



THE COMBINED CADET FORCE ASSOCIATION

The CCFA Small 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 an individual cadet's contingent.

The Committee seeks to support as many individual cadets from around the UK as possible, therefore the Committee requests that CCF Contingent Commanders nominate up to no more than 4 cadets to receive a potential grant, in doing so carefully deciding which cadet would most benefit within their 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 would not ordinarily be funded by an individual CCF contingent. The activity should 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

**The 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.



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3. Ineligible Activities

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

- *Contingent led activities* - Training weekends etc.

Please note that individual cadets that currently receive free school meals are eligible under JSP 456 – Chapter 14 Cadets who are eligible for 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. I have attached this document for ease.

- *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 that submit multiple individual applications to attend the same activity will not be supported. Please note that CCF contingents planning on participating in a contingent activity may wish to explore the support offered by the CCFA Group Activity Grant Programme.

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.

5. Eligibility Criteria

- The application should be completed by the cadet requesting the support; grants are made to individuals only and not to groups.
- 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.
- Applicants should provide as much detail as possible to enable the Committee to make their decision. Applications without sufficient detail will not be considered.
- Those cadets with a need for financial assistance (e.g. home circumstances, disability, disadvantaged backgrounds) should demonstrate this clearly within the application.



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6. Grant Terms and Conditions

- Contingents are to endorse applications from individual cadets. Any funds awarded will always 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 **1st November 2019**
- Spring - Applications should be submitted by mid-day on Monday **2nd March 2020**
- Summer - Applications should be submitted by mid-day on Monday **1st 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 Small Grant Programme – Application Form and submitted electronically to:

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 Small Grant Application Form