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## THE COMBINED CADET FORCE ASSOCIATION

### The CCFA Group Activity Grant Programme Guidance Notes

#### 1. Introduction

Each year the Trustees of the Combined Cadet Force Association (CCFA) make available up to £15,000 to be awarded as grant support to benefit CCF cadets. Grants are awarded on a termly basis by the CCFA Grants Committee in support of activities which would not ordinarily be funded by the Chain of Command, both at regional and national level.

Please ensure that you read these guidelines carefully and complete each section of the application form with as much detail as possible; the application form can be completed by the activity delegated officer but must be endorsed (signed) by the Contingent Commander before submission to CCFA.

#### 2. Eligible Activities

Grants are awarded in support of activities which would not ordinarily be funded by the Chain of Command. The activity should promote the stated aims of the Combined Cadet Force. Examples of eligible activities might include, but are not limited to:

- Contingent led expeditions\*
- Contingent led battlefield studies
- Contingent led UK based activity
- Contingent led overseas activity

*\*Please note that CCF contingents planning on participating in a contingent expedition may wish to explore the support offered by the Ulysses Trust; <http://ulyssesrust.co.uk/grant-applications/>*

#### 3. Ineligible Activities

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

- *Central Summer Camps* – To offset overall costs of Central Camp activities.
- *Contingent Resources* – Applications for training resources and/or equipment will not be supported. Please speak with the individual contact within your RPOC for further guidance and support.
- *CFAV Activities* – CCF contingents that submit applications to support a CFAV only activity will not be supported. Please note that individual cadets must benefit directly from the chosen activity.



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### 4. Grant Amounts

There are no limits on the size of grants. However, the CCFA will seldom make a grant in excess of £1,000 for any individual request. If a larger grant is required, supporting information must be clearly provided within the application form.

### 5. Eligibility Criteria

- The application should be endorsed by the CCF Contingent Commander.
- The contingent must be a member of the CCF Association – a valid membership payment must have been received.
- Applications should provide as much detail as possible to enable the Committee to make their decision. Applications without sufficient detail will not be considered.

### 6. Grant Terms and Conditions

- Any funds awarded will be sent to the contingent bank account in the first instance.
- 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.

### 7. Application Procedure 2019(20)

The CCFA Grants Committee will consider applications three times a year, on a termly basis, for the academic year 2019(20):

- Autumn - Applications should be submitted by mid-day on Friday **1<sup>st</sup> November 2019**
- Spring - Applications should be submitted by mid-day on Monday **2<sup>nd</sup> March 2020**
- Summer - Applications should be submitted by mid-day on Monday **1<sup>st</sup> June 2020**

To assist in a more effective awarding of successful grants, please ensure the application form, Annex A, is completed in full and returned by the application date.

Applications must be made using the CCFA Group Activity Grant Programme – Application Form and submitted electronically to:

[grants@combinedcadetforce.org.uk](mailto:grants@combinedcadetforce.org.uk)

If you require further information about the grant programme please contact Lara Henwood, Operations and Grants Officer, by email or phone 020 7426 8371.

Attachments:

Annex A – CCFA Group Activity Grant Programme - Application Form