



The CCFA Small Grant Programme Guidance Notes

1. Introduction

Each year the Trustees of the Combined Cadet Force Association (CCFA) authorise charitable funds to be made available as financial support to benefit CCF cadets. Grants are awarded throughout the year by the CCFA Grants Committee in support of activities which would not ordinarily be funded by an individual cadet's contingent.

Please ensure that you read these guidelines carefully and complete each section of the application form with as much detail as possible. This then needs to be endorsed by the cadet's Contingent Commander (or an authorised deputy) before submission to CCFA.

2. Eligible Activities

Grants are awarded in support of activities which are CCF related and would not ordinarily be funded by an individual CCF contingent. The activity should also promote the stated aims of the Combined Cadet Force. Examples of eligible activities might include, but are not limited to:

- CCAT Courses
- Equipment to participate in CCAT Courses*
- Individual Expeditions (group applications will not be accepted)
- Equipment to participate in an individual expedition*
- Individual Overseas Activity (group applications will not be accepted)
- Equipment to participate in an overseas activity
- Advanced Cadet Training Courses run by all three services
- Equipment to participate in Cadet Training Courses*
- Individual attendance at a CCF Central Camp
- Individual attendance at approved Contingent's own camps and activities

**The Grants Committee would especially wish to assist with financial assistance for clothing, equipment, instruments, books etc. to enable a cadet to participate in a planned activity but which afterwards must be then donated to the cadet's contingent as 'legacy' equipment for the subsequent use by other cadets in that contingent.*

If applying for a grant to attend a training camp, training course or overseas activity the application should state the name of the provider i.e. the organisation primarily responsible for the activity.

Supporting evidence such as the joining or written instructions would provide welcomed additional information that would assist the CCFA Grants Committee and their decision-making process.

3. Ineligible Activities

Grants are unlikely to meet with success if they include, but are not limited to:

- *Contingent Subscriptions* - Individual CCF cadet fees or similar.
- *Contingent Resources* – Applications for training resources and/or equipment that can be obtained through the MOD system will not be supported. Please speak with the individual contact within your RPOC for further guidance and support.
- *Group Applications* – CCF contingents must submit individual applications for each cadet, even if the cadets are to attend the same activity. Each application will be considered individually so please ensure that each application is specific to each cadet, generic applications may not be successful.

4. Grant Amounts

There are no limits on the size of grants. However, the CCFA will seldom make a grant in excess of £350 for any individual request. If a larger grant is required, supporting information must be clearly provided within the application form.

To ensure your grant application has the highest chance of success please confirm that elements of your grant request cannot be sourced from other funding avenues. For example;

- *Transport Costs* – UK based transport can be requested in advance via your individual Cadet Training Team contact within your Brigade area. If you are requesting a grant to cover transport costs you need to explain why this cannot be authorised through the system.
- *Food Costs* – Operational Ration Packs and Cash in lieu of rations (CILOR) can be requested in the absence of service facilities or food supply for the majority of CCF training activities, please discuss this option with your individual Cadet Training Team contact within your Brigade area. Equally, a small daily personal contribution from individuals should be expected as a level of commitment to the activity. If you are requesting a grant to cover food costs you need to explain why this cannot be authorised through the system or covered by personal contributions.

Please note that in 'JSP 456 – Chapter 14 (Cadets)' it explains that individual cadets that currently receive free school meals are exempted from paying cadet charges when involved in school activities with a residential element. This exemption also applies to Cadet Forces within schools when students attend Service annual camps, or Service sponsored courses, or consumes ORP on activities of a residential nature. The 'JSP 456 – Chapter 14 (Cadets)' is attached for ease.

5. Eligibility Criteria

- The application should be completed by the cadet requesting the support.
- The cadet applying must be a current member of the CCF.
- The contingent of which the cadet is a member, must be a member of the CCFA – a valid membership payment must have been received within this membership year.
- Applicants should explain in their application how they will use the experience gained from the activities for their personal development and how this will help improve their contingent.
- Applicants should provide as much detail as possible to enable the Grants Committee to make their decision. Applications without sufficient detail will not be considered.
- Those cadets with a need for financial assistance due to financial hardship should demonstrate this clearly within the application.

6. Grant Terms and Conditions

- Contingents are to endorse applications from individual cadets. Any funds awarded will always be sent to the bank account nominated by the contingent (either contingent or school bank account) and not directly to the individual cadet.
- Any unspent funding must be returned to the CCFA.
- All grant recipients are required to write and submit a short article within six weeks of returning from the funded activity. The basic format should preferably fit on one side of A4 accompanied by three relevant and high-quality photographs as separate files.
- The funds are awarded only for the specific purposes detailed within the grant award letter. Any changes to this MUST be agreed with the CCFA in writing in advance of any further expenditure. The CCFA reserves the right to request that any grant that has been used for a purpose not previously approved be returned.

7. Application Procedure

The CCFA Small Grants Programme has been adapted to assist with the current climate of cadet activity, as such **the CCFA Grants Committee will now consider applications throughout the year**.

There are no specific grant windows to apply within, but we would always recommend submitting an application **a minimum of six weeks prior to the start of the activity** to avoid any administrative delays. If financial support is time critical, please ensure that this information is declared in advance within your covering email to the CCFA.

The CCFA Grants Committee will take into consideration changing circumstances from year to year when making their decisions and their decisions are final.

All grant requests must be submitted using the attached application form, please ensure that it is completed in full and signed by all relevant parties and submitted electronically (favourably in Word format) to: grants@cadetsinschools.org

If you require further information about the grant programme please contact Natthaphon Phatara, Grants Officer, by email at grants@cadetsinschools.org or phone 020 4586 8185 and 07555 162541.