



THE COMBINED CADET FORCE ASSOCIATION

The Combined Cadet Force Association Small Grants Programme

GUIDELINES FOR APPLICATION

1. Introduction

Each year the Trustees of the Combined Cadet Force (CCF) Association makes available up to £15,000 to be awarded as grant support to benefit CCF cadets. The grants are awarded on a termly basis by the Small Grant Selection Committee and are made 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 would not ordinarily be funded by an individual cadet Contingent. Examples of eligible activities might include overseas expeditions or advanced level training courses. Please note that multiple applications from cadets from the same Contingent for the same project are unlikely to meet with success. [For such activities, Contingent Commanders may wish to explore the support offered by The Ulysses Trust <http://ulyssesrust.co.uk/grant-applications/#sthash.2KkRfzW.dpbs>]

The activity should be able to promote the stated aims of the Combined Cadet Force as an educational body.

The committee would especially wish to assist with financial assistance for clothing, tools, instruments, books etc. to enable a cadet to participate in a planned activity but which can then be donated to the cadet's Contingent as 'legacy' equipment for the use of other cadets in that Contingent.

If applicable, the cadet should state in their application the name of the Provider i.e. the organisation primarily responsible for the activity. This may be self-sufficient, a school, youth group or commercial company.

3. Grant Amounts

There are no limits on the size of grants. However, the CCF association will seldom make a grant in excess of £300 for any individual request.



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4. 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 CCF Association.
- 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 in their application.

5. Grant terms and Conditions

- a. Contingents are to endorse applications from individual cadets. Any funds awarded will always be sent to the Contingent bank account in the first instance.
- b. Any unspent funding must be returned to the CCF Association
- c. 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 one side of A4 accompanied by three relevant and high quality photographs as separate files. However, if a cadet is able to submit an article to a printed or online school magazine, this would be encouraged with a copy being submitted to the CCF Association.

6. Application Procedure 2018

The CCFA Grants Committee will consider applications three times a year on a termly basis for the academic year 2018-19:

Autumn - Applications should be submitted by mid-day on **Friday 16th November**

Spring – Applications should be submitted by mid-day on **Friday 1st March**

Summer - Applications should be submitted by mid-day on **Friday 7th June**

Applications must be made using the **CCFA Small Grants programme – Application Form** and submitted electronically to:

Lara Henwood, Operations and Grants Officer grants@combinedcadetforce.org.uk

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