**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: rafstationgrants@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/Title and Name:** |       |
| **Job/Role Title:** |       |
| **E-mail Address: (mod/civilian)** |            |
| **RAF Station & full address:**  |           **Postcode:**            |

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| **2. PROJECT DETAILS (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:** |       |
| **Description and Aim of project:** |       |
| **Where is it located on station and what specific elements will the grant be spent on:** |       |
| **Total Project Costs (including VAT):** | **£**      | **Amount requested from RAFBF:****(including any VAT)** | **£** |
| **Anticipated start date of project:** |       | **Anticipated completion date:** |       |

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| **COMMUNITY NEEDS ANALYSIS** |
| **Where does the project feature in your CNA Top Ten Community Issues?** |       |
| **Where does the project feature in your CNA Top Five Funding Priorities?** |       |
|  **If you have answered ‘No’ to one or both of the questions above you must provide details here, including the 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 then 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** |       | Explain:      |
| **2. Improved mental wellbeing** |       | Explain:      |
| **3. Increased financial means** |       | Explain:      |
| **4. Improved family relationships** |       | Explain:      |
| **5. Increased engagement in employment and/ or vocational activity for RAF partners** |       | Explain:      |

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| **IMPACT MEASUREMENT****Bearing in mind the Welfare Outcomes you have highlighted above, please explain how you will monitor, measure and evaluate the impact of the project. We will ask you what (if any) positive changes have occurred in the Project Completion Report.** |
|            |

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| **3. STATION STRENGTH**  |
| **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 individuals will actually use/benefit from this project?** **(Do not use %s or mention families - if actual numbers aren’t known you should provide a ‘realistic’ estimated figure). Please ensure that you count 1 person as 1 and not by the number of visits that person might make in a week etc. For example, 1 person going to the Community Centre 4 times over a wee still counts as 1 and not 4!** |
| **We would like a ‘realistic’ idea of the Total of individuals 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 of ‘individuals’ (not families):** |       | **Estimated Serving RAF Personnel** |       |
| **Estimated Spouse/Partner** |       | **Estimated Youths / Children** |       |
| **Please rationalise these figures by explaining how you got to them.** |
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| **4. PERMISSIONS AND TIMESCALES – OC SSS Statement of Support** |
| **If the application relates to new works on site (ie. play parks) or existing infrastructure/building alterations, we would want to know that the project has approvals in place by OCSSS in conjunction with DIO/Amey/Contractor at the time of the application.** |
| **Please explain below whether DIO/Amey is involved with the delivery of this project and whether any permissions are outstanding or already in place at the time of this application:**            |
| **What is the expected lifespan of the project:** |            |
| **How will the future and ongoing mandatory/routine checks, maintenance/repairs be managed and what contractor guarantees are in place:**  |
| **Detail provided by: OC SSS Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **5. FINANCIAL INFORMATION – The request must be <£5k and not >£35k (including VAT)** |
| **Total Cost of this project: £      (including VAT)** | **Amount requested: £      (including VAT)** |
| **Have any other applications for Funding/contributions been sought/received in respect of this project (including RAF Stn funds/NAAFI Fund etc)? 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 why no other funds have been sought:**                 |

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| **You must include at least two quotes with this application – or provide a written valid reason why only one can be provided (ie. if the request is for the CineLink licence)** |
| **Preferred quote: (Name of Contractor)** |  | **Value of quote:** | **£** |
| **Justification for choosing preferred quote:** |                 |
| **2nd quote: (Name of Contractor)** |  | **Value of quote:** | **£** |
| **Please provide your RAF Service Funds Bank Details****(please note that we pay successful grant awards by BACs only and we do not pay contractors direct)** |
| **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 Branding & Awareness Guidelines attached to this application and then contact the Fund’s Regional Comms Mgr (RCM) to agree how your project will be publicised and our support recognised. Discussion should also include any costs associated with publicity/branding, which can be reflected in the grant amount requested (if required). Ellen Jablonski can be contacted at: ellen.jablonski@rafbf.org.uk |

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| **1. We spoke with the Fund’s Regional Communications Manager (RCM) on:**             **(date) and agreed to** **the selected relevant option/s (taken from the Branding & Awareness Guidelines) below:**

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| **a)** |  | **b)** |  | **c)** |  | **d)** |  | **e)** |  | **f)** |  |

 **[ ]  Additional agreed recommendations include:****2. The RCM anticipates the branding/publicity costs to the Fund amounts to: £      and will cover the costs to** (list the elements involved)**:****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 DECLARATION (or SCSO/Project Officer where CDO not in post):**  |
| **It is certified that:**1. The project features in 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. Supporting documents and **at least two up-to-date quotations** have been attached.
4. 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.
5. If relevant, a fully detailed and approved business case has been provided.
6. In all cases where a grant is awarded but not fully spent on the intended purpose, the **underspend** should be highlighted and returned to the RAFBF – or a request made (in writing) to the Fund’s Welfare Programmes Manager for approval to direct the underspend elsewhere to enhance the project.
7. It is understood that any offer of grant funding will be subject to meeting the RAFBF’s Terms and Conditions.
8. 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.

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:**       |

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| **8. OC BSW/Spt Wg CERTIFICATE** |
| **This application has been properly scrutinised and I confirm the need for the application. My supporting comments for this project are below:** |
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| **We will write to you formally with the decision about the application so please complete the personal details section in full** |
| Rank/Name: Wg Cdr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Post Nominals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**RAF** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**The application has been fully completed iaw with the Guidance for application and all of the relevant supporting information (including quotes as per section 6.) is attached.**

**Submit your Application to the Fund:** **rafstationgrants@rafbf.org.uk**

Small Grants, Branding and Awareness guidelines

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|  |  | Under £500 | £500-£1,000 | £1,000-£5,000 |
| **a)** | RAFBF Logo to be prominently displayed  | Checkmark | Checkmark | Checkmark |
| **b)** | Social media interaction | Checkmark | Checkmark | Checkmark |
| **c)** | Station magazine feature |  | Checkmark | Checkmark |
| **d)** | Before and after photos  |  | Checkmark | Checkmark |
| **e)** | Overt branding - mounted plaque (where relevant) stating support**(design to be agreed beforehand with RAFBF Comms)** |  | Checkmark | Checkmark |
| **f)** | Invite to launch/opening event (if applicable) |  |  | Checkmark |

Suggested signage suppliers: RBLI (01622 795900 enquiries@rbli.co.uk) Proludic (0115 982 3980 info@proludic.co.uk). For price guidance to add to your application, RBLI costs are approximately:

A3 – c£15, A2 – c£30, custom made 40 x 85 inches c£160).