**THE ROYAL AIR FORCE BENEVOLENT FUND**

**67 Portland Place, London W1B 1AR**

**RAF STATION GRANT APPLICATION FORM (LARGE)**

**(to be used only for requests exceeding £5k)**

**Before completing your application please make sure you have understood the Guidelines. These are available to download from** [**our website.**](https://www.rafbf.org/sites/default/files/atoms/files/raf_station_grant_guidelines.pdf)

**The application must come through your Station’s Community Development Officer (CDO) in the first instance or, where this is not possible, through your Station’s Community Support Staff.**

If you need more advice first about the eligibility of this, or any planned future project proposals, contact the Fund’s Welfare Programmes Manager direct by emailing: [Irene.Greenwood@rafbf.org.uk](mailto:Irene.Greenwood@rafbf.org.uk) or call 020 7307 3436.

The RAF Community Development Advisor (CCDA) and the Fund’s Area Director (AD) and Regional Communications Manager (RCM) will normally be invited by the Fund to comment on the application.

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| **1. CONTACT DETAILS (applicant must be the Stn CDO or member of the Community Support**  **staff)** | | | |
| **Rank** |  | **Name** |  |
| **Job/Role Title** |  | | |
| **E-mail Address (mod/civilian)** |  | **Civilian Phone Number (not GPTN)** |  |

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| **2. THE PROJECT** (**must meet with RAFBF’s criteria: To enhance the morale and wellbeing of the Serving RAF community, helping to increase the overall efficiency of the RAF)** | | | | | | |
| **RAF Station and address**  **(including postcode)** | |  | | | | |
| **Project Title** | |  | | | | |
| **Project Description – Please make it clear what the project involves and why it is needed. Outline how the RAF Benevolent Fund grant funding would be spent (ie. specific elements taken from your chosen quote/s):** | | | | | | |
| **Anticipated start date of project works:** |  | | **Anticipated completion date of project works:** | |  | |
| **Does the project feature in your CNA Top Community Issues?** | | | | **YES** | | **NO** |
| **Does the project feature in your CNA Top Five Funding Priorities?** | | | | **YES** | | **NO** |
| **If you have answered ‘No’ to both questions above, please provide details/evidence of the Need/Justification**  **for this project:** | | | | | | |

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| **Please indicate below which of the RAFBF’s five Welfare Outcomes your project is likely to achieve for beneficiaries and explain how the project will achieve this. NB. the stronger the measurable link/s the greater the chance your application will be successful.** | | |
| **1. Increased social engagement and / or**  **cohesion** |  |  |
| **2. Improved mental wellbeing** |  |  |
| **3. Increased financial means** |  |  |
| **4. Improved family relationships** |  |  |
| **5. Increased engagement in employment and / or vocational activity for RAF partners** |  |  |

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| **3. STATION STRENGTH AND BENEFICIARY NUMBERS** | | | |
| **Total Station Strength:** | | | |
| **Total RAF (incl Reserves)** |  | **Total Army (incl Reserves)**  **Total RN/RM (incl Reserves)** |  |
| **Total MOD Civilians/Contractors** |  | **Total Partners and Children** |  |
| **How many people will actually use/benefit from this project?**  **(Do not use %s - if actual numbers aren’t known you should provide a ‘realistic’ estimated figure)** | | | |
| **We would like an idea of the Total and then a breakdown according to the types of people being supported - your breakdown must add up to the Total Anticipated Number!** | | | |
| **Total Anticipated Number:** |  | **Estimated Serving RAF Personnel** |  |
| **Estimated Others/Adults** |  | **Estimated Youths / Children** |  |

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| **4. PERMISSIONS AND TIMESCALES – OC SSS Statement of Support** |
| **1. Please explain below whether DIO/Amey is involved with the delivery of this project and tell us how the future and ongoing maintenance/repairs will be managed and what contractor guarantees are in place:**    **2. Has a Siting Board taken place for this Project?**   * **If YES – indicate when this was:** * **If NO - indicate either when it is scheduled to take place:**            **or that it is not applicable**   **Appt: OC SSS Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **5. FINANCIAL INFORMATION (you must include at least 3 quotes with this application – or a valid reason by this is not possible and you must include the VAT)** | | | | |
| **What is the Total Cost of this project: £      (including VAT)** | | | | |
| **How much is your application seeking from the Fund: £      (including VAT)** | | | | |
| **Have any other applications for Funding/contributions been sought/received in respect of this project (including RAF Stn funds)? If you have answered ‘Yes’ please provide details:** | | | **YES** | **NO** |
| **Funder 1:** |  | **£**      **(and date pledged:**            **)** | | |
| **Funder 2:** |  | **£**      **(and date pledged:**            **)** | | |
| **If you have answered ‘No’ please explain:** | | | | |

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| **You must include at least three quotes for the works associated with this application.** However, if DIO is delivering the work through a preferred contractor, one quote/breakdown of the costs associated can be provided. Similarly, if your project is to be delivered by Proludic (play equipment supplier currently preferred by the Fund) only one quote will be necessary. | | | | | | |
| **Preferred quote: (Name of Contractor)** | | |  | **Value of quote:** | **£** | |
| **Justification for choosing preferred quote:** | |  | | | | |
| **2nd quote: (Name of Contractor)** | | |  | **Value of quote:** | **£** | |
| **3rd quote: (Name of Contractor)** | | |  | **Value of quote:** | **£** | |
| If your application is successful, we will provide you with a copy of our Terms and Conditions of the grant. This will include guidance on making an initial claim and provide a Payment Schedule allowing draw down of the rest of the grant funding awarded as the work progresses. | | | | | | |
| **Please provide your RAF Service Funds Bank Details** (please note that we pay successful grant awards by BACs only)**:** | | | | | | |
| **Account Number**: |  | | **Sort Code:** | | |  |
| **Account Name:** | | | **Payment Reference:** | | |  |

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| **6. RECOGNITION** |
| *The Fund relies upon supporters for much of its income each year. Where a grant request has been agreed, we respectfully ask that you raise awareness of the Fund’s support of the project. It is important to us that we maximise the awareness of our charity’s own work in supporting all of the RAF’s Stations/Units and their personnel. Your project has the potential to generate local and, perhaps, national publicity; all of which would help us to broaden the public’s understanding of the needs of the RAF Family.* |
| **Before submitting your application, you must refer to the Funding Guidelines attached to this application and then contact the Fund’s Regional Comms Mgr (RCM) to agree how your project will be publicised and the Fund’s support recognised. The discussion should also include any costs associated with publicity/branding so that these can be reflected in the grant amount requested (if required). Hemma Gooljar can be contacted at:** [**Hemma.Gooljar@rafbf.org.uk**](mailto:Hemma.Gooljar@rafbf.org.uk)**.** |
| **1. We have read and understood the Funding Guidelines which are attached to this Application and as recommended:**  **We have contacted the Fund’s Regional Communications Manager (RCM) on:**            **(date)**  **and agreed to (please select relevant option/s below):**  **ALL of the recommendations outlined in the Funding Guidelines or**  **Specific recommendations from the Funding Guidelines as agreed (please select):**     |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **a)** |  | **b)** |  | **c)** |  | **d)** |  | **e)** |  | **f)** |  |   **Additional agreed recommendations include:**  **2. The total costs for publicity/branding (as agreed with the RCM as above) amounts to: £**  **3. We acknowledge that the branding/publicity agreement (as outlined above) will form part of the Terms and Conditions of the grant awarded should the application be successful.** |

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| **7. CDO/PROJECT OFFICER (where CDO not in post) DECLARATION** | |
| **In addition, it is certified that:**   1. The project features on the CNA or, where it does not, the need can be justified. 2. Support from other funds has been investigated and any contributions requested by RAFBF have been carefully considered against the total costs of the project. 3. The advice of the appropriate SETL/DIO (or equivalent) has been sought where required. 4. Supporting documents and at least three up-to-date quotation(s) have been attached. 5. Future maintenance and running costs have been fully considered and will be met by the Station. We accept that no further request for funding will be submitted for these costs. 6. If relevant, a fully detailed and approved business case has been provided. 7. In all cases where a grant is awarded but not fully spent on the intended purpose, the outstanding monies should be highlighted and returned to the RAFBF. 8. Should there be any underspend on the project we accept that we must discuss (and follow up in writing) any ideas where these monies can be used elsewhere to enhance the project with the RAFBF Stn Grants Welfare Projects Executive for approval in the first instance.   I understand that you may contact me with regards to this completed Application Form, and that to the best of my knowledge the information provided within this form is true and accurate | |
| Rank and Name: | Signature: |
| Position/Job Title/Role: | Date of signature: |

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| **8. STATION COMMANDER’s CERTIFICATE** | |
| **This application has been properly scrutinised and my supporting comments are below:** | |
| **(Please complete the personal details section in full - we will write to formally with the decision about the application)** | |
| Rank and Name: Gp Capt \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Post Nominals: ………………………………….**RAF** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Submit your Application to the Fund:** [**externalgrants@rafbf.org.uk**](mailto:externalgrants@rafbf.org.uk) **with “RAF Stn Grants” provided within the ‘Subject’ field**

**For internal use only:**

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| **9. RAFBF – Welfare Programmes Manager – ASSESSMENT/RECOMMENDATION** | | | |
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| **Name: Irene Greenwood** | **Signature:** | **Date:** | **Award No: AWA     X** |

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| **10. Finance** | | | |
| **Pay:** (RAF Station) |  | **Grant Amount:**  **Branding/Publicity:**  **TOTAL Awarded:** | **£      (Budget Code: XGE6)**  **£      (Budget Code: XG14)**  **£** |