

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 RAF Units for projects and activities that enhance the morale and wellbeing of the Serving RAF community.

WELCOME TO OUR RAF STATION GRANTS PROGRAMME

Please take time to read these guidance notes carefully. They explain who 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 which allows RAF Stations to apply at any time during the year. We operate three funding streams:

- **Small Grants stream** – for requests of up to £5,000
- **Large Grants stream** – for requests greater than £5,000

The Fund may choose to visit the project as part of the grant monitoring process.

In addition, we run several other specific grants streams annually on an **invitation basis only**; these include grants for Families Days as well as Ben Play and Parenting. Please **do not apply** for these through this 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. Units are eligible to apply where there is a permanent RAF presence (*including RAF Reserves and RAF family members*). Grant funding allocations will be made proportionately to the number of RAF personnel involved within the project.
2. You must be able to demonstrate a **direct measurable link** between the activities/project that the grant would fund, and **at least one** of the Fund's Welfare Outcomes that make up our Impact Framework. (Please see below)
3. The activity / project must not be eligible for funding from the public purse.
4. Applications involving works related to construction and alterations **must** be accompanied by a copy of the relevant landowner/DIO permissions and commitment to maintain thereafter.
5. Applications **must** be accompanied by at least two quotations, or a signed statement at OC PMS (or equivalent) level to justify why two cannot be provided.
6. Additionally, the following criteria applies to applications within the Larger Grants stream:
 - a. The need for the funding has been documented on the most recent RAF Station/Unit's Community Needs Analysis (CNA)
 - b. The application **must** include a Project Plan
 - c. The application **must** be accompanied by at least three quotations, or a signed statement at Stn Cdr/OC BSW level to justify why three cannot be provided

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.

Welfare Outcomes: We measure the impact of activities we fund through Station Grants against the following six Welfare Outcomes:

WELFARE OUTCOMES	EXAMPLE ACTIVITIES
1. Increased social engagement and cohesion	<ul style="list-style-type: none"> • Capital costs projects: construction of new welfare related facilities or refurbishment works including feasibility studies and tender costs. • SSVC Cinelink movie service • Time-limited activities which improve the welfare and wellbeing of the RAF Family, e.g. team building activities, educational training or courses (i.e. domestic financial management, awareness courses etc.) • Station Events which actively promote social engagement and cohesion (i.e. Families Days); • Portable electrical items (such as coffee machines, sewing machines), which would fit out a new community kitchen or allow for craft/teaching activities etc
2. Improved mental wellbeing	<ul style="list-style-type: none"> • Reimbursement of costs towards MHFA Manuals and, in some instances, MHFA Instructor training • Local wellbeing initiatives – e.g. yoga
3. Increased financial means	<ul style="list-style-type: none"> • Time-limited activities which improve the welfare and wellbeing of the RAF Family, e.g. educational training or courses (i.e. domestic financial management, awareness courses etc.) • Citizens Advice/Money management advice sessions
4. Improved family relationships	<ul style="list-style-type: none"> • Parenting support initiatives, youth activities, capital grants for youth facilities
5. Increased engagement in employment and vocational activity for RAF spouses/partners	<ul style="list-style-type: none"> • Training or courses for groups of spouses/partners (e.g. vocational courses etc.) • Group vocational activities – e.g. swimming clubs, photography groups etc. • Employment readiness training, CV or interview training.
6. Increased confidence with transitioning into civilian life	<ul style="list-style-type: none"> • Advice and advocacy around civilian life options; housing options advice; employment options advice

A copy of our Impact Framework and its 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 above list of example actives is NOT exhaustive.

EXAMPLES OF WHAT WE DO NOT FUND

- Projects where there is a public liability or an obligation to provide.
- Direct support to individuals – *Minor or Major Financial Assistance (MFA) schemes should be applied to through the Stn/Unit Chf Clk/ WO PMS.*
- Applications where not all of the funds required to complete the project have been identified.
- Memorials or visits to memorials/graves, graduations/ceremonies.
- Force Development (including Staff Rides/Battlefield tours) or Adventure Training.
- Sports related projects/equipment (including football/hockey/gaming machines).
- Projects where it is deemed that the works could be achieved on a self-help/volunteer basis.
- Station events which involve commercial gain, activities promoting/encouraging use of alcohol, or functions such as beer calls and similar social gatherings.
- Loans or payments to clear debt or interest payments.
- Contingency costs.
- Retrospective costs (for works or services which have already taken place before any grant has been awarded). Where the application can demonstrate that this was unavoidable the Fund may consider the extenuating circumstances.

Please note that this list is not exhaustive and may be subject to change depending upon the Fund's criteria at that time

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:

1. 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 (i.e. your Station's CNA)?
 - Is there evidence that your project is not the responsibility of the DIO/public purse, and what would happen if your application was unsuccessful?
2. What will be the **IMPACT** of the proposed activities?
 - Do the proposed activities have a direct, measurable link to at least one of the Fund's Welfare Outcomes and is it easy to understand the positive change that these activities will bring about?
3. **ORGANISATIONAL CAPACITY**
 - Does the RAF station have any experience in delivering the proposed activities and, where funds exceeding £5k been requested, has a clear project plan been provided?
 - Is there a history of delivering positive outcomes that align with the Fund's desired welfare outcomes?
 - Has the application adequately considered the need to ensure the ongoing future maintenance of the project and is there evidence provided to support this (i.e. DIO signed confirmation/contractor guarantee/s).
4. Does the requested grant represent **VALUE** for money?
 - Do the potential outcomes of the proposed activities outweigh the cost of the requested funds?
 - If the RAF station/unit has had previous grant funding has it adequately recognised the Fund's support, and how has it branded the Fund during and post project completion?

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:

- **Outputs** – The activities, services and products provided by an organisation, project or programme. *For example, in a programme to provide a Cinelink, outputs might include the number of film nights, or the number of people attending each film showing.*
- **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 Cinelink project, outcomes might be a measurable increase in the level of social engagement amongst single personnel on Station or a measurable increase in morale.*
- **Impact** - Consider the broader or longer-term effects of a project's outputs, outcomes and activities. Overall desired impact of the Station Grants programme is to enhance the morale and wellbeing of the Serving RAF community, helping to increase the overall efficiency of the RAF.

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 Large Grant (>£5k) to complete our standardised Post Grant Report Form. This should be submitted within two months of the completion of the project. 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/serving-raf/raf-station-grants-programme>

HOW TO APPLY

There are two funding streams available under the RAF Station Grants Programme. To obtain the respective grant application form/s please download the relevant form from our website:

<https://www.rafbf.org/how-we-help/serving-raf/raf-station-grants-programme>

- Small Grant Stream (requests up to £5k)
- Large Grant Stream (requests in excess of £5k)

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 Completion Report** with your latest application.

Please ensure that you have provided quotations to support your request (2 x quotes for grants ≤£5k and 3 x quotes for grants >£5k). You should also include any **supporting documentation** you feel will contribute to our understanding as appropriate, e.g. case studies, architectural plans, photographs of the existing facility, etc.

Applications are generally considered with decisions notified within 8 weeks from 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.

