

## RAF CENTRAL FUND - 2021 INDIVIDUAL SPORTS GRANTS FUNDING POLICY

### Introduction

The RAF Central Fund ('the Fund') can trace its charitable origins back to 1919 and has remained dedicated to providing support to those who serve in the RAF.

### Aim

The aims of the Fund's Individual Sports Grant funding programmes are to develop, support and encourage RAF serving personnel through their participation in sport.

### Programme Objectives

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

- providing the opportunity for individuals to develop an enhanced sense of belonging, motivation and morale through sport;
- presenting the chance to face personal and team challenges, developing confidence and team working skills;
- generating supportive and encouraging communities around a shared passion;
- providing a positive outlet for individuals to recover from the day-to-day pressures of serving life through training and on the competitive field, leading to increased personal resilience.

### Policy Structure

This policy provides the Funds conditions of support for the grant streams available to individuals taking part in sport for 2021.

Details for each grant stream are contained within the policy at:

Section	Policy	Relevance	Pages
1	General	Applicable to all applications.	2
2	Sports Grant - Individual	Applicable for applications to support an individual's participation in sport.	3-6
3	Sport Grant - Group	Applicable for applications to support station/club level groups/teams participating in sports events.	7-8



## 1 2021 – SPORTS GRANTS GENERAL POLICY

### 1.1 Principles of Funding

The Fund acknowledges that the provision of support is to assist individuals to participate in sporting activities to meet the charity's objectives.

#### 1.1.1 Eligible Personnel

The following are considered as eligible for support:

- Individuals currently serving in the Royal Air Force
- Members of the Royal Air Force Reserve
- Members of the Royal Auxiliary Air Force.<sup>1</sup>

#### 1.1.2 Lottery Enhanced Funding

All eligible personnel are able to apply for support under the terms of the policy. Applicants may wish to apply for enhanced grant support if they play the RAF Sports Lottery ('the Lottery').

The maximum level of enhanced funding available is considered according to the number of Lottery tickets held in play by the applicant at the date of the funding application<sup>2</sup>.

- Maximum levels of funding for each grant type are detailed in the relevant section of this policy;
- The number of tickets declared as 'held in play' must be in play for a continuous period which includes the application submission date;
- The minimum required period for tickets to remain 'in play' for each stream of funding is detailed in the relevant section;
- Failure to continue to hold tickets in play for the required period will result in the applicant being required to return the enhanced element of the grant award and receiving a ban from further consideration of funding for a period of at least 12 months.

#### 1.1.3 Liability

Sports grant funding under this policy is wholly discretionary and dependent on available income during the funding period. The successful award of grant funding during 2021 is not to be taken as indicative of any entitlement to future funding.

The award of grant funding from the Fund does not infer Duty Status.

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

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<sup>1</sup> Members of the RAFVR (UAS) may under some circumstances meet the eligibility requirements.

<sup>2</sup> Tickets are not deemed to be 'held in play' until such time as the first payment deduction is taken.



## 2 2021 SPORTS GRANTS – INDIVIDUALS POLICY

Eligible individuals (as defined in the General section of this policy) participating in sport and physical activity may apply to the Fund for grant support towards their participation in activities, events and courses or to purchase individual kit and equipment.

Funding must only be requested for such items/activities that are deemed to be essential for participation in the applicants chosen sport(s) and physical activity.

### 2.1 Funding Detail

#### 2.1.1 Application Timings

The 2021 funding period begins on 01 January. Applications on the 2021 forms may be submitted in advance of this date however will not be considered until after 01 January.

Complete applications must be received by the Fund by 30 September, for activities taking place during 2021. Any applications received after this date will not be considered for support.

Applications for retrospective funding will not be supported.<sup>3</sup>

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 acknowledged receipt of the application by the Fund, however this is at the applicant's own financial risk as no guarantee of funding is made until confirmation of an award has been communicated to the applicant in writing.

#### 2.1.2 Endorsement Requirements

All individuals must obtain the signed endorsement from the appropriate RAF Sports Association Chair (or their delegated representative(s)) before submitting an application form for grant funding **unless**:

- there is no recognised RAF Sports Association for the activity; or
- the relevant RAF Sports Association does not endorse development level bids.

Where either of these are noted, the application must carry a signed endorsement from a Sqn Ldr or above. If a Sqn Ldr or above is not available on location, an OF3 equivalent is acceptable. More details with regards to endorsers for specific sports may be found in the guidance document.

Applicants do not need to be a member of a RAF sports association to be eligible for endorsement by an Association. This particularly applies to development level applications.

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<sup>3</sup> The Fund will consider retrospective support in exceptional circumstances. Exceptional circumstances may include, but not be limited to, the costs of competing at an event which falls in January or February 2021, for which the applicant was only selected for in the final quarter of 2020 (proof of this must be provided). The Fund will not consider retrospective funding for kit, equipment or other costs that could reasonably have been foreseen before the closure of the previous year's grant window. Grant applications received after February 2021 for retrospective funding will not be considered.



### **2.1.3 Personal Contributions**

A minimum of twenty percent (20%) personal contribution must be made by all applicants towards costs.

### **2.1.4 Other Funding**

Applicants may utilise other sources of income to supplement the total cost of their activities. All applicants however must retain a minimum personal contribution as noted, towards the total cost of the activities before any RAF Central Fund or other income sources are considered.

### **2.1.5 Applications for Multiple Sports**

Applications may be submitted by individuals for multiple sports within the funding period however each sport must be detailed on a separate application form and supported by the authorised endorser for each sport.

### **2.1.6 Maximum Levels of Support**

An individual may apply for multiple individual sports grants during the funding period. The total level of support for any one individual must not exceed the maximum levels detailed at 2.5.1.

### **2.1.7 Public Funding**

Where public funding is available, this avenue of funding must be exhausted before applying to the Fund. A combination of Public and Fund grant monies is acceptable.

### **2.1.8 Supporting Other Charities**

The Fund, as a charity is not able to support individuals participating in events where the primary purpose for the activity is to fundraise for other charities.

### **2.1.9 Post Grant Award**

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 should they wish to use their grant monies for alternative items/activities.

Grant award monies may only be utilised/spent in 2021 and any unspent awards must be returned to the Fund by 31 January 2022.

### **2.1.10 Insurances**

It is the responsibility of the applicant to ensure that appropriate insurance policies are held for all activity undertaken which have been funded by Fund monies.

### **2.1.11 Preferred Supplier**

The Central Fund reserves the right to require that its preferred suppliers are utilised except when there is already a conflicting sponsorship agreement, there is a medical reason for specialist items or the items required are not available. For every item purchased through our preferred supplier a significant charitable donation is made the Fund.

## **2.2 Available Funding**

Grant funding for individuals is tiered according to:

- the level at which the individual currently participates (at the date of the application)
- the individual's Lottery ticket holding.



### 2.2.1 Definition of Participation Level

The level that an applicant **currently** participates at (as at date of application), not the level they are aspiring to, or have played in previous years.

The participatory level must be confirmed by the endorser. Where the endorser advises that an individual participates at a lower level, funding will be considered at the endorsed participatory level.

#### Participation Levels:

- **Development/Other**

This level applies to individuals who have not been selected at RAF representative level or above. Station level representation includes juniors, development squads, grass roots, squadron, wing and branch levels.

- **RAF Representative & Above**

This level applies to individuals who have been selected to represent (compete for) the main RAF Sport Association team(s) at recognised fixtures, including Inter Service. This level does not apply to individuals currently playing in the RAF development and masters squads or station level participants. The 'above' applies to individuals who have been selected and will be regularly competing at recognised UKAF events/fixtures, or Tri-Service team events. This level also applies to individuals who regularly represent at national/international level.

### 2.2.2 Moving to a Different Level of Participation (within funding year)

Where an individual transitions to a different level during the funding period:

- Increase in level – a supplementary application may be submitted (before the submission deadline) for additional funding required which is determined by the higher competing level and the number of lottery tickets held by the applicant.
- Decrease in level – the Fund does not require the return of the funding associated with the higher competing level.

### 2.3 Items/Areas Not Supported

Support must only be requested for such items/activities that are deemed to be essential for participation and development in the applicants chosen sport(s). Sports Associations are supported through the Fund's Sports Association funding programme and therefore cannot be supported through the Individual Sports Grant programme.

The following will not be supported (this list is not exhaustive and is subject to amendment):

- RAF Sports Association costs
- Provision of any category driving licence;
- Mileage
- Computers, laptops, software packages;
- Electronic personal performance monitoring products;
- Pressure washers;
- Any clothing item that will not be worn for training or competing in chosen sport;
- Certain obstacle courses;
- Postage fees;
- Travel and accommodation;
- Bedding;
- Vitamins or medication.



## 2.4 Incomplete Applications

Should additional details or clarification be required by the Fund following receipt of an application, the applicant will be notified and given 28 days to supply the information, after which the application will be considered closed. This will not prevent applicants applying for future grant funding.

## 2.5 Lottery Enhanced Funding

Individuals requesting enhanced grant funding must hold tickets in play for a consecutive period of no less than 26 weeks which includes the date of the application submission to the Fund.

The applicant must additionally comply with all of the enhanced funding terms noted in section 1.1.2 of this policy.

### 2.5.1 Maximum Levels

An individual can apply for up to the following maximum annual grant award:

<b>Sports Lottery Ticket Holding</b>	<b>0 Tickets</b>	<b>1 Ticket</b>	<b>2 Tickets</b>	<b>3 Tickets</b>	<b>4 Tickets</b>	<b>5 Tickets</b>	<b>6 Tickets</b>
<b>Level of Participation</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Development/Other	50	100	125	150	175	200	225
RAF Representative & above	125	200	250	300	350	400	500

## 2.6 Audit

Applicants must retain evidence (receipts/order confirmations/bank statements) that supports their application for a period of 24 months from the grant award date.

Any applicants identified as failing to utilise funding in accordance with this policy, will be asked to return their funding and be denied further support for a period of at least 12 months.



### **3 2021 SPORTS GRANTS – GROUP SPORTS EVENT POLICY**

Station level groups are eligible to apply for grant funding to support participation in UK and overseas sporting visits and events. Any funding given from a group grant comes out of your overall yearly allowance (see 3.4.2 for funding allocations)

#### **3.1 Principles of Funding**

##### **3.1.1 Application Requirements**

The following requirements apply to all applications:

##### **3.1.1.1 Personal Contribution**

All participants seeking funding support must make a minimum personal contribution of 20% of the total costs attributable to participation in the event, before any other income/funding is applied.

##### **3.1.1.2 Endorsement**

The application must carry a signed endorsement from the Station Commander (or equivalent if a Stn Cdr is not available at your location). Endorsements must detail how the funding will enhance the personal and physical development of individuals attending the event.

##### **3.1.1.3 Maximum Numbers Attending**

Funding is only available towards the costs associated with the maximum number of participants as detailed in JSP660 pt.2, V2.2, Oct 2019.

##### **3.1.1.4 Supporting Documents**

Applications must include an approved Admin Order.

##### **3.1.1.5 Timings**

Applications must be received no later than 30 days before the event commences.

##### **3.1.1.6 Post Event Requirements**

Successful applicants must submit the final nominal roll, a brief summary of the event and a Post Event Report (if available) to the Fund within six weeks of completion of the activity. Failure to submit this information may result in future event funding being denied.



### 3.3 Lottery Enhanced Funding

Participants requesting enhanced grant funding must have held tickets in play for a consecutive period of not less than 26 weeks which includes the date of the application submission to the Fund.

All participants requesting enhanced funding must additionally comply with all of the enhanced funding terms noted at section 1.1.2 of this policy.

### 3.4 Available Funding

Grant funding is tiered according to each participant's Lottery ticket holding.

#### 3.4.1 Items/Areas Not Supported

The Fund is not able to support the following (this list is not exhaustive and is subject to amendment):

- Adventurous Training and Force Development - as these are publically supported activities.
- RAF Sports Association events - as these are subject to support from the Fund via separate funding programmes.
- Flights and accommodation
- Costs that should be met via Public funds.
- Station/section/club kit or equipment.
- **Major Expeditions.** The funding of major expeditions is not covered within this policy and will be considered by the Fund Board of Trustees on a case-by-case basis. Expressions of interests should be submitted to the Fund at least six (6) months in advance of the expedition departure.

#### 3.4.2 Maximum Levels of Support Per Person

Individuals may attend multiple events during the current funding period. The total level of grant support available for any one individual within the Sports Grants funding programme is tiered according to lottery tickets held:

Ticket Holding	0 Tickets	1 Ticket	2 Tickets	3 Tickets	4 Tickets	5 Tickets	6 Tickets
	£	£	£	£	£	£	£
Maximum Annual Level	50	100	125	150	175	200	225

