



Her Majesty's Commission of Lieutenancy for the City of London



COMMON APPLICATION FORM FOR FINANCIAL SUPPORT FROM:

Amount:

THE GREATER LONDON RFCA SPECIAL GRANT FUND
THE CITY OF LONDON CORPORATION GRANT FUND
THE LIEUTENANCY GRANT FUND – January only

	£
	£
	£

FOR OPERATIONAL WELFARE SUPPORT, ADVENTUROUS TRAINING, RECRUITING & RETENTION PROJECTS AND SIMILAR ACTIVITIES

All Greater London RFCA units may bid for financial support from the Special Grant fund. Eligibility to apply for a grant from the City of London Corporation – a Corporation Grant – and for support from the Lieutenancy Grant is restricted to units belonging to the City Association. Each of these funds exists to provide financial support to assist units in the provision of operational welfare amenities, such as sports, recreational and welfare facilities that are also likely to help in the retention of volunteers already on the strength of the unit as well as attracting the interest of potential volunteers. In short: to improve both the recruiting and retention of Reservists, Cadets and Cadet Adult Instructors. These grants may not be spent on any facility provided by the Ministry of Defence.

This Form has been designed as a generic application form for financial support from the grants listed above. In submitting their applications units are to tick the relevant boxes above to identify the fund from which they are applying for support and the amount sought – Section 5 must also show this information. The purpose of this Form is to enable those who consider the application to make a balanced decision, based on the information provided. In the Application Form please give a description of the proposal for which you are applying for financial support. You should provide as much relevant information as possible in order to put the project into context within the business and nature of your unit and, if applicable, any other units involved.

The priorities set by the GL RFCA Finance Advisory Board and the City Executive Committee when considering applications will be:

1. Operational welfare support.
2. Projects to enhance recruiting and retention.
3. Other worthwhile or notable projects.
4. All other bids.

Where it is relevant the application must show how, and by what means, the unit intends to use the grant to derive maximum publicity and/or PR benefit. A condition of every grant made is that the unit is to submit electronically a report of no more than 400 words, accompanied by captioned high resolution (1mb or greater) pictures in jpeg format , of the activity undertaken and/or the benefit derived as a result of the funding provided. This may be used in GL RFCA's London Bridge magazine or may be included in the annual report submitted to the Corporation of the City of London.

It is essential that where this Application Form asks for information on income, both the sources, as well as the amounts, of money being provided by other organisations that you have approached to fund your project are listed, as well as any conditions that may be attached to such funding. Additionally, we need to know the shortfall in funding and the amount that you are seeking. Decisions made by the GL RFCA Finance Advisory Board or by the City Executive Committee on grants should not be taken as indicative of precedent for future applications.

Applications for support from the Greater London Special Grant Fund will be considered by the Finance Advisory Board which meets three times a year in February, June and September.

The City Executive Committee will consider applications for support from the Corporation Grant Fund at its quarterly meetings in January, March, July and September. Lieutenancy Grant applications will only be considered at the January meeting of the City Executive Committee.

All applications must reach the RFCA well before each meeting to allow sufficient time for staffing.



P L d'A WILLIS
Lt Col
City Secretary
gl-cedepcity@rfca.mod.uk

September 2013

APPLICATION FORM FOR A GRANT

THE GREATER LONDON RFCA SPECIAL GRANT FUND
THE CITY OF LONDON CORPORATION GRANT FUND
THE LIEUTENANCY GRANT FUND – January only

Amount:

	£
	£
	£

This is a generic form; where any heading seems inappropriate please write 'Not appropriate' or 'None' as the case may be.

Applicants are strongly encouraged to return their completed Application Forms by e-mail. They should be sent to: gl-cedepecity@rfca.mod.uk or:

**City Secretary, RFCA Greater London,
 Fulham House, 87 Fulham High Street, London SW6 3JS**

Fax: 94624 4664 or 020 7384 4664

Section 1

Unit (of participants)	
Unit making the application (if different)	

Section 2 **Go to Section 3 if your bid is not for adventurous training or similar group activities**

Expedition / exercise / undertaking name				
Activities (list all that apply)				
Country and area				
Departure date				
Return date				
Numbers eligible for a grant:	Numbers inside the brackets are total number of participants in that rank category. Numbers before the brackets show the number from RFCA Greater London sub-units.			
<u>Reservists</u>	<u>Officers</u> ()	<u>SNCOs</u> ()	<u>JNCOs</u> ()	<u>Ptes</u> ()
<u>Cadets:</u>	<u>Officers</u> ()	<u>SNCOs</u> ()	<u>Adult Instrs</u> ()	<u>Cadets</u> ()
Number of other participants not eligible for a grant	<u>Regulars:</u>		<u>Reservists</u> (FTRS, ADC, etc):	
	<u>Civilians:</u>			
<u>Totals</u>	Eligible:			
	Not eligible:			

Section 3 To be completed in all cases

Description of proposal (Include details of method of travel or itinerary, accommodation and any other relevant information)

Could the equipment or facilities be provided by military sources? If 'yes', explain why they are not being used?

Section 4 Must be completed for all adventurous training and sporting activities

Adventurous training

Is JSATFA approval required? Yes / No Has it been obtained? Yes / No*

*An explanation is required if the JSATFA has not been obtained.

Sports bids

Has an application been made to the relevant Reserve Forces Sports Board for support for this activity?

Yes / No

Section 5 To be completed in all cases

Project Income and Expenditure Sheet

Total costs must be shown for all **eligible** participants only. Please modify the headings as necessary and give details.

<u>Expenditure</u>			<u>Income</u>		
List the cost (incl VAT) of all items (identify anything obtained free)		£	List here all internal sources of funding (eg. fundraising activities, regimental support)		£
Travel			Individual contributions		
Accommodation			CILOR		
Equipment, clothing					
Food					
Insurance					
Visas					
			List all external sources of funds (include loans as well as any grants and show any conditions attached to any source of funds)		
			Donations		
			Grants from other sources		
Total expenditure:			Total income:		
Funding sought from:			Make certain that the addition is correct!		
GL RFCA Special Grant			= £ per head		
Corporation Grant	(City Assn units only)		= £ per head		
Lieutenancy Grant			= £ per head		

Additional information for expeditions and similar projects

Numbers eligible	Reservists:	Cadets:
Number not eligible		
<u>Are participants being paid MTDs?</u>		If yes, how many days?

Finance Summary Per capita details required for each eligible participant	
Cost for each person	£
Contribution paid by each person (before this application)	£
Grant requested for each person	£

Section 6 To be completed in all cases

Commanding Officer's Recommendation

I confirm that: (Delete any that are inapplicable)

- This application has my full support and I approve the amount requested. Yes / No
- The expedition has the full approval of, and will be conducted in accordance with the regulations of, the appropriate Service authorities. Yes / No
- A post-exercise report and photographs will be submitted to the RFCA Greater London within 2 months of the conclusion of the expedition / exercise / undertaking

Reasons for supporting the request:

Name:

Rank:

Signature:

Date:

Unit:

Unit details

Point of contact:	
Unit:	
Address: (including postcode)	
Mil tel no.	
Civ tel no.	
Mil e-mail:	
Civ e-mail:	

Bank Account details. (Payment may be made either by BACS or by cheque). Show the account to which the cheque is payable, this will normally be a unit (non-Public) account or one set up specifically for the expedition. Payment will not be made to an individual's personal account.

Account name:	
Account number:	
Bank:	
Bank Sorting Code:	