



Individual Grants

The following general terms are applicable to all individual grants:

- For the purposes of the RAF Central Fund ('the Fund') 'eligible personnel' who may apply for funding support are:
 - Individuals currently serving in the Royal Air Force; and
 - Members of the Royal Air Force Reserve and members of the Royal Auxiliary Air Force.

Unfortunately UAS are not eligible for support at this time.

- Eligible individuals (as defined above) participating in appropriate sporting activities may apply annually to the Fund for grant support towards their participation in activities and events, courses or to purchase individual kit and equipment.
- For the purposes of the Fund, the grant funding period is deemed to run from 01 January to 31 December each year.
- Applications for each funding period will not be accepted until 01 January of the funding period which relates to the grant request (i.e. grant applications for the 2017 funding period will not be accepted until 01 January 2017).
- Applications will only be accepted on the current Central Fund Sports Grant Application forms. Applications received on previous application form versions will not be considered. The application form can be found on our website: www.rafcf.org.uk or by emailing us at: sportsgrants@rafcf.org.uk.
- Applications must be received by the Fund prior to the purchase of any items or participation in the activities or events noted as requiring funding support. Applications for retrospective funding will not be supported.
- The closing date for submission of all sports grants applications for the each grant funding period is 30 September 2017. Applications received after this date will not be considered.
- The maximum funding available for any Individual grant is tiered according to the relevant participatory level of the individual and their Lottery ticket holding (i.e. If individual's hold 5 Lottery tickets, a maximum of £1,000 would be available to the individual competing at UKAF level or above, £500 at RAF level and £250 at Developmental/Other).
- An individual may apply for one Individual Sport Grant, for a single sport/discipline and participation on one unit/club event or expedition during the funding period (2017), however the total level of support for any one individual may not exceed £1,000.
- Sports grant funding is discretionary, with all applications considered on a case by case basis. The successful award of grant funding is not to be taken as indicative of any entitlement to future funding.
- The total liability of the Fund is limited to payment of the grant.
- It is the responsibility of the applicant to ensure that appropriate insurance policies are held for all activities undertaken which have been funded by RAF Central Fund grant monies.
- Individuals who are representing at the RAF level or above must obtain the signed endorsement of either the appropriate Sports Association Chair, or their delegated representative (e.g. Secretary, Treasurer or other appropriate official) before submitting an application form for grant funding.



- Funding applications for activities or equipment taking place at a level below RAF representation, or where there is no RAF Sports Association involvement, must carry a signed endorsement from the Unit at Sqn Ldr level (equivalent) or above unless the activities relates to the following sporting disciplines, whereby all applications must carry approval of the Association as noted above:

- Angling – All Disciplines (Coarse/Game/Sea)
- Archery
- Athletics – All Disciplines (Track & Field, XC & Road, Tug-of-War)
- Badminton
- Boxing
- Cricket
- Equitation
- Fencing
- Flying (Aerobatics)
- Hang-gliding & Paragliding
- Hockey
- Ice Hockey
- Judo
- Lacrosse
- Microlight Flying
- Motorsports – All Disciplines (2 Wheel Road/2 Wheel Trial/2 Wheel Enduro & Motorcross/4 Wheel Car Racing/4 Wheel Navigation. Rally/Karting)
- Polo
- Power Kiting
- Powerlifting
- Rowing
- Sailing – All Disciplines (Offshore/Dinghy/Windsurfing)
- Shooting – Clay Target & Small Arms
- Sports Parachuting
- Squash & Racketball
- Surfing (RAF Waveriders)
- Swimming – All Disciplines (Diving/Swimming/Water Polo/Open Water)
- Table Tennis
- Triathlon
- Water-Skiing & Wakeboarding
- Winter Sports – All Disciplines (Alpine Skiing/Snowboarding/Bobsleigh/Skeleton/Luge/Biathlon & Nordic/Telemarking)

- Whilst the supporting endorsement narrative is not prescriptive and need not be lengthy, the endorsing officer is required to provide sufficient information to adequately explain how the grant funding will develop the applicant in line with the Fund's objectives which can be found at www.rafcf.org.uk/about-us.

- Grant awards can only be spent in accordance with the application. All unspent grant monies must be returned to the RAF Central Fund. No funds should be reallocated to other activities without prior written consent from RAF Central Fund.

- Where public funding is available to support an individual's participation in sporting activities, or to contribute towards the purchase sports related equipment, this avenue of funding must be exhausted before applying to the Fund. However, where appropriate, a combination of Public and Central Fund grant monies may be used to support an individual's sporting endeavours.

- A minimum twenty per cent (20%) personal contribution must be made by all applicants towards the total costs of the seasonal activities, events, courses (or combination of these) for which funding is being sought.

- Individual grants are tiered according to the level at which each individual currently participates (at the date of the application) in the sporting activities, and as outlined within their application.



- The following will not currently be supported for grant funding:
 - Provision of any 'Category' driving licence
 - Computers; laptops, software packages or other portable electrical items
 - Mileage at a rate in excess of 25p per mile
 - Support towards PPL (Private Pilot's Licence)
- The above list is not exhaustive and is subject to amendment. You are advised to refer to current guidance at www.rafcf.org.uk prior to submitting an application.
- The Fund will not support applications to support participation in events where the primary purpose of the participant is to fundraise for other charities.
- Applications to support participation on events and expeditions must be received within no later than 60 days ahead of the start date of the event.
- Payment for grants to support participation on expeditions or other sporting events will not normally be made more than one month prior to the participant's commencement on the expedition or event. Payment may be made in advance of one month where an application is made to support annual seasonal costs which includes participation on events/expeditions.
- Retrospective bids for participation on expeditions and events will not be considered for funding.
- Incomplete applications will be rejected unless only minor supplementary information is required. Applications will be considered as 'closed' if supplementary information requested by the Fund has not been received within 2 weeks of the date of the request for the additional information.
- Successful applications may be subject to retrospective sample audit procedures. Applicants must retain evidence (receipts/bank statements) for the items purchased using grant award monies and retain these for a period of at least one year from the grant award date. Any applicants identified as failing to utilise funding, in accordance with the application, may be asked to return their funding and be denied further support.

Individual Grants – Enhanced Grant Awards

- Eligible applicants (as defined above) who hold one or more tickets for play in the RAF Sports Lottery ('the Lottery') may apply for enhanced maximum grant awards.
- In addition to the criteria outlined above, the enhanced grant awards are tiered according to the number of lottery tickets held in play.
- Individuals wishing to receive enhanced grant funding must declare the actual number of lottery tickets held in play at the time of their application. These tickets must be held in play for a consecutive period of not less than 26 weeks within the funding period of the application. For example, for a 2017 grant award the lottery tickets must be maintained for 26 weeks within 2017. The 26 week period is calculated from the earliest date tickets were in play from 01 Jan 2017.
- If individuals apply for a second enhanced application within the same financial year, the 26 week monitoring of Lottery tickets cannot be consolidated. Therefore, if an Individual and Unit grant was supported to a recipient, they would be required to maintain their Lottery ticket allocation for 52 weeks.
- Tickets are not deemed to be 'held in play' until such time as the applicant has received email confirmation from the Lottery, hence applicants are guided to ensure this is the case prior to applying for funding.



- Failure to continue to hold in play the number of lottery tickets as indicated on the application form for the 26 weeks period will result in the applicant returning all grant funding to the RAF Central Fund and a ban from further consideration for funding for a period of at least 12 months.

Individual Grants - Maximum Annual Grant Awards

Level of Participation	Maximum Annual Funding £	Enhanced Maximum Annual Funding £	Enhanced Maximum Annual Funding £	Enhanced Maximum Annual Funding £
	No lottery tickets held in play	1 lottery ticket held in play	3 lottery tickets held in play	5 lottery tickets held in play
Development	150	175	200	250
RAF	250	300	400	500
UK Armed Forces & Above	750	800	875	1,000



Units, Sections and Local Sports Club – General

The following general terms are applicable to all grants:

- For the purposes of the RAF Central Fund ('the Fund'), units, clubs and sections are able to apply for funding support for the following 'eligible personnel':
 - Individuals currently serving in the Royal Air Force; and
 - Members of the Royal Air Force Reserve and members of the Royal Auxiliary Air Force.

Unfortunately UAS are not eligible for support at this time.

- Applications to support sporting events, overseas visits or training camps undertaken by RAF Sports Associations are not eligible for funding from the RAF Central Fund ('the Fund') under this policy. Applicants representing RAF Sports Associations should further obtain guidance with regards to how the Fund provides funding to the RAF Sports Associations under their 5 Year Plan framework from the RAF Sports Federation.
- Units, Sections and Local Sports Clubs are eligible to apply for grant funding to support the personal contributions of eligible participants on UK and overseas sporting visits, events and other expeditions (with the exception of the RAF Ski and Snowboarding Championships and Tri-Service Expeditions – see below for further guidance).
- Units, sections or clubs seeking to apply for grant support towards the purchase of kit or equipment must apply through the Fund's Enrichment Grant Process. Details can be obtained from the website: www.rafcf.org.uk.
- For the purposes of the Fund, the grant funding period is deemed to run from 01 January to 31 December each year.
- Applications for each funding period will not be accepted until 01 January of the funding period which relates to the grant request (i.e. grant applications for the 2017 funding period will not be accepted until 01 January 2017).
- Applications will only be accepted on the 2017 Fund Sports Grant Application forms. Applications received on previous application form versions will not be considered. The application form can be found on our website: www.rafcf.org.uk or by emailing us at: sportsgrants@rafcf.org.uk.
- The closing date for submission of all sports grants applications for each grant funding period is 31 September. Applications received after this date will not be considered.
- The maximum funding available for any Unit (Exped/OV) grant is tiered according to the relevant region of travel and individuals Lottery ticket holding (i.e. If an individual held 5 Lottery tickets, a maximum of £650 is available for Region 1, £450 for Region 2 and £350 for Region 3).
- An individual may apply for one individual seasonal grant and participation on one unit/club event or expedition during the funding period, however the total level of support for any one individual may not exceed £1,000.
- Sports grant funding is discretionary, with all applications considered on a case by case basis. The successful award of grant funding is not to be taken as indicative of any entitlement to future funding.
- Maximum grant awards noted below are for all events, overseas visits and expeditions for eligible participants and are regionally tiered.



- Applications to support participation on events, overseas visits and expeditions must ensure that a minimum twenty per cent (20%) personal contribution has been met by all individuals taking part. The 20% personal contribution requirement must be calculated against the total cost per person of attending and met following the application of Fund and any other external funding support to the event/expedition/overseas visit. For example: If the overall total cost per person of the event/expedition/overseas visit is £800(pp), then the minimum 20% personal contribution the Fund would base its contribution towards would be £160.
- The Fund will not support applications to support participation in events where the primary purpose of the participant is to fundraise for other charities.
- Applications requesting financial support towards travel and accommodation (or any other costs which should be met via Public funds) will not be approved.
- Applications should be received no later than 60 days ahead of the start date of the activity to ensure sufficient time for processing, feedback on application (if applicable) and potential support can be made. Supporting Admin Orders/JSATFA etc can be forwarded on separately, but within a min of 30 days of the event.
- Applications for grant funding to support overseas visits are limited to the maximum participant numbers as detailed in JSP660 Pt 2, V2.0, Sep 2016. In line with this policy, as a general rule, the Fund will not seek to provide support at a frequency of more than once a year per team for a duration of no longer than 2 weeks. An extracted copy of the JSP is attached at Annex A, but it is the responsibility of the applicant to review the original document for any updates.
- Applications for grant funding to support AT will not be considered unless the expedition has received approval from 22 Gp Training Support and holds a JSATFA reference.
- Applications for grant funding to support expeditions must be accompanied by the final signed version of the Unit Admin Order.
- Applications will also need an endorsement at Sqn Ldr level (or above) which provides justification of how the funding will enhance the personal, physical and professional development of each individual attending.
- The total liability of the Fund is limited to payment of the grant.
- It is the responsibility of the authorising officer to ensure that appropriate insurance is held for all activities undertaken.
- Payment for grants to support participation on expeditions or other sporting events will not normally be made more than one month prior to the commencement on the expedition or event.
- Retrospective bids will not be considered for funding.
- Incomplete applications will be considered as 'withdrawn' if supplementary information requested by the Fund has not been received within two weeks of the feedback email being issued.
- Grant awards must only be spent in accordance with the application. All unused grant monies must be returned to the Fund and should not be used for any other purpose without prior approval and written consent from the Fund.
- Successful applicants must submit confirmation of the attending participants, and a brief summary of the event, to the Fund within six weeks of completion of the activity. Failure to submit the nominal roll and report may result in all further funding to the Unit/Sports Club being denied until this information has been received.



- Successful applications may be subject to retrospective sample audit procedures. Any Unit or Club identified as submitting applications which are subsequently identified as failing to utilise funding in accordance with the application will be denied future funding from the Fund for a minimum period of twelve (12) months.

Units, Sections and Local Sports Club – Enhanced Grant Awards

- Units and Sports Clubs may apply for enhanced funding to support any eligible participants (as noted above) wishing to participate on an overseas sporting visit, event or expedition, who hold one or more lottery tickets in play in the RAF Sports Lottery ('the Lottery').
- Enhanced grant awards are tiered according to the number of lottery tickets held in play by each eligible participant.
- It is not a requirement for all eligible participants to hold tickets in play or for all eligible participants attending the event/expedition/overseas visit to hold the same number of tickets in play.
- Eligible participants wishing to receive enhanced grant funding noted in the Unit/Club application must hold in play the number of lottery tickets indicated on the application form (i.e. they must have received confirmation that their tickets are in play from the Lottery) at the date of the application.
- Eligible participants who receive enhanced grant funding must continuously hold in play the number of lottery tickets indicated on the application form for a period of at least twenty six (26) weeks in 2017. The 26 week period is calculated from the earliest date tickets were in play from 01 Jan 2017.
- If participants apply for a second enhanced Individual Sports Grant application within the same financial year, the 26 week monitoring of Lottery tickets cannot be consolidated. Therefore, if an Individual and Unit grant was supported to a recipient within 2017, they would be required to maintain their Lottery ticket allocation for 52 weeks.
- Tickets are not deemed to be 'held in play' until such time as the applicant has received email confirmation from the Lottery, hence project officers for applications are guided to ensure this is the case prior to applying for funding.
- Failure to continue to hold in play the number of lottery tickets as indicated on the application form for the 26 weeks period will result in the project officer being required to return all grant funding to the RAF Central Fund and a ban for the Unit/Club from further consideration for funding for a period of at least 12 months.

Maximum Annual Grant Awards (per eligible participant) for Overseas Visits/Expeditions/Events

Region	Maximum Grant Funding £	Enhanced Maximum Grant Funding £	Enhanced Maximum Grant Funding £	Enhanced Maximum Grant Funding £	Enhanced Maximum Grant Funding £	Enhanced Maximum Grant Funding £
	No lottery tickets held in play	1 lottery ticket held in play	2 lottery tickets held in play	3 lottery tickets held in play	4 lottery tickets held in play	5 lottery tickets held in play
Region 1	500	550	575	600	625	650



Region 2	300	350	375	400	425	450
Region 3	200	250	275	300	325	350

Region 1 - Worldwide - Russia, Baltic, West & Central USA, West & Central Canada, Caribbean, Central & South America, South Africa, Australasia and the 'Rest of the World'

Region 2 - Europe + - Cyprus, Canary Islands, East USA, East Canada, Malta, Middle East, North Africa.

Region 3 - Europe - UK, Western & Eastern Europe, Iceland, Scandinavia, Poland, Greece

Tri-Service Expeditions

- Maximum grant awards noted below are regionally tiered at rates agreed Tri-Service rates.
- Applications to support participation on events, overseas visits and expeditions must ensure that a minimum thirty per cent (30%) personal contribution has been met by all individuals taking part.
- Applications requesting financial support towards travel and accommodation (or any other costs which should be met via Public funds) will not be approved.
- Applications must be received no later than 30 days ahead of the start date of the expedition.
- Payment for grants to support participation on expeditions will not be made more than one month prior to the participant's commencement on the expedition.
- Retrospective bids for participation on expeditions will not be considered for funding.

Individuals - Maximum Annual Grant Awards for Tri-Service Expeditions

Region		Maximum grant funding per individual £
Worldwide	Russia, Baltic, West & Central USA, West & Central Canada, Caribbean, Central & South America, South Africa, Australasia and the 'Rest of the World'	500
Europe +	Cyprus, Canary Islands, East USA, East Canada, Malta, Middle East, North Africa.	300
Europe	UK, Western & Eastern Europe, Iceland, Scandinavia, Poland, Greece	200



RAF Ski & Snowboarding and Bobsleigh, Luge and Skeleton (BLSA) Championships

- The Fund supports participation of eligible individuals in the annual RAF Ski and Snowboarding and BLSA Championships through funding to offset the costs of individual participants of the Championships.
- Available grant funding is tiered according to the number of lottery tickets held in play by each eligible participant; as at such date as specified in the relevant annual Admin Order to support the relevant Championships.
- Successful grant recipients must hold tickets continuously in play for a minimum period of thirteen (13) weeks as noted in the relevant Admin Order.
- Failure to continue to hold in play the number of 'lottery tickets indicated on the application form for the minimum period (13 weeks) will result in the Fund requiring the return of the grant monies awarded and a ban from further consideration for funding for the participant for a period of at least twelve (12 months).
- Applications for grant awards for the RAF Ski and Snowboarding Championship will be submitted retrospectively on behalf of all eligible participants by the RAF Winter Sports Association. Individual grant awards will be automatically applied as a discount to the individual's cost of participation within the on-line application process, as outlined by your relevant Association.
- Applications for grant awards for the RAF Bobsleigh Championship will be submitted retrospectively on behalf of all eligible participants by the RAF Bobsleigh Luge and Skeleton Association.
- Separate applications from individuals, Units or Sports Club for expedition funding support towards the RAF Ski & Snowboarding or RAF BLSA Championships will not be considered.

RAF Ski & Snowboarding and Bobsleigh Luge & Skeleton Championships - Grant Award per Eligible Participant

Lottery ticket holding	Grant Award €
5	150
4	120
3	90
2	60
1	30



Annex A – Extract JSP 660 Pt 2 (V2.0 Sep 16) Maximum Numbers for Overseas Visits by Services Sports Teams

Serial	Sport	Discipline	No
(a)	(b)	(c)	(d)
1	Angling Competitive	Coarse Game Sea (Boat/shore)	20 14 15
2.	Athletics	Track and Field Cross-Country Tug of War (per weight) Marathon/Road	36 14 14 10
3.	Association Football	Full side 5 a side	22 11
4.	Badminton		12
5.	Basketball		16
6.	Boxing		17
7.	Canoeing	Sprint and Marathon Slalom Surf Wild Water Racing Polo Freestyle	14 14 8 14 10 14
8.	Cricket		20
9.	Cycling	Road/Time Trials/Track Mountain Biking Downhill & Cross Country Cyclo Cross	10 10 10
10.	Equestrian	Show Jumping/Eventing	10
11.	Fencing	Foil Epee Sabre	7 7 7
12.	Gliding		10
13.	Golf		13
14.	Hang and Para Gliding		20
15.	Hockey		22
16.	Ice Hockey		22
17.	Judo		12
18.	Kitesurfing		16
19.	Lawn Tennis		10
20.	Martial Arts		8
21.	Microlight Flying		10
22.	Modern Pentathlon		6
23.	Motorsports	2 Wheel Road 2 Wheel Trial 2 Wheel Enduro/Motorcross 4 Wheel Car Racing (Sprint & Circuit) 4 Wheel Navigation Rally Karting	20 20 30 12 20 30 20



Annex A – Extract JSP 660 Pt 2 (V1.0 Jul 15) Maximum Numbers for Overseas Visits by Services Sports Teams

Serial	Sport	Discipline	No
(a)	(b)	(c)	(d)
24.	Netball		16
25.	Orienteering		10
26.	Polo		8
27.	Powerlifting		16
28.	Rowing	Combined 8s, 4s and Pairs	20
29.	Rugby League	Thirteens	28
		Nines	19
		Sevens	15
30.	Rugby Union	Fifteens	32
		Tens	20
		Sevens	15
31.	Sailing	Offshore	12
		Dinghy	12
		Windsurfing	12
32.	Shooting	Target Rifle	20
		Small Bore	20
		Clay Target	24
		Target Pistol	12
33.	Sport Climbing	Indoor Climbing and Bouldering	15
34.	Sports Parachuting		10
35.	Squash		8
36.	Surfing		18
37.	Swimming	Diving	6
		Swimming	19
		Water Polo	16
		Open Water	6
38.	Table Tennis		10
39.	Triathlon		15
40.	Volleyball		16
41.	Waterskiing/Wakeboarding		10
42.	Winter Sports	Alpine Skiing	12
		Snowboarding	12
		Bobsleigh	10
		Skeleton Bobsleigh	8
		Luge	8
		Biathlon/Nordic	8
		Telemarking	6

Notes:

1. Numbers include supporting staff such as Team Manager, Coach etc.
2. Maximum numbers are for single gender teams.
3. The maximum number for mixed gender or other combinations of representative teams (e.g. senior and masters) will be subject to approval by the appropriate Services Sports Directorate in each case. It will normally be significantly less than twice that of a single gender team.
4. The maximum number for visits by smaller than standard teams, e.g. 5-a-side football, will be proportional to the 'on the field' numbers of a full size team, i.e. 5-a-side football-maximum number is 11.
5. When circumstances merit, Service Sports Directorate may authorise an increase of up to 33% of the above numbers for training camps.