



RAF Central Fund Guidance for Non-Association Endorsers 2024

Below you will find some guidance to assist you when endorsing Individual Sports Grant applications. Please keep in mind it is the endorser's responsibility to approach the RAFCF if they feel an applicant is misusing charitable funding.

Eligible Sports for Non-Association Endorsement

Please only provide endorsement for applications at Development level in the sports listed below, or any sport that does not have an official RAF sports association.

- Athletics
- Cricket
- Cycling
- Football
- Golf
- Hockey
- Judo
- Netball
- Rugby Union
- Triathlon

Applications for other sports, or any at RAF Representative level or above, require to be endorsed by an approved association endorser.

ENDORSER PROCESS

1. Endorser eligibility

- Any Sqn Ldr or above may endorse applications for the sports listed above when participation is at Development level.
- If a Sqn Ldr or above is not available on location, an OF3 equivalent is acceptable.
- Endorsers cannot endorse their own applications.
- Station sports club OICs are not eligible to endorse applications unless they meet the requirements above.

2. Timely endorsements

- It is the responsibility of the applicant to ensure their application is put forward for endorsement allowing reasonable time for consideration by the endorser and submission to the Fund.
- Please copy the applicant in when submitting applications.
- Please let an applicant know if there is likely to be a delay in providing endorsement as we would like to reduce potential audit issues caused by items being purchased before the application has been submitted.
- We do not retrospectively fund and therefore applications must be submitted before applicants purchase items. Please make applicants aware of this if they refer to items already purchased.
- Each applicant is sent a confirmation email once we receive and upload their application.
- The deadline for applications is **30 Sep 2024**. This deadline relates to the date the application is received by the Fund. Applications submitted for endorsement but not forwarded to the fund for submission by this date will not be considered – there are no exceptions (despite the many, many requests we receive!).

APPLICATION FORMS

3. Items requested (Section 6)

- Please encourage applicants to only apply for the items needed to cover the requested grant funding. We do not require all expenditure for a year to be included as all items listed on an application have to be checked and this can unnecessarily increase the processing time.
- A list of items that are excluded from funding is available in the Sports Grants Policy (section 2.3).

4. Endorsement (Section 8)

- This must be completed by the endorser and cannot be pre-populated by the applicant or other individual.
- The endorser must complete all fields in section 8 and include confirmation that the items requested are appropriate for the sport and participation level of the individual.
- If an endorser does not feel able to endorse an application, they should advise the applicant of why they are unable to endorse and provide them the opportunity to make changes.
- Any queries regarding whether an application is suitable or if items are eligible should be sent to sportsgrants@rafcf.org.uk.

5. Endorsed applications

- These should be sent directly to sportsgrants@rafcf.org.uk with the applicant being copied in. This ensures there is no opportunity for the application to be amended post endorsement.
- Please do not keep Sports Grant applications saved on your system.

6. Checklist

- The correct application form for 2024 has been used. Forms from previous years are unable to be uploaded and will be returned to the applicant.
- Activities and items requested have not already been purchased.
- Applicants have included weblinks, product description and price, or wider supporting material for any products/memberships/courses detailed.
- Items excluded in the policy are not included in the application.

ADDITIONAL SUPPORT

7. **Sports Lottery** – please raise awareness of how vital Lottery play is for the future availability and sustainability of this funding.
8. **Fundraising** – please encourage individuals to choose the RAF Central Fund as their chosen charity to fundraise for if they are taking part in a fundraising activity - <https://www.rafcf.org.uk/fundraising>.
9. **Queries** – please call 01494 569135 or email sportsgrants@rafcf.org.uk if you have any questions.