



GUIDANCE NOTES

FOR

APPLICATIONS FOR ASSISTANCE

FROM THE

ROYAL AIR FORCE CHARITABLE TRUST

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1. Aim

The aim of this document is to explain the procedures and arrangements for those seeking assistance from the Royal Air Force Charitable Trust

2. Background and Objects

On 3 July 1950 the Air Council provided the RAF Benevolent Fund Development Trust with the sum of £30,0000 *“for the purpose of promoting recruitment and efficiency of the Royal Air Force or Women’s Royal Air Force by promoting and presenting or co-operating in the promotion and presentment of air pageants or displays.....”* In 1994 this object was widened by a Charity Commissioners’ Scheme that was sealed on 18th February 1994. This Scheme permitted Trustees to apply monies both for *“promoting recruitment to and the efficiency of the Royal Air Force”* and *“for such charitable purposes for the benefit of past and present members of the RAF....and their dependants...and to make grants to the RAF Benevolent Fund or such other body of persons or trust established for charitable purposes.”* In 2005, following a governance review by the RAF Benevolent Fund, it was decided that a reorganisation of the Development Trust was appropriate. This decision resulted in the Trust acquiring its new name of the “Royal Air Force Charitable Trust” and the appointment of a new Chairman, Trustees and Secretary as follows:

- Air Chief Marshal Sir Michael Knight KCB AFC FRAeS FRGS - Chairman
- Air Commodore Oliver Delany OBE MBA BA FCMI FBIFM
- Mr Fred Crawley CBE FCIB
- Group Captain Jock Heron OBE
- Secretary - Mr Gordon Harris OBE

At the time of the reorganisation ownership of RAF Charitable Trust Enterprises (RAFCTE) - the trading company which is best known for staging the Royal International Air Tattoo - was transferred from the RAF Benevolent Fund to the RAF Charitable Trust.

3. General Provisions

a. Eligibility.

The following organisations and persons are eligible to receive support from the RAF Charitable Trust where such support falls within the charitable objects of the Trust:

- All RAF Charities and other bodies working in the interests of the RAF family.
- All past and present members of the RAF including the Royal Auxiliary Air Force, the RAF Reserves and former members of Dominion Air Forces, Women’s Royal Air Force and their dependants.

- RAF formations and RAF youth organisations eg the Air Training Corps.

Applications for assistance should, where appropriate, be submitted to the Secretary to the RAF Charitable Trust through following channels:

- RAF Charities - through the appropriate Charity HQ.
- RAF units and formations - through the appropriate Commanding Officer.
- Air Training Corps – through Headquarters Air Cadets.

The RAF Charitable Trust does not normally accept applications for individual assistance direct from the individuals themselves.

b. Considerations and Priorities.

Other than for Minor Grants (see below) Trustees will invite applications from RAF Charities and youth organisations which have close links with the Royal Air Force such as the Air Training Corps. Trustees prefer applications which are for specific and identifiable projects rather than those of a general nature but may still consider the latter.

c. Prior Approval.

All projects must have the prior approval of the Trustees before any funds are committed. Applications for retrospective grants will not be considered.

d. Financial Conditions.

Any grant awarded shall be treated as a 'one-time donation' that has been made solely for the purpose specified in the application. If the project is abandoned the money must be refunded to the Trust and may not be expended on an alternative project without the explicit authority of the Trustees.

e. Insurance, Maintenance and Repair.

Recipients of grants shall have full responsibility for the provision of insurance cover and all necessary maintenance or repair of items or facilities purchased with the help of a Trust Grant.

4. Organisation

The Board of Trustees, which normally meets three or four times a year, directs the work of the Trust. The Secretary to the Trust is responsible for the day-to-day administration of the Trust, for overseeing the accounts of the Trust and controlling the payment of grants made by the Trustees.

5. Categories of Grants and Application Procedures

a. Minor Grants (Up to £2,000).

Applications may be submitted at any time. Application procedures are shown at Annex A.

b. Major Grants (In excess of £2,000).

Applications may be submitted at any time and will normally be considered at the next meeting of the RAF Charitable Trust. Application procedures are shown at Annex B.

c. Accountability.

Organisations and individuals benefiting from an RAF Charitable Trust grant should be aware that:

- Appropriate control must be exercised to ensure that items purchased or projects undertaken are properly accounted for and that a summary of expenditure is made available to the Trust on request.
- All items acquired with the support of the RAF Charitable Trust should be marked accordingly, at the applicant's expense, with a plaque or plate, unless Trustees of the RAF Charitable Trust agree that it is inappropriate to do so.
- Items purchased with monies provided by the RAF Charitable Trust must continue to be used to fulfil the objects of the Trust.
- Arrangements must be made for photograph(s) of items purchased or projects undertaken to be forwarded to the Secretary to the Trust under cover of a short letter. These letters and photographs provide confirmation that the grants have actually benefited those for whom they were intended. Letters should therefore be forwarded immediately the project/item has been purchased or completed. Where further benefits have later been found to have resulted from the project or purchase it would be helpful for the Trust to be so informed.

Signed on behalf of the Trustees

G HARRIS
Secretary to the Trustees
Royal Air Force Charitable Trust
Douglas Bader House
Horcott Hill
FAIRFORD
Gloucestershire
GL7 4RB

Telephone 01285 713300 Ext 5398
Fax to 01285 713268
Email "co.sec@rafcte.com"

MINOR GRANT APPLICATIONS

Introduction

Minor Grant applications (for amounts up to £2000) may be submitted at any time.

Format

There is no standard format for Minor Grant applications but the following information will be required:

- RAF CHARITY or RAF ESTABLISHMENT or RAF CONNECTION.
- PROJECT or ITEM AND PROGRESS TODATE
- NUMBERS TO BENEFIT
- FINANCIAL CIRCUMSTANCES
- TOTAL COST
- GRANT REQUESTED
- JUSTIFICATION
- CHEQUE TO BE MADE PAYABLE TO:
- ADDRESS FOR CHEQUE TO BE SENT TO:

Payment of Approved Grants

Once a grant is approved, the Secretary to the Trust will normally aim to despatch a cheque, together with notification of the grant number allocated, directly to the recipient within 7 working days of Trustees' approval.

Avoidance of Delay

It is important that once grants have been approved, applicants should use their monies as soon as possible.

EXAMPLE

REQUEST FOR PAYMENT OF GRANT Number:

.....(recipient) (£.....amount) –(project)

**Send by email to co.sec@rafcte.com
Send by Fax to: 01285 713268**

If no Fax then by post to:
Secretary to the Trust
Royal Air Force Charitable Trust
Douglas Bader House
Horcott Hill
FAIRFORD
Gloucestershire
GL7 4RB

Copy of Invoice is attached:	YES / NO (If "No", please give reason and confirm that the payment is required to be made within 28 days.)
CHEQUE PAYABLE TO:	
CHEQUE TO BE SENT TO:	

Signed:		Civil Telephone Number & Extension:	
Date:		Fax Number: (if available)	

