

ABOUT THE RAF BENEVOLENT FUND

The RAF Benevolent Fund is the RAF's leading welfare charity. We provide support to individuals within the RAF Family to deal with a wide range of issues, from financial hardship and debt to injury and disability, through to relationships, family life and caring responsibilities as well as illness and bereavement. In addition to support provided directly to individuals, we are pleased to provide grants to other charities and organisations that also provide tangible assistance to members of the RAF Family, working together for the benefit of those in need.

WELCOME TO OUR EXTERNAL GRANTS PROGRAMME

Please take time to read these guidance notes carefully. They explain which organisations can apply, what we can fund, how to apply, what you need to send with your application form and what happens when we receive your application. Please note that applications will not be processed without all the required information; incomplete applications may be returned or placed on hold until all relevant information has been received. If you have any queries, please do contact us via e-mail in the first instance at externalgrants@rafbf.org.uk

The RAF Benevolent Fund operates an open grants programme consisting of a number of funding streams:

- **Small Grants stream** – for requests of £5,000 or less.
- **Large Grants stream** – for requests over £5,000 and up to £25,000.
- **Capital Grants stream** – for requests of up to £50,000. Capital Grants will support the delivery of our welfare outcomes by ensuring organisations have the right capital assets to support the delivery of their work.

Applicants may apply at any time during the year, although organisations are limited to one application per year and ordinarily retrospective applications will not be considered. If you currently have an existing grant from us, any future award will be conditional upon the completion of a satisfactory post grant report.

The Fund may choose to visit applicants/grantees as part of the application or grant monitoring process.

ELIGIBILITY AND CRITERIA

In order to ensure that the Fund's benevolence is being distributed appropriately, there are some criteria which you need to meet in order to be able to apply:

1. You are a registered charity or not for profit organisation
2. Your proposal will meet at least one of the RAF Benevolent Fund's charitable objects below.
3. You can demonstrate a **direct measurable link** between the proposed activities and at least one of the RAF Benevolent Fund's Welfare Outcomes that make up our Impact Framework below. Please note that your project/activities do **not** have to meet all nine outcomes to be eligible.
4. If you are applying to the larger or capital grant funding streams you have a demonstrable track record of achieving measurable outcomes
5. You are financially sustainable, with a level of reserves which support this and do not exceed your reserves policy.

CHARITABLE OBJECTS AND WELFARE OUTCOMES

The RAF Benevolent Fund's main charitable objects are:

- 1) To [provide assistance](#) to the RAF Family, when they are in need.
- 2) To support the morale and wellbeing of the Serving RAF community.

Welfare Outcomes: Our overall aim is to enable all within the RAF Family to live with dignity, a sense of belonging and peace of mind. For the purposes of the External Grant programme we split the RAF Family into two groups 1) The Veteran Community 2) The Serving Community. We expect the services/activities/capital projects that we support financially to deliver at least one of the welfare outcomes listed below for **one** of these groups.

VETERAN COMMUNITY (ex-service including National Service, spouses/partners, dependent children)

WELFARE OUTCOME	EXAMPLE ACTIVITIES
Increased financial means	Advice and advocacy on claiming benefits, access to debt advice, income maximisation activities
Increased mobility	Provision of mobility equipment, occupational therapy-based solutions
Increased ability to live at home safely for longer	Advocacy with accessing statutory care support and equipment, support for carers, mobility aids, falls prevention
Improved home environment	Advice and advocacy around housing options, support to access suitable housing, temporary or supported accommodation
Improved employment prospects	Activities to improve employment readiness
Increased engagement in vocational activities	Providing access to voluntary or meaningful activities
Improved relationships with others	Activities to strengthen families and relationships
Reduced social isolation or loneliness	Events/day trips allowing veterans to socialise, social activities and groups, lunch clubs or breakfast clubs
Improved mental and physical wellbeing	Psychological support and therapy, mentoring/buddy schemes, welfare breaks or access to leisure activities

SERVING COMMUNITY – (serving personnel, partners, spouses, dependent children)

WELFARE OUTCOME	EXAMPLE ACTIVITIES
Increased social engagement and cohesion	Facilities for the serving community – not on RAF Station's (these should be referred to the Station Grants programme); local activities/programmes for the serving community.
Improved mental wellbeing	Psychological support and therapy, mentoring/buddy schemes, welfare breaks or access to leisure activities
Increased financial means	Advice and advocacy on claiming benefits, access to debt advice, income maximisation activities
Improved family relationships	Children and family activities
Increased engagement in employment and vocational activities for RAF partners	Employment readiness workshops, job fairs, local employment support workshops etc.
Maximised physical independence for dependent family members with physical health problems/disabilities	Provide advice and advocacy with accessing statutory support for care needs.
Increased independence for WIS personnel in transition	Activities to enhance the employability, social inclusion, of WIS personnel.

A copy of our Impact Framework and objectives are available at the end of this document. The stronger the measurable link between your activities and at least one of the above Welfare Outcomes, the greater the chance your application will be successful. The list of example activities given above is NOT exhaustive.

EXAMPLES OF WHAT WE DO NOT FUND

While the RAF Benevolent Fund supports a wide range of activities that support our Welfare Outcomes, the list below indicates areas which are not normally funded:

1. Direct support for individuals – individual support, including training or course costs, can be made through our Individual Grants Programme.
2. Debts or Loans – we are unable to assist with organisational debts or liabilities or provide loans.
3. Charity start-up costs or endowments.
4. Memorials or monuments.
5. Activities that the state has a legal obligation to provide.

WHAT OUR GRANTS COMMITTEE LOOK FOR IN AN APPLICATION

Applications are considered individually by our Grants Committee. In assessing applications, the following issues are taken into consideration:

- The **NEED** for the activities/projects
Is there clear evidence of the need for the proposed activities, what is this evidence, how strong is it and where has it come from? Is there evidence that your organisation needs financial support and what will happen if it is not given?
- What will be the **IMPACT** of the proposed activities?
Do the proposed activities have a direct link to one of the Fund's nine Welfare Outcomes and is it easy to understand the positive change that these activities will bring about? Is it clear how this impact of the activities can be measured?
- **ORGANISATIONAL CAPACITY**
Does the applicant organisation have any experience in delivering the proposed activities and does it have a history of delivering positive outcomes that align with the Fund's desired welfare outcomes? Is the applicant organisation financially sustainable?
- Does the requested grant represent **VALUE** for money?
Do the potential outcomes of the proposed activities outweigh the cost of the requested funds?
- **GOVERNANCE**
Does the applicant organisation have satisfactory safeguarding and GDPR compliance policies in place?

TERMINOLOGY

You may notice some terminology in our application, guidelines and outcome report that you are unfamiliar with. You may find the below definitions useful. Please also refer to the Charity Evaluation Service guide on Impact and evaluation: <https://knowhownonprofit.org/organisation/impact>

- **Outputs** – The activities, services and products provided by an organisation, project or programme. *For example, in a programme to improve wellbeing amongst older people, outputs might include the number of activities, the number of people participating each in activity, or the different types of interventions being offered by projects.*
- **Outcomes** – The changes, benefits or other effects that happen as a result of the activities provided by an organisation, project or programme. *For example, for the same wellbeing programme, outcomes might be measurable improvements in clients' physical or emotional health.*
- **Impact** - is the broader or longer-term effects of a project's or organisation's outputs, outcomes and activities. Overall desired impact of the External Grants programme is to assist in enabling all within the RAF Family to live with dignity, a sense of belonging and peace of mind.

POST GRANT REPORT

To measure the outcomes, rather than just the outputs resulting from the grants that the Fund has awarded, we ask that all organisations who have been awarded a larger or capital grant to complete our standardised post grant report form. This should be submitted within two months of the end of the grant period. Please note that this must be received before any further applications can be considered.

A copy of the post grant report form can be downloaded from our website: <https://www.rafbf.org/how-we-help/grants-other-charities-and-organisations>

HOW TO APPLY

There are three funding streams available under the External Grants Programme and there is a corresponding application form. Copies can be downloaded from our website: <https://www.rafbf.org/how-we-help/grants-other-charities-and-organisations>

- Small Grant Stream (£5k or under)
- Large Grant Stream (>£5k-£25k)
- Capital Grant Stream (up to £50k)

If you are unsure which stream to apply under, please do contact the Fund before applying.

If you have previously received a grant from the Fund, please ensure that you have returned a **post grant report** either before applying or enclose a copy with your application.

Please include a copy of your most recent **annual report and audited accounts** (charities required to submit their report and accounts or an Annual Information Return to the Charity Commission should also provide confirmation that this has been done).

Please also include any **supporting documentation** you feel will contribute to our understanding as appropriate, e.g. case studies, architectural plans etc.

Applications are generally considered with decisions notified within 12 weeks from the receipt of the application.

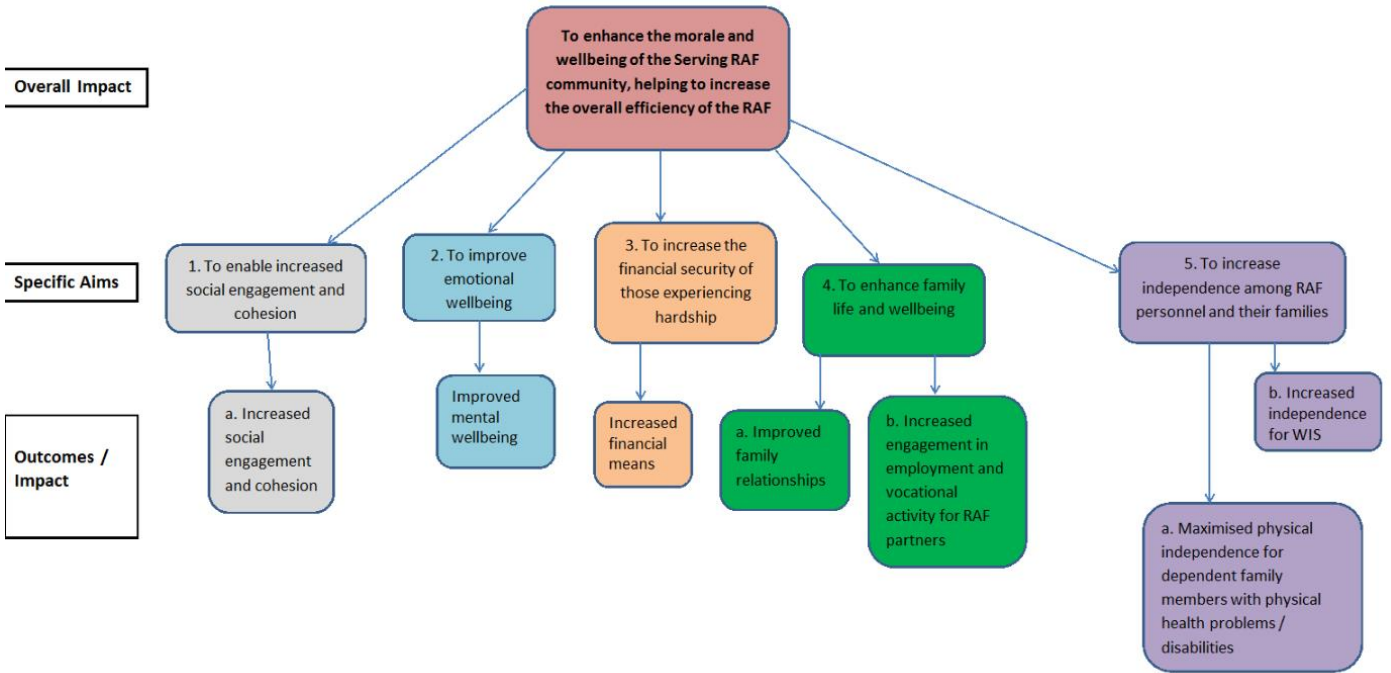
TERMS AND CONDITIONS

If you are successful in securing grant funding, you will receive a copy of terms and conditions specific to your grant which should be signed and returned before the grant funding is released.

The RAF Benevolent Fund relies upon the awareness and strength of its brand to ensure that no member of the RAF Family (whether serving, veteran or dependant family member) will ever face adversity alone. As such, you should promote the wider work of the Fund to members of the RAF Family who use the activities, projects or facilities funded by the Fund.

Serving RAF Impact Framework (January 2019)

NB, yellow boxes within the framework denote potential areas for further development



RAF Veterans Impact Framework (January 2019)

NB, yellow boxes within the framework denote potential areas for further development

