

# RAF CENTRAL FUND - 2019 INDIVIDUAL AND GROUP 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 and Group 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 three grant streams available to individuals and groups taking part in sport for 2019.

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

Section	Policy	Relevance	Pages
1	General	Applicable to all applications	2-3
2	Sports Grant - Individual	Applicable for applications to support an individual's participation in sport.	4-6
3	Sports Grant - Group	Applicable for applications to support station/club level groups/teams participating in sports events.	7-9
4	Sports Grant – RAF Alpine Championships	Applicable for annual applications to support individuals to attend the RAF Alpine Championships.	10



## 1 2019 – GENERAL POLICY

### 1.1 Principles of Funding

The Fund acknowledges that the provision of support is to assist individuals to participate in sporting activities which achieve 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 where 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 per 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 Multiple Grants

An individual may apply for multiple individual sports grants and may be included in applications for multiple group events during the funding period. The maximum level of support that any one individual can receive for the funding period must not exceed the levels detailed in the relevant sections of the policy (2.5.1, 3.4.2, 3.4.3).

#### 1.1.4 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 2019 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.



## **1.2 Application Requirements**

### **1.2.1 Application Timings**

The 2019 funding period begins on 01 January. Applications on the 2019 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 2019. 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.

### **1.2.2 Personal Contributions**

Applicants are required to evidence commitment to their own development via contribution of at least a minimum personal contribution towards the costs of their sports. Details of the minimum required personal contributions are detailed in the relevant funding stream sections (sections 2.1.1.1 & 3.1.1.1).

### **1.2.3 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.

### **1.2.4 Supporting Other Charities**

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

### **1.2.5 Audit**

Successful applications will be subject to retrospective sample audit.

### **1.2.6 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.

### **1.2.7 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.

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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 2019, for which the applicant was only selected for in the final quarter of 2018 (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. These will only be considered in the first two grant committees of the year.



## 2 2019 SPORTS GRANTS – INDIVIDUALS POLICY

Eligible individuals (as defined in the General section of this policy) participating in sport 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).

### 2.1 Principles of Funding

#### 2.1.1 Application Requirements

The following requirements apply to all applications:

##### 2.1.1.1 Personal Contributions

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

##### 2.1.1.2 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.

#### 2.1.2 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.

#### 2.1.3 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.

#### 2.1.4 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.

### 2.2 Available Funding

Grant funding for individuals is tiered according to:



- the level at which the individual currently participates (at the date of the application) and as described within the application; and
- 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 UKAF/RAF representative level. 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 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 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.

### 2.2.2 Transition 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). 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.

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 at a rate in excess of twenty five pence (25p) per mile;
- Computers, laptops, software packages;
- Electronic personal performance monitoring products;
- Any clothing item that will not be worn for training or competing in chosen sport.

## 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>1-2 Tickets</b>	<b>3-4 Tickets</b>	<b>5 Tickets</b>
<b>Level of Participation</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Development/Other	150	175	200	250
RAF Representative & above	250	300	400	500

### 2.5.2 Alpine Championships

Funding to an individual towards participation in the Alpine Championships (see section 4.3) is taken into account within the maximum individual funding levels noted above.

## 2.6 Audit

Applicants must retain evidence (receipts/bank statements) that supports their application for a period of 12 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 2019 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.

Individuals taking part in RAF Alpine Championships are supported via a separate funding programme (detailed in section 4 of this policy).

#### 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/club at Sqn Ldr level or above (or OF3 equivalent if a Sqn Ldr 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, V2.0, Sep 2016.

##### 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.

#### 3.2 Destination

Funding will be considered for events at 'Europe Level' (see 3.4.3). It is presumed that all events funded will take place in Europe. For the purposes of this policy Europe is defined as:

- UK
- Western & Eastern Europe
- Iceland
- Scandinavia
- Poland
- Greece
- Cyprus



- Malta
- Canary Islands

Under exceptional circumstances, an application may be considered for additional worldwide support if a justification (deemed acceptable by the Fund) can be provided as to why activities of equal merit cannot be undertaken within Europe.

### 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:

- the region of travel; and
- 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.
- 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 Group funding programme is tiered according to lottery tickets held:

<b>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>
	£	£	£	£	£	£
Maximum Annual Level	300	350	375	400	425	450

### 3.4.3 Maximum Levels of Support Per Event

Maximum funding per individual for each event is tiered according to lottery tickets held and the region visited:

<b>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>
Region	£	£	£	£	£	£
Europe	200	250	275	300	325	350
Worldwide	300	350	375	400	425	450



## 4 2019 SPORTS GRANTS – RAF ALPINE CHAMPIONSHIPS

The RAF Central Fund ('the Fund') supports the participation of eligible individuals in the annual RAF Ski and Snowboarding Championships through charitable grant funding to offset some of the cost to individuals participating in the Championships.

Eligible participants who meet the funding criteria and who book an accommodation package through the Saalbach-Hinterglemm Tourist Office are eligible for a contribution towards the cost of the event.

### 4.1 Available Funding

Available grant funding is tiered according to the number of Lottery tickets held in play by each eligible participant as at 24 November 2018. Lottery tickets must be held in play for a minimum period of thirteen weeks subsequent to 24 November 2018 for a participant to be eligible for funding.

### 4.2 Repayment of Award

Any participants in the Championships who apply for funding support who are subsequently identified as not holding the stated number of tickets in play and/or do not hold tickets for the minimum required period of 13 weeks will be required to:

- make payment directly to the Saalbach-Hinterglemm Tourist Office for the value of their funding award whilst in resort at the Champs; and
- will be ineligible for consideration of receiving any further funding from the Fund for a period of at least 12 months.

### 4.3 Maximum Funding Levels

The maximum level of support for any one individual must not exceed the levels detailed below:

Sports Lottery Ticket Holding	Grant Award (€)
5	150
4	120
3	90
2	60
1	30

4.3.1 Funding to support an individual's participation in the Championships will be considered as part of the individual's annual funding requirements. For annual maximum funding for individuals, see 2.5.1.

### 4.4 Application Process

Applications for grant awards for the Championships will be submitted to the Fund retrospectively on behalf of eligible participants by the RAF Winter Sports Association.

Separate applications from individuals, units or sports clubs for individual or group funding support towards the Championships will not be considered.

