**GUIDELINES FOR LONDON RESERVE AND CADET UNIT GRANT APPLICATIONS**

References:

A. Reserves in the Future Force 2020, July 2013.

B. JSP 419 – Joint Services Adventure Training.

C. JSP 752 – Tri Service Regulations for Expenses and Allowances.

**GENERAL**

1. Grant applications may be submitted to the following:

* Greater London RFCA Special Grant Fund – available to all Reserve, OTC and Cadet units within GL.
* City RFCA City of London Corporation Fund – available to City Privileged and Associated Reserve Units, and to City OTC and Cadet units
* The City Lieutenancy Grant Fund – available to City Privileged and Associated Reserve Units, and to City OTC and Cadet units

Units should aim to ensure that grant applications are submitted at least 2 months ahead of the planned activity, by an appropriate individual who has an awareness of this grant application guidance as well as oversight of the unit’s training and budget priorities for the current training/financial year

It is anticipated that units which have bases outside Greater London (outside the M25) and recruit in neighbouring RFCAs will make separate bids to the respective RFCAs, and this should be stated on the grant application where applicable.

2. Applications to one or a combination of the above, observing the guidance below and completed in full detail on the generic form at Enclosure 1 should be signed and forwarded electronically to:

gl-offman@rfca.mod.uk

3. Grant requests should generally be submitted in order to support and subsidise military related activities that are not fully funded through the MOD or public funds. The generic priorities set by the 3 granting organisations when considering applications will be:

* Operational welfare support.
* Projects to enhance recruiting and retention.
* Other worthwhile or notable projects.
* Enable affordable activities for Cadets.
* All other bids – AT, winter sports, battlefield study etc. Note that the ‘per head grants’ guidance provided below applies to each of the grant organisations.

4. If the generic form does not lend itself to the nature of the bid, then full explanatory notes should be attached to the bid.

5. Accurate completion of the application form should enable those reviewing the bid to conduct appropriate ‘due-diligence’. Decisions made on specific grant bids should not be taken as indicative of precedent for future applications.

6. Grant bids will be processed as follows:

* Greater London Special Grant Fund bids will be considered by the GL RFCA Finance Advisory Board which normally meets three times a year, however when required decisions can be made out of committee. Applications are to be submitted at least 6 weeks before the event.
* City Corporation bids will be considered by the City RFCA Executive Committee which will consider applications at its quarterly meetings, however when required decisions can be made out of committee. Applications are to be submitted at least 6 weeks before the event.
* Lieutenancy Grant applications will only be considered at the February/March meeting of the Lieutenancy Committee, and should therefore focus on activities planned in the next FY, with submission by the end of January.

7. It should not be assumed that grants will be met in full, and it is wise for units to submit bids as early as possible in order to adjust planning should it become necessary. In order to provide consistent understanding of the grant process and enable forward planning as appropriate. It is strongly recommended that units have a central individual point of contact responsible for prioritising, submitting and managing all grant submissions through the training/financial year.

**ELIGIBILITY**

8. The overall intent of these grants is to make events and activities available and affordable for individual reservists and cadets. Exceptions can and will be made for good reasons, however the generic guidance on eligibility is as follows:

* Location. Grants will only apply to individuals serving in units based in Greater London (GL) ie inside the M25. Units with bases/personnel outside the M25 should also bid to the RFCA in which they are located.
* Individuals. Grants will only apply to Reservists, Officer Cadets, CFAV and Cadets. They may also apply at a lower rate to participating Regular/NRPS/FTRS/RFCA Permanent Staff.

**RESERVE UNITS**

9. Reference A states that ‘AT and Reserve Sport are now resourced as core activities’. It is anticipated that the majority of grant requests other than for welfare and specific projects will fall under the following categories, involving personnel ‘on duty’ on sanctioned activities and in receipt of Reserve Service Days (RSD) payment, cash in lieu of rations (CILOR) and other authorised allowances in accordance with referenced and other current regulations:

* Additional/Adventurous Training – Individual/Expeditions
* Winter Sports
* Battlefield Study

10. Applications for these activities must clearly state, in detail, what expenditure IS and IS NOT covered as a resourced activity. The generic upper limit for eligible ‘per head grants’ (applicable only to personnel based within the GL RFCA boundary) within these categories is as follows:

* Regular/NRPS/FTRS Permanent Staff: £20
* Reservists: £50

11. Grants for other purposes such as welfare, projects etc will be dealt with on an individual basis, with applications clearly stating what expenditure IS and IS NOT being met from MOD and public funds, and a clear justification for the amount claimed. Grants towards equipment purchase will not normally be considered by the GL and City funds due to issues arising from through-life maintenance and management.

12. Grants for Reserve personnel ‘not on duty’ may only be submitted to the Lieutenancy by City units, clearly stating the background as well as the expenditure breakdown.

13. The Reserve training year runs from 01 Apr – 31 Mar, and units should aim to identify and prioritise their bids across the financial year, submitting them through a central focus such as the 2IC or Training Officer.

**OFFICER TRAINING UNITS**

14. Given the mandated requirements for Phase 1 training organisations, it is anticipated that the majority of grant applications will be to support AT and sport. Grant applications must clearly state, in detail, what expenditure IS and IS NOT covered as a resourced activity. The generic upper limit for eligible ‘per head grants’ (applicable only to personnel based within the GL RFCA boundary) within these categories is as follows:

Regular/NRPS/FTRS Permanent Staff: £20

Reserve Staff: £50

Officer Cadets: £50

15. Grants for other purposes such as welfare, projects etc will be dealt with on an individual basis, with applications clearly stating what expenditure IS and IS NOT being met from MOD and public funds, and a clear justification for the amount claimed. Grants towards equipment purchase will not normally be considered by the GL and City funds due to issues arising from through-life maintenance and management.

16. The OTC training year runs from 01 Sep – 31 Aug, and units should aim to identify and prioritise their bids across the financial year, submitting them through a central focus such as the 2IC or Training Officer.

**CADET UNITS**

17. Not-withstanding the status of Sea Cadet units as individual charities, Service Cadet Units may apply for grants to support summer camps and specific activities. The objective should be to make participation affordable and encourage the maximum number of CFAV and cadets to participate. Grant applications must clearly state, in detail, what expenditure IS and IS NOT covered as a resourced activity. The generic upper limit for ‘per head grants’ (applicable only to personnel based within the GL RFCA boundary) within these categories is as follows

CFAV: £50

Cadets: £10

RFCA Permanent Staff: £20

The generic Cadet per head figure relates to annual camp and other similar large scale activities, and may be adjusted to meet the case submitted (and potentially include CFAV and Permanent Staff) in respect of smaller events or projects.

**EVENT MEDIA ARTICLES**

18. Where it is relevant the application must show how, and by what means, the unit intends to use the grant to derive maximum publicity and/or PR benefit. A condition of every grant made is that within 2 months of completion of the activity the unit is to submit electronically to

gl-comms@rfca.mod.uk

a report of no more than 400 words, accompanied by captioned high resolution (1mb or greater) pictures in jpeg format , of the activity undertaken and/or the benefit derived as a result of the funding provided. This may be used in publications such as GL RFCA’s London Bridge and the annual report submitted to the Corporation of the City of London, as well as RFCA social media and other PR outlets.

**COMPLETION OF THE APPLICATION FORM**

19. Accurate completion of the application form should enable appropriate ‘due-diligence’ and decision making. Please note the following:

1. **SECTION 1**
* Insert full name of unit/sub-unit
* If participating unit is a sub-unit, it is anticipated that the application will be made by the unit HQ in order to provide appropriate oversight (see paragraph 1 of this guidance)
1. **SECTION 2**

This Section will be completed unless for a welfare or other non-activity application. It needs to provide those reviewing the application with a clear and succinct description of the activity, its location and duration, and the numbers participating.

* Insert the official exercise name or alternative description
* Provide a description of the activity(ies) eg mountain climbing, x country skiing etc
* Provide details of location and duration
* Complete the staff clearance information accurately.
* Complete the detail of all eligible and non-eligible participants by rank accurately (see paragraph 9 of this guidance concerning eligibility). The bottom line totals should match the figures inserted in the table above. OTC units should complete as Reservists and amplify as necessary.
1. **SECTION 3**

To be completed for all applications. It needs to provide those reviewing the application with sufficient information to justify the overall amount applied for eg transport arrangements. In relation to equipment, note that grants towards equipment purchase will not normally be considered by the GL and City funds due to issues arising from through-life maintenance and management.

1. **SECTION 4**

To be completed in detail for all applications. It needs to provide those reviewing the application with a level of confidence that:

* costs v income have been addressed and accurately summarised
* that unit/Corps resources have been utilised as appropriate
* that CILOR and any other MOD financial support is accurately summarised
* that other income/grant sources have been utilised and summarised, particularly in relation to units which have bases/personnel outside the M25 and applications to other RFCAs
* that an appropriate yet affordable individual contribution has been included
* that projected expenditure and income match, assuming grant applications are successful

The Participation/Benefit summary should reflect the personnel breakdown provided at SECTION 2, both eligible and not eligible.

The Finance Summary should provide an accurate per-capita cost for each participant, and the bottom-line ‘Grant requested for each eligible participant’ multiplied by the number of eligible participants should reflect the total grant requested.

1. **SECTION 5**

Once completed, this Section should provide those reviewing the application with a level of confidence that the Commanding Officer is sighted on both the activity and the grant application, the associated media/PR process, and provides him/her with an opportunity to reinforce the application.

The unit details should be accurately completed in order to enable any supplementary queries prior to or after consideration of the application.

 Accurate bank details are required in order to enable bit BACS and cheque grant payments – see paragraph 20 of this guidance.

**GRANT PAYMENT/REFUNDS**

20. The application form is to provide sufficient detail to enable correct payment and forwarding by:

* BACS (GL Special Grant Fund)
* Cheque (City Corporation Fund and Lieutenancy). Note that cheques may not be written out to individuals, only to unit accounts. Once received, cheques should be processed at the earliest opportunity.

21. If an event is subsequently cancelled, curtailed or over-funded, it is incumbent on the unit to refund (in full or in part) the grant received at the earliest opportunity.

**SUMMARY**

22. The overall intent is to support deserving bids whenever possible. To enable appropriate ‘due diligence’ and subsequent approval/ payment, grant applications should be submitted in a timely fashion prior to the event and with the required level of accurate detail.

Enclosure:

1. Generic Grant Form, Apr 20.