**FINANCIAL SUPPORT AVAILABLE TO UNITS 2020/2021**

**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](http://www.nwrfca.org.uk)



M C H UNDERHILL OBE

Colonel (Retired)

Chief Executive

The North West of England & The Isle of Man Reserve Forces’ & Cadets’ Association

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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 applyfor 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 Financial Allocations**

Historically, NW RFCA support for **Adventure Training Exercises** has, in the main, supported grants of:

* £50-£75 per volunteer soldier, sailor or airman of the rank of Corporal and below, and to cadets (and their CFAVs).
* Officers and Senior Ranks up to £50
* Civilian Instructors within Cadet Forces up to £50

However, with COVID-19 many of our AV activities have and are being cancelled. This is bringing a massive reduction in income to NW RFCA which can then be redistributed. Additionally, the changes in the Governments Telecommunications Code has meant a reduction of c£100k of income a year. To that end, NW RFCA is projecting that it can only support financial support as follows:

* £25 per volunteer soldier, sailor or airman of the rank of Corporal and below, and to cadets (and their CFAVs).
* Officers and Senior Ranks up to £20
* Civilian Instructors within Cadet Forces up to £20

It must be pointed out, that this sum may further reduce or increase – dependant on the AV activity in year.

**1.3 Bid Process**

Units can bid for RGI for two types of requests:

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

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

It is imperative that the Commanding Officer (Officer Commanding of an independent unit) of a reserve unit, County Commandant (ACF), Wing Officer Commanding (ATC) and NW Area Officer NW Sea Cadets (SCC) and OIC CCF units MUST personally sign the application with his/hers explanation of why the request should be supported. Any unsigned applications from the above requirement will not be considered.

**1.4 Points of Contact**

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

* **Colonel Alex Barnes, Deputy Chief Executive** NW RFCA

Tel (Civ): 0151 317 9502, Email: [nw-cedep@rfca.mod.uk](mailto:nw-cedep@rfca.mod.uk)

* **Anne Chengo, Head of Finance NW RFCA**: Tel (Civ): 0151 317 9505, Email: [nw-finance@rfca.mod.uk](mailto:nw-finance@rfca.mod.uk)
* **Vicky Doran, Head of Commercial Operations NW RFCA:** Tel (Civ) 0151 317 5022, email [nw-hco@rfca.mod.uk](mailto: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 Defence People Programme through the Armed Forces Covenant and Employer Recognition Scheme. 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. Expenditure will be governed by JSP 462.

**2.3 Bid Process**

Applications for Regional Employer Engagement Grants are to be made using Annex 3 to this document after telephoning or emailing the Head of Engagement, details below, to discuss the outline plan.

**2.4 Timing of bids**

Bids are to be discussed as soon as you start to plan the event IOT allow the Regional Employer Engagement Director to work with you to achieve Defence aims and that of the unit.

**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**

* 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. Due to the current COVID-19 crisis we have been informed by our investors that the value of the stocks and shares have reduced considerably; all will have seen this in the news. To that end all applicable units/organisations must be aware that the allocation of funds for 2020 will be reduced.

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.

It is imperative that the Commanding Officer (Officer Commanding of an independent unit) of a reserve unit, County Commandant (ACF), Wing Officer Commanding (ATC) and NW Area Officer NW Sea Cadets (SCC) and OIC CCF units MUST personally sign the application with his/hers explanation of why the request should be supported. Any unsigned applications from the above requirement will not be considered.

**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 2020**
  + Units Submit Bids for Trust Funding
* **1 October – 31 October 2020**
  + RFCA Review Unit Bids
* **1 – 30 November 2020**
  + Meeting of Trustees to Review Unit Bids
  + Communication of Decisions
* **1 December 2020 – 31 March 2021**
  + Units to Purchase and Submit Invoices
* **By 1 April 2021**
  + Instruction for Financial Year 2021/2022 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](mailto:nw-finance@rfca.mod.uk)