

**FINANCIAL SUPPORT AVAILABLE TO UNITS 2019/2020
FROM
THE NORTH WEST OF ENGLAND & THE ISLE OF MAN
RESERVE FORCES' AND CADETS' ASSOCIATION**

INTRODUCTION

1. Each Financial Year (1 April - 31 March), 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 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, are available to units:
 - Regionally Generated Income (RGI)
 - Employer Engagement Grants (EEG)
 - Trust Funds
3. This document explains how units can access these funds, including the relevant application forms and contact details.
4. The eligibility by unit for each funding stream is outlined in Annex 4.
5. This instruction and the respective annexes can be found on the NW RFCA website: www.nwrfca.org.uk



M C H UNDERHILL OBE
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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 (RGI)

1.1 Background

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

There are two types of RGI funding available to units:

- Units that participate in AV activity receive a percentage return of the income generated at the end of the Financial Year (subject to completion of year end returns). This money does not have to be bid on from NW RFCA as it is already allocated. However the Commanding Officer does need to complete the Certificate of Compliance. For hire of buildings, 30% is allocated and for those sites with telecommunication masts on their site, 25% is allocated.
- **All sites** are able to apply for assistance with funding (an "RGI Grant"), irrespective of whether the site has generated money through Alternative Venues or not. A proportion of ALL income generated by AV on the Reserve Estate, is set aside to fund such applications, as NW RFCA is aware that those sites that are unable to generate RGI are not necessarily unsupportive of Alternative Venues.

1.2 Bidding Process

Units can bid for RGI for two types of requests:

1. **Specific purchases** (using the application form at **Annex 1**). Please note that 3 quotes should be obtained and a Unit contribution is expected
2. **Funding to support Adventure Training Exercises** (using the application form at **Annex 2**)

For support with **Adventure Training Exercises**, NW RFCA usually considers grants of:

- £50-£75 per volunteer soldier, sailor or airman of the rank of Corporal and below, and to cadets (and their CFAVs).
- With effect from April 2017, Officers and Senior Ranks may be considered for up to £50
- Civilian Instructors within Cadet Forces may be considered for up to £50

Monthly financial meetings are held to review all RGI applications, which should be sent to Anne Chengo (Head of Finance) nw-finance@rfca.mod.uk by the **10th of the month**. You will be informed of the outcome within the calendar month.

1.3 Points of Contact

If you have any questions or require assistance regarding RGI bids, contact:

- **Col Alex Barnes, Deputy Chief Executive** NW RFCA
Tel (Civ): 0151 317 9502, Email: nw-cedep@rfca.mod.uk

- **Anne Chengo, Head of Finance NW RFCA:** Tel (Civ): 0151 317 9505, Email: nw-finance@rfca.mod.uk
- **Vicky Doran, Head of Commercial Operations, NW RFCA:** Tel (Civ) 0151 317 5022, email nw-hco@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 to further the aims and objectives of the Reserve Forces and Cadets. This includes receptions, dinners and visits in the UK and overseas.

2.2 Eligibility

Reserve and Cadet Units are eligible to apply for EEG, provided there is a clear benefit in terms of Employer Engagement. Eligibility 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

Maj (Retd) Geoff Nuzum, Head of Engagement, NW RFCA: Tel: 0151 317 9518 / Mobile 07816 599302 / Email: nw-headeng@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 Volunteer 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 Reserve Forces or Cadet organisations which operate 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 Reserve Forces and the Service Cadet Organisations in the borough of Congleton, Cheshire East, Cheshire West, Chester and County of Cheshire.
- **Macclesfield Drill Hall Trust Fund (MDH):** to provide facilities for furthering the efficiency of units of the Army Reserve in the County of Cheshire and the Metropolitan Borough of Wirral. This is also to include Cadets from all three Cadet organisations in this area.
- **North West Army Cadet Force Trust Fund (NW ACF):** provision and support of training and education and duties of good citizenship for young persons in the Army Cadet Force in the North West of England. To help young people 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 November (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. Some examples include cameras, boats, and catering equipment. The Trusts welcome bids from all eligible units.

3.4 Bidding Timeline for Trusts FY19/20

- **1 April - 30 September 2019**
 - Units Submit Bids for Trust Funding
- **1 October - 31 October 2019**
 - RFCA Review Unit Bids
- **1 - 30 November 2019**
 - Meeting of Trustees to Review Unit Bids
 - Communication of Decisions
- **1 December 2019 - 31 March 2020**
 - Units to Purchase and Submit Invoices
- **By 1 April 2020**
 - Instruction for Financial Year 2020/2021 Distributed to Units

3.5 Point of Contact

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

- Anne Chengo, Head of Finance NW RFCA:
Tel (Civ): 0151 317 9505, Email: nw-finance@rfca.mod.uk

APPLICATION FOR FINANCIAL SUPPORT - PROJECTS

RGI GRANT

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. A comparison website such as Ciao, Kelkoo, Amazon etc. can be used**): 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: (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.**