

**FINANCIAL SUPPORT AVAILABLE TO UNITS 2016/17
FROM
THE NORTH WEST OF ENGLAND & THE ISLE OF MAN
RESERVE FORCES' AND CADETS' ASSOCIATION**

INTRODUCTION

1. Each Financial Year (1 Apr -31 Mar),, the North West of England & the Isle of Man Reserve Forces' and Cadets' Association (NW RFCA) is pleased to offer the opportunity to Reserve and Cadet Force units across the region to bid for financial support to assist with projects and activities for the benefit of their personnel.
2. NW RFCA has three key streams of financial support, which depending on their eligibility, is available to units:
 - Regionally Generated Income (RGI)
 - Employer Engagement Grants
 - Trust Funds
3. This document explains how units can access these funds, including the relevant application forms and point of contact details.
4. The eligibility by Unit for each funding stream is outlined in Annex 4.



M C H UNDERHILL OBE
Colonel
Chief Executive
NW RFCA
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Annexes:

- Annex 1: RGI and TRUST APPLICATION FORM FOR PURCHASES
- Annex 2: RGI APPLICATION FORM FOR ADVENTURE TRAINING GRANT
- Annex 3: APPLICATION FOR EMPLOYER ENGAGEMENT GRANT
- Annex 4: ELIGIBILITY BY UNIT FOR FUNDING

1. REGIONALLY GENERATED INCOME

1.1 Background

The Reserve Estate is authorised to generate income for the benefit of both Reserve and Cadet Force units. This is achieved through the commercial letting of Army Reserve Centres and other facilities through NW RFCA's Business Development department, Alternative Venues (AV) North West.

There are two types of RGI funding available to units:

- a. Units that participate in AV activity receive a percentage return at the end of the Financial Year. 30% is allocated for hire of buildings and 25% is allocated for income from telecommunication masts. A separate guidance note is issued to all units in March to advise of this process.

- b. **All** Units – even those that have not managed to generate any income - can apply for an RGI Grant. A proportion of the income generated is set aside to fund such grant applications. **Para 1.2 below outlines this process.**

1.2 Bidding Process

Units can bid for RGI funding for:

- **specific purchases** (using the application form at Annex 1)
- funding to support **Adventure Training Exercises** (using the application form at Annex 2)

Normally, for exercises, NW RFCA will consider a grant of £50-£75 to each volunteer soldier of the rank of Corporal and below, and to cadets.

Monthly financial meetings are held to review applications. Please submit applications to Paula Gibson (Finance Office) by the 15th of the month. You will be informed of the outcome within the calendar month.

1.3 Point of Contact

If you have any questions or require any assistance, contact:

Col Alex Barnes, Deputy Chief Executive NWRFCFA
Tel (Civ): 0151 728 2041, Tel (Mil): 94552 8124, Email: nw-cedep@rfca.mod.uk

Paula Gibson, Finance Officer NW RFCA: Tel (Civ): 0151 728 2049, Tel (Mil): 94552 8132,
Email: nw-finance@rfca.mod.uk

2. EMPLOYER ENGAGEMENT GRANTS

2.1 Background

The purpose of Employer Engagement Grants (EEG) is to cover the cost of entertaining employers (and other individuals involved in the engagement of employers) at approved functions in the furtherance of the aims and objectives of the Reserve and Cadet Forces. This includes receptions, dinners and visits (in UK and overseas).

2.2 Eligibility

Reserve and Cadet Force units are eligible to apply for EEG, provided that there is a clear benefit to employer support. Eligibility/authorised grants will be arbitrated by the Regional Employer Engagement Director.

2.3 Bid Process

Applications for Regional Employer Engagement Grants are to be made using the form at Annex 3.

2.4 Timing of bids

Bids are to be submitted **no later than 2 months before the planned event**. Any late bids will not be accepted.

2.5 Point of Contact

Lt Col Steve Wotherspoon RM (Retd), Regional Employer Engagement Director NW RFCA
Tel (Civ): 0151 728 2069, Tel (Mil): 94552 8152, Email: nw-empsp@rfca.mod.uk

3. TRUST FUNDS

3.1 Introduction

NW RFCA currently administers five active Trusts, aimed at disbursing charitable funds to Reserve and Cadet Units to support projects, facilitate activities and enhance welfare. Each Trust is governed by a Board of Trustees (made up from the Association membership) which is responsible for ensuring the fair consideration of bids and subsequent distribution of funds.

NW RFCA is responsible for the following five Trusts:

- **Stretford Road Trust Fund (SR):** to provide facilities for furthering the efficiency of Units of the Army Reserve in the Palatine County of Lancaster, providing that the expenditure cannot be properly met out of public funds.
- **Blackpool Drill Hall (Yorkshire Street) Trust Fund (BDH):** to promote any charitable purpose in connection with any unit or Units of the Volunteer Reserve Forces or Service Cadet Organisations which operate for the time being in Blackpool or in the County of Lancashire west of the M6 motorway, or, if all such Units cease to exist, for the benefit of the citizens of Blackpool as a whole.
- **Congleton Drill Hall Trust Fund (CDH):** to provide facilities for furthering the efficiency of Units and Members of the Army Reserve and the Service Cadet Organisations for the time being in the Borough of Congleton and in the event of all such Units and Organisations ceasing to exist then the Trust Fund and all its income would be applied for the benefit of the citizens of Congleton.
- **Macclesfield Drill Hall Trust Fund (MDH):** to provide facilities for furthering the efficiency of Units of the now the Army Reserve for the time being in the area of the Administrative County of Cheshire and the Metropolitan Borough of Wirral. This is also to include Cadets from all three Service Cadet Organisations in this area.
- **North West Army Cadet Force Trust Fund (NWACF):** provision and support of training and education and duties of good citizenship for young persons in the Army Cadet Force in the North West. To help young persons develop physically, mentally and spiritually so that they may grow to full maturity as individuals and good citizens and members of society.

3.2 Eligibility

Units are advised to refer to Annex 4 to ascertain eligibility for each Trust.

3.3 Bid Process

Trusts meet annually in September / October (see bidding timeline below). Bids for Trust funding are to be made using the form at Annex 1. The Trustees have approved a wide range of applications, examples include: cameras, boats, and catering equipment. The Trusts welcome bids from all eligible units.

3.4 Bidding Timeline for Trusts FY16/17

- **01 July - 31 August 2016**
 - Units Submit Bids for Trust Funding

- **1 September - 31 October 2016**
 - RFCA Review Unit Bids
 - Meeting of Trustees to Review Unit Bids

- **1 - 30 November 2016**
 - Communication of Decisions

- **1 December 2016 - 31 March 2017**
 - Units to Purchase and Submit Invoices

- **By 1 Apr 2017**
 - Instruction for Financial Year 2017/2018 Distributed to Units

3.5 Point of Contact

If you have any questions or require any assistance, please contact Paula Gibson, Head of Finance NW RFCA:

Tel (Civ): 0151 728 2049, Tel (Mil): 94552 8132, Email: nw-finance@rfca.mod.uk

ANNEX 1

APPLICATION FOR FINANCIAL SUPPORT - PROJECTS

RGI or TRUST APPLICATION (please state)

UNIT DETAILS

Unit / Sub Unit: Click here to enter text.

Postal Address Click here to enter text.:

Postcode: Click here to enter text.

Contact Name (Rank/Initials/Surname): Click here to enter text.

Position: Click here to enter text.

Tel (Civ): Click here to enter text.

Tel (Mil): Click here to enter text.

Email: Click here to enter text.

DETAILS OF GRANT

Item(s) requested (please provide a brief summary of any items covered by this bid). NB if applying for furniture - please check availability via DAS and include a copy of rejection letter if furniture is not available.

Click here to enter text.

Total Cost of Goods (**please note: three quotes are required for any items over £150**): Click here to enter text.

Amount of Grant Requested: Click here to enter text.

Unit Contribution: Click here to enter text.

Other Funds Approached with Outcome (please provide a summary of any other sources of funding which have been approached for this project, and whether the bids were successful or unsuccessful):

[Click here to enter text.](#)

Brief justification of need for item(s) (please provide a summary of how the Unit will benefit from this purchase):

[Click here to enter text.](#)

PREVIOUS GRANT APPLICATIONS

Please provide details of other successful bids in last two financial years (include amount of grant and purpose of grant):

[Click here to enter text.](#)

I confirm that the above information is correct and that all other normal channels of procurement have been tried.

Signature: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

Commanding Officer / Officer Commanding Approval and Supporting Comments

Print name / rank:

Signature: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

ANNEX 2

APPLICATION FOR FINANCIAL SUPPORT (RGI) - ADVENTURE TRAINING EXERCISES

Name of Unit [Click here to enter text.](#)

Name of Exercise: [Click here to enter text.](#)

Date of Exercise: [Click here to enter text.](#)

Main Features of Exercise: [Click here to enter text.](#)

Total Numbers Participating: [Click here to enter text.](#)

Nominal Roll Attached: Yes / No
(must denote ranks and indicate if from NW RFCA area).

Total Exercise Cost: [Click here to enter text.](#)

Amount of Grant Requested: [Click here to enter text.](#)

Unit's Contribution: [Click here to enter text.](#)

Individual's Contribution: [Click here to enter text.](#)

Confirm Expedition Budget Attached:

MTDs Authorised by Chain of Command:

Yes

No

Confirm PR / Comms Plan Attached (please attach a brief overview of how you intend to raise the profile of this activity, i.e. Volunteer magazine or local press):

[Click here to enter text.](#)_____

CO/OCs comments (please confirm that you approve the bid for this Adventurous Training expedition):

[Click here to enter text.](#)

PREVIOUS GRANT APPLICATIONS

Please provide details of other successful bids in last two financial years (include amount of grant and purpose of grant):

[Click here to enter text.](#)

I confirm that the above information is correct.

Signature: Click here to enter text.

Date: Click here to enter text.

Commanding Officer / Officer Commanding Approval and Supporting Comments

Signature: Click here to enter text.

Date: Click here to enter text.

ANNEX 3

APPLICATION FOR EMPLOYER ENGAGEMENT GRANT (EEG)

1. **Date of Event:** Click here to enter text.
2. **Venue:** Click here to enter text.
3. **Hosted by (e.g. unit):** Click here to enter text.:
 - a. Type of Function and requirements (e.g. breakfast, dinner, drinks reception, light refreshments etc. Printing & Postage costs for invitations/menus/programmes et al): Click here to enter text.
 - b. Outline of proposed activity (please provide a brief summary of timings and content for the event):
Click here to enter text.
 - c. Is it a repeat activity?
Yes
No
If yes, please provide details:
Click here to enter text.
 - d. Evidence of previous effect (if applicable, attach any evaluation results from previous events):
Click here to enter text.
 - e. Description of target audience (e.g. level of management, type of organisation):
Click here to enter text.
 - f. Please describe how planned outcomes will be measure and reported:
Click here to enter text.
4. **Numbers attending/to be invited:**
 - a. **Military:** Click here to enter text.
 - b. **RFCA:** Click here to enter text.
 - c. **Employers:** Click here to enter text.
 - d. **Other Guests:** Click here to enter text.
 - e. **TOTAL:** Click here to enter text.

5. **Funding Applied For:**

- a. EEG Grant:
- b. Sponsorship:
- c. Other Sources: (eg 42 Inf Bde & HQ NW Business Engagement Team; include a copy of the MOD Form 1199 if appropriate).
- d. **TOTAL FUNDING:**

6. **Cost Breakdown**

- a. Cost per attendee [Click here to enter text.](#):
- b. Cost per employer / guests: [Click here to enter text.](#)

7. **A post event/activity report (including attendee list, invoices and receipts) is to be sent to NW RFCA no later than ten working days after the event/activity.**