**THE ROYAL AIR FORCE BENEVOLENT FUND**

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

**RAF STATION SMALL GRANTS APPLICATION FORM (SMALL)**

**(to be used only for funding requests up to £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 there this is not possible, through your Station’s Community Support Staff.**

If you need more advice 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 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: (if Serving RAF)** |       | **Name:** |       |
| **Job/Role Title:** |       | **Section/Wing/Club:** |       |
| **Official E-mail Address:**       |
| **Civilian Telephone Number (not GPTN):**       |
| **RAF Station & Full Postal Address (including postcode):** |            |
| **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)** |
| **Project Title:** |        |
| **Total Project Costs:** |  **£**      | **Amount requested from RAFBF:** | **£**      |
| **Description and Aim of project (ie. what will the grant be spent on and why?):**  |        |
| **Anticipated start date of project works:** |        | **Anticipated completion date of project works:** |        |
| **RAF Station Community Needs Analysis (CNA):** |
| **Does the Project Feature in the CNA Top Ten Community Issues?** | YES | Indicate where in CNA: |  |
|  | NO | Please explain why not and how you have assessed the need for this project: |  |
| **Does the Project feature in the CNA Top Five Funding Priorities?** | YES | Indicate where in CNA: |  |
|  | NO | Please explain why not and how you have assessed the need for this project: |  |
| **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 (the stronger the measurable link/s the greater the chance your application will be successful).**  |
| **RAF Benevolent Fund Welfare Outcomes:** |
| **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 (Serving):** |       | **Total RAF Reserves:** |       |
| **Total Dependants/ Family Members:** |       | **Total MOD Civilians/ Contractors:** |       |
| **How many people will actually use/benefit from this project?** **(Do not use %s - if actual numbers aren’t known you should provide an estimated figure)** |
| **Total Number of personnel directly benefiting from the completion of this project:** |       |
| **Breakdown of Service personnel to benefit:**  | **Junior Ranks:** |       | **SNCOs:** |       | **Officers:** |       |
| **Spouse / Partner:** |       | **Dependent Children:** |       |
| **MOD Civilians and/or Contractors:** |       | **Civilians:** (Local people not associated with the RAF)  |       |

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| **4. PERMISSIONS AND TIMESCALES – OC SSS Statement of Support** |
| ***Please note that the completion of this section is a mandatory requirement and the RAFBF will not be held responsible for any issues/errors/concerns that may arise from lack of prior approval from the relevant authority. You may be requested to return any grant awarded to the RAFBF if lack of suitable approval impacts on the delivery of the project.***  |
| **If the application relates to new works on site (ie. play parks) or existing infrastructure/ building alterations, does the project have the approval/ support from: OC SSS (in conjunction with DIO/Amey/Contractor)?** | **YES** | **Comment:** |  |
| **NO** | **Reason:** |  |
| **N/A** | **Reason:** |  |
| **What is the expected lifespan of the project and what guarantees are in place?** |  |
| **OCSSS - 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:**           **Appt: OC SSS Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **5. FINANCIAL INFORMATION (you must include at least 2 quotes with this application – or a valid reason why this is not possible)** |
| **Preferred Quotation:****(Name of Contractor)** |  | **Value of chosen quote:** | **£**      |
| **2nd Quotation value:** | **£**      | **Justification for chosen quote:** |  |

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| **Is your Station/Unit helping to fund this project?** | **[ ]  No** | **[ ]  Yes** | **£**      |
| **If applicable, please state where other funds will be coming from (including amount/s):**       |
| **RAF Station/Unit Service Funds Bank Details:** |
| **Account Name:**  |   | **Account No:**  |  | **Sort Code:** |  |
| **E-mail Address for Remittance Advice (usually OC Accounts):**       |

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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.* |

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| **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. Hemma Gooljar can be contacted at:** **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:** **[ ]  ALL of the recommendations outlined in the Funding Guidelines or** **[ ]  Specific recommendations from the Funding Guidelines as agreed (please select):**

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| **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.** |
| **7. COMMUNITY DEVELOPMENT OFFICER (OR STN COMMUNITY SUPPORT STAFF) DECLARATION**  |
| * The proposed project, and this application, have been discussed and authorised through the appropriate Chain of Command.
* At least two quotations have been included with this application - or, where this has not been possible, a valid reason has been provided.
* It is understood that any offer of grant funding will be subject to the RAFBF’s terms and conditions and any monies paid must be returned to the Fund should these conditions not be met.
* It is agreed that RAFBF may commission an evaluation of the grant made by it against the project and the Stn application/project staff will co-operate fully with any evaluation related activities which RAFBF may carry out; and accept that it may use any part of this application for evaluation or research purposes.
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| ***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.*** |
| **Name and Signature:**  | **Date Signed**:  |
| **8. OC BSW (or equivalent) CERTIFICATE** |
| **This application has been properly scrutinised, and please find my supporting comments below:**            |
| **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 two 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.

**(Please complete the personal details section below in full (including any post nominals) as we will write to you formally regarding the decision about the application)** |
| Rank and Name:  | Post Nominals: |
| Signature:  | Date of signature:  |

**Once completed please send your fully completed form and supporting documentation (including the mandatory 2 x quotations) to RAFBF at:** **externalgrants@rafbf.org.uk****.**