

## RAF CENTRAL FUND - 2024 GRANT FUNDING POLICY

### Introduction

The RAF Central Fund ('the Fund') traces its charitable origins back to 1919 and has remained dedicated to providing support to serving RAF personnel.

### Vision

For serving RAF personnel to develop their full potential through sport and physical activities.

### Programme Objectives

Enrichment grant funding fulfils the charitable objectives of the Fund by:

- Increasing the number of serving personnel participating in sport and physical activities;
- Increasing the provision of sport and physical activities opportunities on stations/units;
- Providing an opportunity for RAF serving personnel to detach from operational demands;
- Providing positive experiences to support an increased sense of wellbeing;
- Providing an increased sense of inclusivity within the RAF serving community
- Ensuring RAF serving personnel feel valued.

### Policy Structure

Details for each of the four grant streams are contained within this policy at:

Section	Policy	Relevance	Pages
1	General	Applicable to all applications	2-4
2	Enrichment Grant 1 Enrichment Grant 2	Applications for up to £5,000	5-6
3	Enrichment Grant 3	Applications for over £5,000	7
4	Mechanics Endowment Grant	Applications supporting activities for those completing Phase 1 & Phase 2 training	8



## **1 2024 – GENERAL POLICY**

### **1.1 Principles of Funding**

The Fund acknowledges that the provision of support is to enable serving RAF personnel to develop their full potential through sport and physical activities and is provided within the intent of the charities objectives.

### **1.2 Eligible Personnel**

The following are considered as eligible for support:

- current serving members of the Royal Air Force
- current members of the Royal Air Force Reserve
- current members of the Royal Auxiliary Airforce

### **1.3 Funding Period**

The funding period is deemed to be 1 January 2024 to 31 December 2024.

### **1.4 Liability**

Grant funding under this policy is wholly discretionary and dependent on available income during the funding period. The successful award of grant funding during 2024 is not to be taken as indicative of any entitlement to future funding.

**1.4.1** Applications for funding are assessed on a case-by-case basis.

**1.4.2** The award of grant funding does not imply Duty Status.

**1.4.3** The total liability of the Fund is limited to payment of the grant.

**1.4.4** It is the responsibility of the grant recipient to put in place and maintain, at its own cost, appropriate insurance in respect of all liabilities that may be incurred in connection with the award, including any employer's liability, public liability, and other professional or operational insurances as necessary.

**1.4.5** It is the responsibility of the applicant to ensure that any other safety equipment associated with funded items or activities is considered and made available. Evidence of this must be provided upon request by the Fund.

### **1.5 Application Timings**

For Enrichment Grant 1 and Enrichment Grant 2 application submission deadlines please see section 2.4. All other grants may be submitted at any time during the year and will be considered by the RAF Central Funds Enrichment Grants Committee at the next scheduled Committee meeting, following review and agreement by the Grants Officer.

**1.5.1** Applications for retrospective funding will not be supported.

**1.5.2** Applications on previous year's forms will not be accepted.

### **1.6 Project Contributions**

It is expected that the station/organisation/club/group provide an affordable level of contribution in support of their grant application. In circumstances where a financial contribution cannot be afforded the station/organisation/club/group should contact the Grants Officer.



## **1.7 Public Funding**

Grant funding will not be awarded for items/activities which are a public requirement (scaled items) and therefore attract public monies. If the public funding requirement has been met, an additional Fund grant may then be considered to upgrade items/activities.

## **1.8 Endorsement Requirements**

All applications must be endorsed by the Station Commander or equivalent in their absence.

## **1.9 Supporting Other Charities**

As a Charity the Fund is not able to support applications from other charities except where the application is for a jointly-funded initiative that supports the Fund's charitable objectives.

**1.9.1** Funding cannot be granted to a project where the primary purpose is to raise funds for other charitable organisations.

## **1.10 Items Not Supported**

The Fund reserves the right to reject any bid which is not in line with its charitable objectives and values.

At this time, the Fund cannot support the following:

- Items that are a public requirement and therefore should be publicly funded (scaled items)
- Projects relating to Sports Association activity
- Provision of awards such as trophies and medals and their display
- Items that are considered non-essential for the project/activity such as:
  - Water bottles and associated holders
  - Food and drink
  - Bars or tea bars

## **1.11 Grant Award**

Applicants will be notified within 10 working days of Committee consideration.

## **1.12 Appeals**

Should an application be rejected the applicants may request that their application be taken to the next Grant Committee for appeal, providing additional information is provided as to why they feel their application should be reconsidered.

## **1.13 Grant Funding for Alternative Use**

Grant award monies may only be utilised for the items/activities specified on the application. Should an item/activity not be available following confirmation of a grant award the applicant must seek written approval from the Fund in advance should they wish to use their grant monies for alternative items/activities.

## **1.14 Payment of Grant**

Payment of any grant awards will be made following approval of an application. For all grant awards in excess of £5,000, receipt of a signed grant award agreement will be required before payment can be made.

**1.14.1** Grant funding cannot be used to pay for spending commitments made before the grant award date without prior agreement in writing from the Fund.



- 1.14.2** Where staged payments are agreed, grant funding will be paid in line with supplier payment terms and will not be made in advance unless justification is provided and agreed.
- 1.14.3** The Fund is not responsible for any additional costs over and above those in the agreed grant award and the Fund has no obligation to increase the grant in these circumstances.
- 1.14.4** Payment may only be made to a non-public account and will not be permissible into a personal bank account.
- 1.14.5** Where an application includes proposed funding from multiple funders to ensure completion, full approval and payment will not be confirmed until all funder's contributions are secured and confirmed in writing.

## **1.15 Reporting**

Successful applicants are required to complete an evaluation report on the funded project of the grant post award including detail on its impact.

- 1.15.1** Photographs of the completed activities/project including Fund branding must be provided to the Fund upon completion of the project.

## **1.16 Supporting the Future of the Fund**

The Fund requests that all applicants consider within their application how they will showcase support provided by the Fund and raise awareness of the Funds activities.

- 1.16.1** Where appropriate this messaging should include promoting the importance of participation in the Sports Lottery and fundraising.
- 1.16.2** The Fund reserves the right to require inclusion of its logos on items and publications supported by the grant award. Guidance on branding will be provided by the Fund.
- 1.16.3** Use of the Fund's logo or other Intellectual Property is subject to prior approval and release by the Fund in all instances.

## **1.17 Grant Duration**

The grant award must be utilised within 12 months of the date of issue of the Grant Award Letter. Any funds remaining upon completion of the project are to be promptly returned to the Fund. If the project cannot be completed within the 12 month period, a request for an extension must be made in writing and requests will be considered by the Committee.

## **1.18 Abandoned Projects**

If a grant has been awarded to a project which is later abandoned, the Project Officer (or in their absence OC Accounts) must ensure:

- a report detailing the circumstances of the project abandonment/deferral is provided to the Fund Grants Officer; and
- any grant award money is returned.

## **1.19 Audit**

Applicants must retain evidence (receipts/bank statements) to support their application for a period of 24 months from the grant completion date and be prepared to submit them upon request.

- 1.19.1** Any applicants identified as failing to utilise funding in accordance with the application, will be asked to return their grant award in full and the station may be denied the opportunity to apply for further support for a period of at least 12 months.

## 2 2024 – ENRICHMENT GRANT 1 AND 2

The following applies to Enrichment Grant 1 and 2 under the RAF Central Fund's grant funding programme.

### 2.1 Purpose

Enrichment Grants 1 and 2 provide a stream-lined application process allowing grant applications to be completed and considered faster.

### 2.2 Eligibility Requirements

In order to apply for Enrichment Grants 1 and 2 the following eligibility requirements must be met:

Requirement	Enrichment Grant 1	Enrichment Grant 2
Applicants must apply on behalf of a station/unit, RAF group or organisation (henceforth referred to as 'the Beneficiary')	✓	✓
The Beneficiary/project must have a minimum number of	Five (5) beneficiaries	Ten (10) beneficiaries
The Beneficiary must have an annual income of below	£5,000	£25,000
The Beneficiary supports activities primarily for RAF personnel	✓	✓
The Beneficiary does not support political or religious activities	✓	✓

### 2.3 Project Requirements

In order to apply for Enrichment Grants 1 and 2 the following project requirements must be met:

Requirement	Enrichment Grant 1	Enrichment Grant 2
The project is seeking grant support from the Fund of	£50-£1,000	£1000-£5,000
Total cost of the project is less than	£5,000	£25,000
The project will be completed with 12 months of receipt of grant award	✓	✓
The project will enable serving RAF personnel to develop their full potential through sport and physical activities.	✓	✓

**2.3.1** The Beneficiary may apply for a maximum of one (1) Enrichment Grant 1 and 2 in a 24-month period. If further support is required, please take this up with the grants team.

### 2.4 Application Timings

The 2024 Funding period opens on 01 January. Applications on 2024 forms may be submitted in advance of this date however will not be considered until after 01 January.



Enquiries are welcome year-round, however any enquiries for Enrichment Grants 1 and 2 seeking resolution within 2024 should have applications submitted by 31 October.

**2.4.1** Applications must be received by the Fund prior to the purchase of any items and/or participation in the activities or events noted as requiring funding support. Purchases may be made following approval of the grant by the Fund.

**2.4.2** Enrichment Grants 1 and 2 applications will be reviewed monthly by an internal Committee. Please contact the Grants team to confirm the date for the next monthly grants deadline.

## **2.5 Team Kit and Training Equipment**

Applications for competition clothing to represent their team must be completed on an E1 form. An allowance of up to £40 per person is available for match/competition clothing, including any costs associated with team branding applied to the clothing. Training equipment can be included in the application up to the value of £300.



### 3 2024 – ENRICHMENT GRANT 3

The following applies to Enrichment Grant 3 awards under the RAF Central Fund grant funding programme.

#### 3.1 Purpose

Enrichment Grant 3 awards provide support to serving RAF personnel to develop their full potential through sport and physical activities.

#### 3.2 Eligibility Requirements

In order to apply for Enrichment Grant 3 funding the following eligibility requirements must be met:

Requirement	Enrichment Grant 3
The project supports activities primarily for RAF personnel	✓
The project does not support political or religious activities	✓

#### 3.3 Project Requirements

In order to apply for Enrichment Grant 3, the following project requirements must be met:

Requirement	Enrichment Grant 3
The project requires grant support of no more than £50,000	✓
The project will be completed with 12 months of receipt of grant award	✓
The project will enable serving RAF personnel to develop their full potential through sport and physical activities.	✓

#### 3.4 Supporting Information

The following may be requested subject to the nature of the project:

- A business case
- Three quotes
- A financial plan
- Photographic evidence e.g. proof as to the current state of existing provision
- Written confirmation of any permissions/agreements required on station by DIO/Works Services Flight, including permission for changes of use or write-off of an existing item or area.
- Other supporting documents.

#### 3.5 Endorsement Requirements

All applications must be endorsed by the Station Commander or equivalent in their absence and must be endorsed by OC Accounts or OC PMS and the Community Development Officer where applicable.

#### 3.6 Grant Committee Timings

Committee meetings are scheduled to be held at least twice a year, and normally three times a year. Deadlines for applications are published on the Funds website, [www.rafcf.org.uk](http://www.rafcf.org.uk). The Fund reserves the right to change Committee dates and any applications that are deemed ready for consideration will be included in the next committee.



## 4 2024 - MECHANICS ENDOWMENT GRANT

The following applies to Mechanics Endowment Grant awards under the RAF Central Fund grant funding programme.

### 4.1 Purpose

The Mechanics Endowment Fund is a restricted fund available exclusively for the benefit of personnel undergoing Phase 1 or Phase 2 training within the RAF through the provision of facilities and amenities for their education and recreation in order to support their physical and mental well-being.

### 4.2 Eligibility Requirements

In order to apply for Mechanics Endowment Grant funding, the following eligibility requirements must be met:

Requirement	Mechanics Endowment Fund grant
The project supports activities solely for RAF personnel undergoing mandatory Phase 1 & Phase 2 trainee courses.	✓
The project does not support political or religious activities	✓

### 4.3 Project Requirements

In order to apply for Mechanics Endowment Grant the following project requirements must be met:

Requirement	Mechanics Endowment Fund grant
The project requires grant support of up to £50,000	✓
The project supports the physical and mental well-being of Phase 1 and Phase 2 trainees	✓

### 4.4 Committee Timings

Committee meetings are scheduled to be held at least twice a year but normally three times a year. Deadlines for applications are published on the Fund's website, [www.rafcf.org.uk](http://www.rafcf.org.uk). The Fund reserves the right to change Committee dates and any applications deemed ready for consideration will be included in the next committee meeting.

