

## SECTION 1 – OVERVIEW & ELIGIBILITY

This guidance is provided to assist applicants requesting funding support towards activities in 2019 under the RAF Central Fund Sports Grants Individual programme.

It is strongly recommended that this guidance is read in advance of preparing an application, to ensure all relevant information is included, giving your application the best chance of success.

If an application is incomplete or incorrectly detailed it may cause delay or result in your application being declined.

Applications submitted on paperwork from previous years will not be accepted. Funding for kit and activities relating to any other year than 2019 will not be considered.

Further information can also be found in the 2019 Sports Grant Policy published on the Central Fund website: [www.rafcf.org.uk](http://www.rafcf.org.uk)

Specific guidance is provided below for each section of the application form.

## SECTION 2 – PERSONAL DETAILS

### Personal details

Please ensure that all sections are completed. You must provide a personal MOD email address even if it is not regularly checked. If you do not have one, please state why.

It is recommended that you provide an additional personal email address, especially if you do not have regular access to your personal MOD account.

### Bank details

Please ensure you supply correct bank account details. We only issue grant payments by electronic bank transfer and do not issue grants by cheque. The bank account detailed must be a personal account and the following provided:

- Account name
- Account sort code - this should be 6 digits.
- Account number - this should be 8 digits (if less please start with 00).

## SECTION 3 – RAF SPORTS LOTTERY DETAILS

You do not need to hold Lottery tickets to apply for funding however if you wish to apply for **enhanced** funding you must provide your RAF Sports Lottery ticket holding details.

Please ensure that you are part of the new online RAF Sports Lottery, where payments are made via Direct Debit or Credit Card (no longer through JPA). If you would like to change or verify your ticket holdings please contact Sterling on 0370 050 5893.

You must also ensure that you tick the agreement boxes. These form a declaration that you hold the stated number of tickets in play at the date of the application and that you will hold them continuously for a period of at least 6 months.

Enhanced funding is available only to those playing the RAF Sports Lottery.



## SECTION 4 – PARTICIPATION LEVEL

Please enter the sport this application relates to. If you wish to apply for multiple sports, you must submit separate applications for each sport and include the appropriate endorsement for that sport.

Please select the level at which you currently compete. This should not be the level you aspire to or have played in previous years. If selecting UKAF or RAF representative you will need to evidence your participation at this level and your endorser will need to confirm this level.

- **Development/other** – This level applies to individuals who have not been selected at UKAF/RAF representative level and 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 team(s) at recognised fixtures, including inter-service. This level does not apply to individuals currently playing in the RAF development squads or station level team participants. County representatives are considered as participating at this level. 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.

Where an applicant's level increases later in the year, an additional application may be submitted for supplementary funding.

If you are unsure which level applies to you or you require further clarity, please contact the Grants team at [sportsgrants@rafcf.org.uk](mailto:sportsgrants@rafcf.org.uk) or speak to your RAF Sports Association.

## SECTION 5 – RAF SPORTS ASSOCIATIONS

You do not need to be a member of an Association to apply for funding from the RAF Central Fund. If applying for RAF representative level funding, you must detail any RAF Sports Association memberships you represent. This is a mandatory field.

## SECTION 6 – SPORTS GRANT DETAILS

### Reasons/justification

RAF Central Fund grants are available to support you as an individual. Please provide details on how playing your chosen sport will help support your personal development.

For example:

- Your **sporting goals and aspirations**
- How activities will support your **personal and physical development**
- Examples that evidence your current competing level for 2019
- How playing sport benefits **you personally**, as opposed to specifically benefitting the RAF, club, Association or colleagues.

If participating at UKAF or RAF representative level examples must be provided of when and/or where you have competed at the performance level indicated in Section 4.

## SECTION 6 – SPORTS GRANT DETAILS *(Continued)*

### Cost of item/activity

Funding may be requested towards the cost of essential items/support you need for the activities you are planning to take part in.

### Appropriate costs may include:

- Entry fees for sporting activities, events (civilian club) or memberships (civilian club)
- Courses, coaching or sports massage
- Individual or specialist kit (exit from changing room to re-entry of changing room) & equipment
- Standard class travel to and from training and fixtures (mileage is capped at 25p per mile).

### Items not funded include:

Association expenditure is supported through the Fund's sports association funding and therefore cannot be supported through the Individual Sports Grant programme. This includes costs such as association membership fees.

### Other costs not supported include

- Driving licence costs
- Computers and software
- Electronic personal performance monitoring products.

These lists are not exhaustive and are provided for guidance. If you have a query or need further information please contact us at [sportsgrants@rafcf.org.uk](mailto:sportsgrants@rafcf.org.uk)

### Breakdown of costs

List only items you wish to receive support towards and detail each item separately, including:

- Description of item
- Weblinks (if unavailable please provide make/model details for equipment or dates/titles of the courses/events)
- Details of travel must include start/end point postcodes, distance in miles, frequency of journeys, season period
- Cost (full cost per item)

At this point, it is accepted that your total costs may differ from the amount you are eligible to apply for or intend to apply for. Please be as accurate as possible with costs and estimates for items listed.

**A personal contribution** of 20% (minimum) must be made towards your costs before any other funding income is applied. Details of other funding/income

**Details of other funding/income** Please detail any other income you have received/applied for towards the items listed. This may include; station funds, club funds or personal sponsorship etc.

### Amount sought as a grant

This box must be completed and should not exceed maximum funding levels – detailed in the 2019 Sports Grants policy, which can be found on our website [www.rafcf.org.uk](http://www.rafcf.org.uk)

### Example

Item Cost - Rugby boots (2 pairs) <a href="http://www.sports.com/blue-size9">www.sports.com/blue-size9</a>	£200
Personal contribution (20%)	£40
Other funding	£10
Amount sought (200-40-10=150)	£150

**An audit of grants** will be conducted throughout the year. Please keep all receipts and/or online purchase confirmations in a safe place for a minimum of 12 months, as we may request to see them.

## SECTION 7 - APPLICANT'S DECLARATION

### Applications must be signed by the applicant

The annotation 'Original Signed' is acceptable when both;

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

Once signed your application must be endorsed (section 8).

## SECTION 8 - ENDORSER'S DECLARATION

Applications must be supported by an endorser, as specified at each competing level for each sport.

**RAF representative and above** – Applications must be endorsed by the appropriate RAF Sports Association delegated representative (e.g. Chair, Secretary or Treasurer) before being submitted. For non-category sports the application must be endorsed at Sqn Ldr level (or OF3 equivalent) or above.

**Development/other** – If your chosen sport is listed in the 2019 Sports Grants Endorsement Guide (available on our website [www.rafcf.org.uk](http://www.rafcf.org.uk)), your application must be sent to the RAF Sports Association delegated representative (e.g. Chair, Secretary or Treasurer). If your sport is not listed, it does not require RAF Sports Association sign off and should therefore be endorsed at Sqn Ldr level (or OF3 equivalent) or above.

For further information on approved endorsers please contact the grants team on 01494 569135 or [sportsgrants@rafcf.org.uk](mailto:sportsgrants@rafcf.org.uk).

### Endorsement

This must include a short statement:

- explaining how the activities/course/kit requiring funding will contribute to the personal and physical development of the applicant
- confirming the items detailed are appropriate for their sport and competing level
- confirming and evidencing their current competing level for 2019.

The annotation 'Original Signed' is acceptable when;

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

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

## SECTION 8 (Continued) – UNAPPROVED GRANT APPLICATIONS

If the approving endorser feels that the application should not be supported, this section must be completed providing an explanation as to the reasons why.

Applications must then be forwarded to the applicant and to the RAF Central Fund for monitoring [sportsgrants@rafcf.org.uk](mailto:sportsgrants@rafcf.org.uk)

It is the responsibility of the endorser to provide feedback to the applicant in the first instance.

## SECTION 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 in the application form to ensure you have completed all sections in full.

Applications must be submitted to the RAF Central Fund via email to:

**sportsgiants@rafcf.org.uk**

It is the responsibility of the applicant to ensure that the application form is submitted to the RAF Central Fund within the grant funding period. Submission to an endorser will not be considered as received by the RAF Central Fund.

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

**Sports Grants enquiries:**  
01494 569135

**To check or amend Lottery tickets:**  
0370 050 5893

**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/](http://www.rafcf.org.uk/sports-lottery/privacy-cookies/)**

 [www.rafcf.org.uk](http://www.rafcf.org.uk)

   @RAFCentralFund

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