

Details of event participants – full details of all individuals attending must be provided here (including other service attendees if applicable). The names must match those detailed in the Admin Order nominal roll unless changes have been approved with DRS. Should the participants change after submitting your application, the RAF Central Fund must be notified as soon as possible. Please note that if enhanced funding has been applied for, a change in personnel may result in an increase/decrease in grant award.

Minimum 20% personal contribution - please confirm all attendees are making a personal contribution to costs (see section 5 for further detail).

Enhanced funding - awards are tiered according to the number of RAF Sports Lottery tickets held in play by each participant. Please ensure accurate ticket numbers are recorded. Maximum funding levels can be found in the 2019 Sports Grants Policy (section 3.4.2).

Participants must hold these tickets continuously for at least 6 months, including the date of the application submission. Please ensure these tickets in play in the new online RAF Sports Lottery (payable by Direct Debit or Credit Card but not through JPA). If personnel are unsure of their RAF Sports Lottery ticket holdings, these can be confirmed by the individual directly (not by the organiser) by calling 0370 050 5893.

SECTION 5 – EXPENDITURE & INCOME

You must provide details of full costs and all planned income for the whole event/OV, not just those associated with the individuals seeking support.

Breakdown of costs (expenses) – please provide full details of costs involved e.g. travel, accommodation, food, equipment, other costs such as visas and passes, etc.

Minimum 20% personal contribution – must be met by all attendees. This should be calculated based on the total costs of participation per person, before any other funding is considered.

Breakdown of projected income – for example: station funds, CILOR, other public funding or non-public contributions such as sponsorship and charitable grants etc.

SECTION 5 (Continued) – EXPENDITURE & INCOME

Amount sought as a grant – this box must be completed by the organising officer.

When calculating the amount you should consider:

- The amount remaining of your total costs, once all personal contributions and other funding has been applied
- The maximum funding available per individual for the region you are attending
- The amount of enhanced funding individuals are eligible for

Maximum funding levels can be found within the 2019 Sports Grant Policy (section 3.4).

An audit of grants will be conducted each year so please keep all documentation and receipts in a safe place for at least 12 months, as we may request to see them.

Any money awarded that is not used for the costs outlined in the application, must be returned to the RAF Central Fund. Please email us for returns details if required at: sportsgrants@rafcf.org.uk

SECTIONS 6 - 9 DECLARATIONS

The application form must be signed prior to submission and declaration boxes ticked.

For all signatures, the annotation 'Original Signed' is acceptable when both;

- rank and full name have been provided and
- the application is sent electronically from a DII/MODNet e-mail account in the same name.

6. RAF Sports Lottery enhanced funding - if applying for enhanced funding the organising officer must tick the declaration boxes. These form a declaration that the individuals hold the stated number of tickets in play at the date of the application and that they will continue to hold them for a minimum period of at least 6 months.

7. Endorsement from approving official(s) – this must include a short statement of recommendation and must be from the station at Sqn Ldr level (or above) confirming how the funding will enhance the personal, physical and professional development of all individuals attending.

UKAF ONLY - if funding is required to support a UKAF level event, an additional signature is required from an approved representative of the RAF Sports Association.

If the application is submitted by the applicant then the email trail between the organising officer and the endorser must be included.

8. Organising officer's declaration - applications must be signed and completed by the organising officer.

9. Show your support - wherever possible, the RAF Central Fund would like to raise awareness of the support we can provide to serving personnel. Your help with this is really appreciated.

Please complete this section to confirm your communication preferences. In line with new GDPR and 2018 Data Protection legislation we require everyone to have up to date preferences.

SECTION 10 - FINAL CHECKS

Please use the checklist included in the application form as a final reminder to ensure all sections are complete.

The application form and all supporting documents must be submitted to the RAF Central Fund via email at: sportsgrants@rafcf.org.uk

Sports Grants enquiries:
01494 569135

The closing date for all 2019 applications is 30 September 2019.
Applications received after this date will not be accepted.

PRIVACY – Your privacy and security of personal data is important to us. To understand how we will use the data included in this application, please view our Privacy Policy at www.rafcf.org.uk/sports-lottery/privacy-cookies/

 www.rafcf.org.uk

   @RAFCentralFund

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