



# ROYAL AIR FORCE CENTRAL FUND

SPORTS ASSOCIATION GRANT  
FUNDING POLICY



## **SPORTS ASSOCIATION FUNDING – RAF CENTRAL FUND POLICY**

### **Vision**

For Serving Personnel to develop their full potential through sport and physical activities.

### **Programme Objectives**

Sports Associations 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;
- 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

### **Funding Priorities**

The Fund will categorise support to Associations in the following order:

1. Legal or Regulatory Requirement.
2. New Member Engagement.
3. Support of Development Level.
4. Support of Representative Level.
5. Desirable Support.

### **Principles of Funding**

The Fund will provide support to Associations in the following areas:

- Operating Costs (Appendix I);
- New Member Engagement (Appendix II);
- Clothing and Equipment (Appendix III);
- Capital Projects (Appendix IV);
- Overseas Visits and Training Camps (Appendix V).

### **Eligible Personnel**

The following are considered 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>

The Fund accepts that non-eligible personnel may incidentally benefit from funding.

### **Items Attracting Support**

Funding must only be requested for such items/activities that are deemed to be essential for the participation and development of RAF Serving Personnel in Association Sport. Individual needs are supported through the Fund's Individual Sports Grants programme and therefore cannot be supported through Sports Association Funding.

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



### **Items Not Attracting Support**

The following are the principles that should be considered across all funding streams. A more detailed list can be found in each relevant appendix.

- Any items or expenditure that can or should be met via public resourcing (e.g. an Association branded banner promoting RAF recruitment). Where Associations are able to apply for public support to part-finance an item or activity, it is expected that these funds will have been utilised prior to use of Fund monies;
- Staff costs, including wages, insurances and travel, except where the benefit is focused on the wider Association and peripheral to the staff member. Coaching costs may be paid using Fund monies and are not considered staff costs, unless the coach is a paid employee of the Association;
- Costs incurred promoting sponsors, organisations or other charities.

### **RAF Sports Lottery**

It is encouraged that all RAF personnel benefitting from Sports Association Funding (including those attending Overseas Visits and Training Camps) hold Sport Lottery tickets to ensure sustainability of future funding.



## **APPENDIX I – OPERATING COSTS POLICY**

### **Aim**

The aim of funding Operating Costs is to enhance the day to day activities of the Association that cannot be funded at public expense.

### **Charitable Objective**

Operating Costs fulfil the charitable objectives of the Fund by ensuring that Associations can provide necessary administration in order to allow continued operation of the Association; thereby allowing serving personnel to participate in their chosen sport and enhancing their well-being and morale.

### **Principles of Support**

The Fund understands that Associations require support for Operating Costs to ensure the continuity of participation and development of its serving RAF members through sport.

The Fund will support expenditure for Operating Costs that are fundamental to the Association's activities. Operating Costs funding is to support existing teams and participants including those considered as 'developing' towards RAF representative level.

Acknowledging that the exact nature of these costs can vary significantly across Associations, typical expenditure that can be supported by our funding includes:

- RAF Championships;
- Facility hire (where public resource is not available);
- Fees for officials (where these cannot be sourced within the Association or via public resource);
- Competition fixtures fees;
- Insurance costs;
- Coaching costs (where these cannot be sourced within the Association or via public resource and are essential to the continued successful development of the members);
- Affiliation fees;
- Inter Service Championships.

Costs incurred to introduce new members to the Association are not to be included within Operating Costs (these are covered within the New Member Engagement funding section).

### **Additional Items Not Attracting Support**

This is not an exhaustive list but aims to provide guidance as to items the Fund cannot support:

- Stationary;
- Computer software packages (e.g. Adobe software);
- Postage;
- Mobile phone costs;
- Website hosting costs;
- Poster production;
- Trophies, medals (except when used for New Member Engagement purpose), plaques, awards, framing work and engraving;
- Personal licenses;



- Mileage costs including personal travel costs for Committees, meetings or transporting kit from storage;
- Food and beverage costs (such as Committee or meeting refreshments) unless required by the NGB;
- Private car hire;
- Accommodation costs (unless agreed in advance with the RAF Central Fund in exceptional circumstances);
- First aid kits as these can be obtained through the Directorate of RAF Sport.

Please contact your RAF Central Fund Ambassador with any queries.



Registered office: RAF Central Fund, Hurricane Building, HQ Air Command, RAF High Wycombe, Bucks HP14 4UE  
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## **APPENDIX II – NEW MEMBER ENGAGEMENT ACTIVITY**

### **Aim**

The aim of New Member Engagement funding is to increase Association membership, thereby ensuring Fund monies are benefitting a wider number of serving personnel.

### **Charitable Objective**

This support is key to the Fund meeting its charitable objectives, encouraging new, and a diverse range of participants, to take part in physical activity and providing all serving RAF personnel the opportunity to partake in that sport; thereby developing the individual and improving their morale.

### **Principles of Funding**

The Fund acknowledges that development level activities are vital and key to encouraging new participants in the sport. The activities incur costs and therefore the Fund will support essential costs to allow the new participants to experience the sport.

The Fund will support introductory activity costs which are fundamental to the Association's New Member Engagement activities.<sup>2</sup> Acknowledging that the exact nature of these costs can vary significantly across Associations, typical items which can be supported by our funding includes:

- Venue Hire (where public resource is not available). Where public resource is not utilised, this is to be justified within the bid;
- First Aid;
- Coaching;
- Entry fees;
- Medals.

### **Additional Items Not Attracting Support**

The Fund will not support activities, within this section that do not allow for the encouragement of new participation to the sport. Developing current members should be captured in Operating Costs. In addition the cost of promotional give-away items will not be supported.

### **Reporting Requirements**

Once New Member Engagement activities have been completed, the Association is to report to the Fund on the following information:

- Nature of activity;
- Cost of activity;
- Total Number of participants;
- Number of potential new members of Association.

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<sup>2</sup> The Fund accepts no responsibility for any other costs incurred by the recipient in connection with the activities to which the grant relates, the recipient must indemnify and keep the Fund indemnified, where necessary, against any losses, damages, costs, expenses, liabilities, claims, actions, proceedings or other liabilities that result from or arise out of the recipient's acts or omissions in relation to the project or its duties to third parties.



## APPENDIX III – CLOTHING AND EQUIPMENT ('C&E')

### Aim

The aim of the C&E grant funding is to provide Associations with the clothing and equipment required to allow the relevant sport to occur at the appropriate level.

### Charitable Objective

C&E funding fulfils the charitable objectives of the Fund by ensuring that Associations provide the necessary clothing and equipment to allow the continued playing of the respective sport; in order to develop individuals and enhance their motivation.

### Principles of funding

The Fund acknowledges that sports require essential clothing and equipment to allow their continued play. It will support essential costs to allow Association members to play their chosen sport.

Acknowledging that the exact nature of these costs may vary significantly across Associations, typical expenditure that may be supported by our funding includes:

- Essential safety equipment required for the sport;
- Sporting equipment essential to participation in the sport (where not provided at public expense);
- Team clothing essential to the playing of the sport – from changing room to changing room<sup>3</sup>. Please speak to your RAF Central Fund Ambassador if clarification is required.

Items considered capital in nature<sup>4</sup> are not to be included within C&E costs (these are covered within the Capital funding section).

### Additional Items Not Attracting Support

The following is not an exhaustive list but aims to provide guidance as to items the Fund cannot support:

- Corporate clothing including polo shirts;
- Clothing that is ancillary to the playing of the sport and not essential; for example, hoodies or warm-up tops, unless the Association can justify why participants must have the equipment;

Items of match attire funded by the RAF Central Fund should be branded using Fund-approved logos. Please contact [marketing@rafcf.org.uk](mailto:marketing@rafcf.org.uk) for appropriate hi-res logos. Fund monies may be utilised to cover the cost of such branding.

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<sup>3</sup> Where funding has been provided for clothing and equipment in the previous grant year, the Association must provide detail of write-off and disposal actions of old kit.

<sup>4</sup> Items considered capital in nature are those that will endure beyond one season and are valued at £5,000 or more (this includes aggregated items).



## **APPENDIX IV – CAPITAL PROJECTS**

### **Aim**

The aim of Capital Projects funding is to contribute to significant clothing or equipment required to support Associations delivering sport at the appropriate level.

### **Charitable Objective**

Capital Project funding fulfils the charitable objectives of the Fund by supporting Associations to provide the necessary resources to enable the continued playing of the respective sport; in order to develop individuals and enhance their motivation.

### **Principles of Funding**

The Fund acknowledges that sports require resources to allow their continued play, and will therefore support essential costs to allow serving Association members to continue to play their chosen sport.

Items considered capital in nature are those that will endure beyond one season and are valued at £5,000 or more (this include aggregated items). Evidence will be required to show that other funding avenues have been explored and 3 quotes will need to be provided where possible.





## **APPENDIX V – OVERSEAS VISITS ('OVs') AND TRAINING CAMPS ('TCs')**

### **Aim**

The aim of OV and TC funding is to develop individuals and teams and to allow competition with non-UK teams or where facilities/competitions are not available in the UK.

### **Charitable Objective**

OVs and TCs fulfil the charitable objectives of the Fund by encouraging the development of individuals, challenging them to operate in an unfamiliar environment, enhancing their morale with the aim of increasing their motivation.

### **Principles of funding**

The Fund acknowledges that OVs and TCs incur costs that cannot be covered at public expense and so support serving RAF Sports Association members to attend such events (on a per person basis).

For Fund monies spent on Overseas Visits and Training Camps, a maximum of **£225** may be funded per person, per Sport Association, per year. Please see footnotes 5 and 6 for numbers permitted for Overseas Visits and Training Camps.

All individuals attending an OV or TC must incur a minimum personal contribution, before the application of all other available funding of 20% per person.

In order for support to be allocated, the Association must provide a clear strategic reason for participating in the overseas event.

### **Items Attracting Support**

Funding must only be requested for such items/activities that are deemed to be essential for the participation and development of RAF Serving Personnel in an Association. These include:

- Travel costs;
- Accommodation costs;
- Equipment;
- Visas;
- Insurance.

### **Items Not Attracting Support**

The Fund may provide support to Associations to partake in Inter Services Championships and this may be funded through Operating Costs should the events take place overseas.

### **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.

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<sup>5</sup> The total numbers attending a TC may be up to 33% higher than that for a tour (JSP 660 Annex A) and approval must be received from the Directorate of RAF Sport. The Association must be a CAT 1, 2 or 3 sport.

<sup>6</sup> JSP 660 – Annex A to Chapter 3 provides details of maximum numbers allowed to travel for overseas sports teams.

