



THE ROYAL AIR FORCE BENEVOLENT FUND

67 Portland Place, London W1B 1AR

Mental Health First Aid Course Manuals Funding for RAF Stations –

Applications Guidance 2018

1. RAF Stations will continue to liaise with the RAF's Stress Management & Resilience Training Team (SMARRT) and will order their own Mental Health First Aid (MHFA) course manuals through MHFA England (iaw with its own guidance).
2. The Royal Air Force Benevolent Fund (RAFBF) understands that MHFA training provides the basis for increased mental health awareness and resilience amongst RAF serving personnel, RAF veterans and their families throughout the UK. We are, therefore, pleased to be able to provide financial support towards reimbursing the costs of the provision of Mental Health First Aid (MHFA) manuals; which will be distributed to eligible attendees at their training courses.
3. The RAFBF also acknowledges that, whilst MHFA Instructor training is provided and funded by SMARRT as an essential part of pre-employment training for personnel posted into Personnel Welfare positions, it is often problematic to find sufficient RAF Station funds available to provide additional instructors. Therefore, in some instances, the RAFBF will consider a financial contribution towards the training of additional MHFA Instructors at RAF Stations.
4. What we can fund:
 - a. The cost of MHFA Course Manuals
 - b. Contribution towards the training of additional instructors (each case will be looked at on its merits)
5. What we cannot fund:
 - a. Annual Membership Fees with MHFA England
 - b. Travel and subsistence to SMARRT and/or RAF Stns for training purposes
6. Eligible Organisations making requests for RAFBF financial support include:
 - a. SMARRT (see para. 9, below)
 - b. RAF Stations and Units
 - c. SSAFA organisations acting on behalf of RAF Stations/Units
7. Eligible Beneficiaries include members of the serving RAF community, including MOD Contractors and Civil Servants, who work directly on a daily basis with (or who are in the direct line management/chain of command of) serving RAF personnel.

8. Applications process:
 - a. Reimbursement of costs of MHFA Course Manuals.
 - i. Eligible organisations (as outlined above) are to submit their order for MHFA course manuals directly to MHFA England (in accordance with MHFA England's own guidance) and make the payment from Station funds.
 - ii. Eligible organisations (as outlined above) should then complete the RAFBF Application Form for financial assistance towards the costs already expended for MHFA course manuals. This must be submitted within three months of submission of the MHFA England order form for the RAFBF to reimburse. A copy of both the MHFA order form and the proof of payment must be attached.
 - b. Requests for contribution towards additional MHFA Instructor training costs. Eligible organisations (as outlined above) should complete the RAFBF Application Form within three months ahead of the start of the proposed MHFA Instructor training course. This must include details of the costs involved, and an outline of the need for the additional instructor/s, and justifying the need for financial support.
9. RAF Stations, and other eligible organisations running MHFA courses, are to issue feedback forms to all attendees. These are to be collated and submitted to SMARTT within two weeks after the course completion. SMARTT is asked to collate all of the feedback from course beneficiaries and to then submit their findings to RAFBF, in the form of a Report, on an annual basis. This will allow the RAFBF to review the funding provided; ensuring it continues to meet its current criteria and objectives to provide ongoing welfare support to SMARTT, RAF Stations and other eligible organisations.
10. Questions, or observations, regarding the SMARTT training courses application process should be made directly with SMARTT (through your RAFTN: 95237 Ext 6901).
11. Booking of, or questions relating to, MHFA course manuals should be made directly with MHFA England: <https://mhfaengland.org> or telephone: 020 7250 8062.
12. Questions regarding the funding/eligibility of the RAFBF's contribution towards the MHFA course manual costs should be directed through Irene Greenwood at the RAFBF on 020 7307 3436.

Attachments:

RAFBF – MHFA Application Form