**APPLICATION FOR FINANCIAL SUPPORT – PROJECTS**

**Please highlight if you are applying for an RGI Grant or Trust Fund:-**

**RGI GRANT**

**or**

**TRUST APPLICATION Please state which Trust Fund you are applying for:** Click here to enter text.

**All details must be completed:-**

**1. 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.

**2. DETAILS OF GRANT**

1. **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.
2. **Total Cost of Goods (please note: three quotes are required for all items. A comparison website such as Ciao, Kelkoo, Amazon etc. can be used):** Click here to enter text.
3. **Please supply 3 quotes for all items otherwise your application cannot be considered. Either attach on a separate page at the end of the application form or submit on a separate document. Quotes for items must be from 3 different suppliers for the same make/model that you wish to purchase.**
4. **Amount of Grant Requested**: Click here to enter text.
5. **Unit Contribution**: Click here to enter text.
6. **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.
7. **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.

**3. 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 [Note: See Para 1.3 & 3.2]**

Print name

Rank:

Signature: Click here to enter text. Date: Click here to enter text.

**PLEASE COPY YOUR QUOTES ONTO THE NEXT PAGE OR SUBMIT ON A SEPARATE DOCUMENT.**