

## The aims of the Air Cadet Charity CIO

The Air Cadet Charity is primarily a grant making charity supporting the RAF Air Cadet family according to its objects:

The objects of the CIO are to carry on such charitable purposes as the Charity Trustees from time to time think fit for the benefit of personnel of the Air Training Corps and Cadets; and without limiting the generality of the foregoing to provide support and activities for young people which develop their skills, capacities, and capabilities to enable them to participate in society as mature and responsible individuals.

This policy provides an overarching framework for the Air Cadet Charity's grants available to the Air Training Corps. Separate grant guidelines detailing the terms and conditions of specific grants will be available separately.

## 1. Decision Framework

- i. In awarding grants, the Trustees will consider if the grant request aligns with the RAFAC Astra Vision and adheres to current RAFAC technical, safety, and equipment specifications. Priority will be given to:
  - Aviation (priority will be given to real world experiences over synthetic)
  - Adventure training
  - Exploiting technology
  - Immersive training
  - Enhance education
  - Improve employability
  - Health and Wellbeing
  - Welfare
- ii. Trustees will also consider if it aligns to the Air Cadet Charity vision and mission:
  - ✓ Access for all
  - ✓ Enhance self-confidence and responsibility
  - ✓ Enhance inter-personal skills

## 2. Principles

The Trustees will apply the following principles when awarding grants:



- i. Applications must nominate a named individual who will be responsible for the activity/project that the grant request is for.
- ii. Applications must provide the name and contact details of the individual(s) responsible for managing the grant funds. This must be different to the named individual responsible for the activity/project.
- iii. All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the Trustees on their own merits. Any new application will in no way receive preferential or adverse consideration.
- iv. The Air Cadet Charity will not normally make grants to individuals unless as part of the Air Cadet Development Scheme bursaries. Please see separate policy for details.
- v. The Air Cadet Charity will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.
- vi. Applications are to be submitted during the Air Cadet Charity's submission windows as follows:
  - Window 1 – 1 October – 24 January
  - Window 2 – 1 April – 24 July
- vii. Applications where the grant is deemed an urgent requirement and therefore cannot be submitted in line with the application submission windows must be discussed with the Charity Director before submitting.
- viii. Where grant applications are to be used to purchase equipment the Air Cadet Charity will not own these assets and will not be responsible for the storage, maintenance, or insurance of any equipment. Applicants submitting a request for a grant to the Air Cadet Charity commit to ensure proper storage, maintenance and adequate insurance are in place. The Air Cadet Charity reserves to the right to request evidence of this as part of reporting and to withhold further funding if these measures are not put in place.

### 3. Exclusions

The Trustees will not normally approve the use of Air Cadet Charity funds for any activity/project that is not in line with the Decision Framework, the Air Cadet Charity vision and mission or existing RAFAC policy.

#### **Non-Fundable Items Policy**

This policy outlines items and categories that the Air Cadet Charity will not normally fund through its **standard** grant application process. This is to ensure a fair and consistent allocation of resources, align with strategic priorities, and avoid duplication of effort with other funding streams.

- i. **Individual simulators and Esports equipment:** The Charity will not normally fund individual requests for flight simulators, desktop simulators, or any associated



- equipment. A separate, dedicated grant programme has been developed to address this. Applications for simulators will be directed to this specific programme.
- ii. **Adventure Training (AT) Equipment:** The Charity is launching a dedicated grant programme specifically for the acquisition of AT equipment. Consequently, AT equipment is no longer eligible for funding under the general grants programme. Requests must be made through the specific AT grant programme once launched.
  - iii. **Chromebooks and Laptops:** A dedicated grant programme is being established to manage the strategic distribution of Chromebooks, which are the Charity's preferred device for cadet use. Standard grant applications for laptops will no longer be considered through the general fund. Applicants requesting laptops through the general grants programme may be asked to reapply for Chromebooks through the dedicated grant programme once it is launched.
  - iv. **First Aid Equipment:** The Charity is launching a specific funding stream for First Aid equipment. Requests for these items must now be directed through this dedicated programme rather than the general grant application process.
  - v. **Minibuses and other vehicles:** Requests for the purchase, lease, or significant maintenance of minibuses, vans, or other motor vehicles will not be funded.
  - vi. **Infrastructure and permanent building works:** The Charity will not normally fund infrastructure projects, including but not limited to:
    - New construction of buildings or extensions.
    - Storage units
    - Internet connectivity
    - Major renovations or structural repairs to existing buildings.
    - Permanent fixtures and fittings (e.g., heating systems, plumbing, electrical rewiring).
    - Landscaping or groundworks. *These types of projects are typically handled through specific RAFAC infrastructure funding streams and require approvals and oversight from the Ministry of Defence (MOD) and Defence Infrastructure Organisation (DIO).*
  - vii. **Items not included in RAFAC policy:** The Charity will not normally fund any items, activities, or initiatives that are not in alignment with or are explicitly prohibited by current Royal Air Force Air Cadets (RAFAC) policy. This includes, but is not limited to:
    - Unauthorised uniforms or equipment.
    - Activities that do not meet current RAFAC safety, training, or safeguarding standards.
    - Items or services that are the responsibility of the MOD or RAFAC to provide.



- Any request that falls outside the official scope of cadet training and development as defined by RAFAC regulations.
- viii. **Individual drones:** The Charity will not fund requests for drones at a squadron, wing, or region level at this time. The Charity has already funded the central drones training capability for the RAF Air Cadets following the Progressive Training Syllabus (PTS) model, which will stand up a national and regional capability.
- ix. **Trophies:** The Charity will not normally fund trophies for squadrons, wings, or regions.
- x. **New crests:** The Charity will not normally fund requests for new crests.
- xi. **Combined Cadet Force (CCF) unit requests:** Due to the majority of the Air Cadet Charity's funding originating from Air Training Corps (ATC) contributions, grant requests from Combined Cadet Force (CCF) units with an RAF section will not be considered at this time. CCF units have a dedicated charity, the Combined Cadet Force Association (CCFA), which offers its own grant programmes for individuals, groups, and contingent growth. CCF units seeking funding should apply directly to the CCFA.

**Rationale for Non-Fundable Items Policy:** This policy is designed to ensure that charitable funds are used effectively and in a complementary manner to the official funding and resource allocation processes of the Royal Air Force Air Cadets. By clearly defining what will not be funded, we can:

- Focus on providing funding for a wider range of cadet activities, equipment, and training opportunities that fall outside of core MOD/RAFAC provisions.
- Avoid a duplication of funding by directing specific equipment requests (AT, Chromebooks, First Aid, and Simulators) to their own dedicated, strategically managed grant streams.
- Drive standardisation: By directing specific equipment requests (AT, Chromebooks, First Aid, and Simulators) to dedicated streams, the Charity can ensure equipment meets specific technical standards (such as the preference for Chromebooks over standard laptops) and safety requirements across the organisation.
- Ensure all projects adhere to official policies and provide clarity to potential applicants.

#### 4. Grant application process

All applications for grants should be made online through the Air Cadet Charity grant application portal which can be accessed via the Charity's website



[www.aircadetcharity.org.uk](http://www.aircadetcharity.org.uk). Please refer to this policy and the Air Cadet Charity Application Guidance document when completing a request.

The Air Cadet Charity Grants Committee will review every application following each application window deadline. Decisions will then be taken to the Board of Trustees for final approval. Applicants will be informed of the outcome by email in line with the timescales detailed in section 6. iv.

## 5. Application requirements

Trustees require that all applications for grants should:

- i. Include information on the purpose of the grant and the way in which the grant will be used.
- ii. Contain names and contact details of the Squadron/Wing/Region/HQ Section that are applying for the grant.
- iii. Provide an approximate date when the project/event/activity will take place.
- iv. Provide information on why the purpose for the grant cannot be funded by Public funding.
- v. Provide information on why other non-public funds cannot be utilised for the proportion of the grant being requested.
- vi. Provide evidence that the 'customer' group has been consulted to ensure that what is being asked for will be valuable and drive benefit.
- vii. Contain assurances that if the grant is being used to purchase assets/equipment that proper storage, maintenance, and insurance will be in place.
- viii. Have been discussed and approved by the relevant chain of command before being submitted.
- ix. Be in line with the Air Cadet Charity objects or purposes.
- x. Align with the Air Cadet Charity Decision Framework.

## 6. Assessment process

All grant applications will be subject to initial assessment by the Charity Director to ensure they meet the basic requirement for funding and are in line with existing RAFAC policies.

- i. Other information may be required, therefore applicants must be prepared to provide such information as is reasonably required to assist Trustees in the decision-making process.
- ii. All grant applications will be reviewed by the Air Cadet Charity Grants Committee before being submitted to the full Board of Trustees for final approval.
- iii. Consideration will be given as to whether Public funding would be more appropriate to fund the project/activity. Furthermore, the Charity Team will verify that requested equipment (such as IT hardware or AT gear) is currently approved for use within the RAFAC environment. If an application requests non-approved alternatives to standard RAFAC



equipment, reasons for this deviation must be provided, though approval remains at the Trustees' discretion.

- iv. The Trustees aim to inform all applicants of the outcome of their application within four weeks of the decision being made at the Trustees' meeting. Please see below for information:

<b>Application window</b>	<b>Grants Committee review</b>	<b>Trustees meeting held</b>	<b>Decision</b>
<b>1:</b> 1 October – 24 January	February	March	No later than 30 April
<b>2:</b> 1 April – 24 July	August	September	No later than 31 October

- iii. Applicants should note that the Air Cadet Charity can receive more applications than it has funds to support. Even if an application fits within the Decision Framework and charitable objects the Air Cadet Charity may still be unable to provide a grant or may award a lower level of grant than requested.
- iv. The Grants Committee and Trustees will provide feedback on unsuccessful applications. This will be included in the email detailing the decision.
- v. Following feedback, unsuccessful applications can be resubmitted in the next application window if appropriate.

## 7. Payment

All grant funds will only be paid into the bank account nominated by the applicant on receipt of signed Terms and Conditions and other requested information. If the grant is to be released in instalments, then payment of subsequent grant instalments will only be paid once satisfactory progress has been demonstrated.

- i. The application must name a contact who has responsibility for the bank account the funds are paid into. Contact details must be provided. The grant applicant must not also be the named contact for the bank account.
- ii. The Charity will confirm when the funds will be paid and the amount(s).
- iii. The named contact must confirm via email that the funds have been received.

## 8. Monitoring, Recognition and Feedback

It is the policy of the Trustees to monitor all grants made. Therefore, before a grant can be confirmed:

- i. Appropriate conditions may be stipulated to the application and progress will be assessed against agreed targets or milestones.



- ii. If the grant is to be payable in instalments, then payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated.
- iii. Failure to submit reports at the time specified will result in an automatic block on any future applications. No new grant requests will be reviewed by the Committee until all outstanding monitoring requirements for previous funding have been resolved.

As part of the terms and conditions of the grant award, recipients will be required to submit a feedback report through the online portal relating to the use of the grant and its impact, which may be used by the Air Cadet Charity for marketing purposes.

Applicants will need to demonstrate that:

- They have delivered the benefits stated would be achieved through the grant.
- Funding has been fully used by the reporting deadline. A summary of financial spend and the submission of evidence of expenditure is required.
- Ongoing storage arrangements, maintenance and insurance are in place (if applicable).
- Any underspend will be returned to the Air Cadet Charity. The Charity will invoice the Squadron/Wing/Region/HQ for the outstanding amount.

Trustees reserve the right to withdraw the grant if:

- Progress reports are unsatisfactory.
- Reports are not received by the agreed deadlines.
- Evidence of expenditure cannot be provided.
- Failure to submit reports at the time specified may also jeopardise any ongoing support from the Air Cadet Charity.
- Grant recipients should contact the Charity in the event of any extenuating circumstances which will contribute to the submission of the report being delayed to allow a mutually acceptable date to be agreed.

### **Grant acknowledgement and publicity**

The Air Cadet Charity encourages all grant recipients to publicly share news of their funded activity or equipment. Sharing your success helps us raise funds to support future grants.

- **Written and online acknowledgement**

Any publication, report, or online feature about the activity or equipment funded by this grant must include proper acknowledgment of the Air Cadet Charity as the donor. Please use the following wording:

“This [activity/equipment] was paid for/partially paid for with a grant from the Air Cadet Charity.”



- **Social media and imagery**
  - **Tagging:** Please tag the Air Cadet Charity in any social media posts relating to the grant using the following handles:
    - **Instagram/Facebook:** @aircadetcharity
    - **LinkedIn:** @Air Cadet Charity
  - **Imagery:** The Air Cadet Charity welcomes any high-quality imagery related to the funded project. An Air Cadet Charity banner to include in your photos can be provided.
  - **Permission: You must ensure that permission is granted from all identifiable persons featured in any photos sent to or shared publicly about the grant.**
- **Sharing outputs**

The Trustees request that you send copies of any published articles, papers, or other official outputs (digital or print) which result from or feature the funded grant activity.

## 9. Frequency of Applications

Due to the high demand for support and the Trustees' commitment to ensuring a fair distribution of funds across the RAFAC, the following limits on applications now apply:

- **One project per application:** Each grant request must focus on a single activity, project, or theme. Multiple unrelated items or projects should not be bundled into one submission.
- **One successful grant per year:** A Squadron may only receive **one** successful grant award per financial year (1 April – 31 March).
- **Reapplying after success:** Once a grant has been awarded, the recipient is ineligible to apply for further funding until the following financial year.
- **Reapplying after being unsuccessful:** If an application is **unsuccessful**, the applicant does **not** need to wait a year. They are welcome to resubmit a revised application or a new project in the very next application window.
- **Reporting:** Regardless of the calendar year, no further grant applications will be considered from any applicant until satisfactory reporting (including evidence of expenditure) for all previous grants has been received and approved by the Charity.
- **Exception for new squadrons:** The Trustees recognise the significant initial costs involved in starting a new unit. Newly established Squadrons requiring broad 'startup' support are exempt from the 'one project per application' rule and may apply for a comprehensive package of equipment and support to get established.

*This policy will be reviewed in September 2026.*

