



# Adventure Training Equipment Grant Application Guidance

May 2026

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## 1. Overview & Phased Rollout

The Air Cadet Charity's Adventure Training Equipment Grant Programme supports access to safe, high-quality, reusable outdoor gear. It is designed to reduce financial barriers for cadets participating in Duke of Edinburgh's Award (DofE) expeditions, entry level adventure training, and introductory expedition training.

To manage demand and distribute funding fairly, the programme operates in structured phases:

- **Phase 1 (Current):** Focused strictly on essential DofE expedition, entry level adventure training, and introductory kit.
- **Phases 2 & 3 (Future):** Will expand to broader and more specialist equipment, subject to budget and dynamic criteria. Separate guidance will be issued upon launch.

## 2. Funding Priorities & Phase 1 Eligibility

### Who Can Apply

- Individual Squadrons:** Applying for approved Phase 1 kit to support their own cadets. Funded up to **£400**.
- Sectors (Joint Applications):** One lead unit applying on behalf of multiple Squadrons to build a shared-use kit bank. Funding is calculated at **£400 per participating Squadron** (e.g., a Sector covering 5 Squadrons can apply for up to **£2,000**).

**Priority Status:** Priority is given to joint Sector applications that demonstrate excellent value through shared use, and to applicants who currently have insufficient, unsafe, or unavailable equipment.

## 3. Approved Phase 1 Kit List & Financial Caps

The Charity will **only** fund items listed below up to the maximum contribution caps shown. Any cost exceeding these caps, or any items requested outside this list, must be covered by local, non-public funds.



### Phase 1: Approved Adventure Training Equipment

Item	Specification / Notes	Maximum Charity Contribution
<b>Waterproof jacket</b>	Waterproof, not water resistant. Adjustable hood, taped seams and breathable fabric preferred.	£80
<b>Waterproof overtrousers</b>	Suitable for expedition use. Ankle zips preferred so they can be fitted over boots.	£50
<b>Sleeping bag, three-season</b>	Suitable for spring, summer and autumn expedition use. Synthetic fill recommended.	£80
<b>Rucksack, approximately 60L</b>	Suitable for expedition use. Adjustable back system and hip belt preferred.	£400
<b>Headtorch</b>	Lightweight, LED and water resistant. Spare batteries should be considered where appropriate.	£25
<b>Sleeping mat</b>	Self-inflating or suitable expedition mat. Not a yoga mat.	£50
<b>Group first aid kit</b>	Suitable for expedition or group Adventure Training use. Must be managed by appropriately responsible staff.	£60
<b>2/3-person tent</b>	Lightweight, waterproof and suitable for expedition use.	£180
<b>Camping stove and fuel equipment</b>	Suitable expedition stove. Cadets must be trained before use. Fuel must be purchased and managed by adults in line with relevant requirements.	£145
<b>Compasses</b>	Silva or equivalent. Reliable and suitable for navigation training and expedition use.	£25 each
<b>Spare sleeping mats</b>	Spare or backup mats for cadets without suitable kit.	£20 each
<b>Dry bags / rucksack liners</b>	Waterproofing support for expedition kit, where justified.	£15 each
<b>Gaiters</b>	For wet or boggy terrain, where justified.	£25

Applicants should note that these are maximum Charity contribution levels. If an item costs more than the maximum contribution shown, the applicant will need to meet the additional cost from local or other funds.



### Critical Kit Rules

- **The Reusable Loan Model:** All items procured via this grant programme must remain the property of the Squadron/Sector as reusable loan kit. They **cannot** become the personal property of any cadet, staff member, or volunteer.
- **Shared Kit Requirements:** Sector/shared applications must explicitly state which Squadrons are involved, who is responsible for the inventory, where it will be stored, and how units will access it.

## 4. Exclusions (What We Will Not Fund)

To protect charitable resources and avoid duplicating public funding, the Charity **will not normally fund:**

- **Specialist Gear (Outside Phase 1):** Kayaking, canoeing, mountain biking, climbing, caving, or bespoke technical kit.
- **Personal & Staff Kit:** Personal Adventure Training kit for adult volunteers (CAVs) or staff.
- **Footwear & Low-Cost Clothing:** Walking boots (which require custom fitting), socks, base layers, fleeces, trousers, underwear, sun hats, or sunglasses.
- **Consumables & Personal Care:** Food, snacks, sun cream, insect repellent, toiletries, towels, or personal individual first aid kits.
- **Unit Infrastructure:** Furniture, shelving, storage sheds, containers, room renovations, or permanent fixtures.
- **Operational & Admin Costs:** OS maps (local unit responsibility), handheld radios, GPS/satellite trackers, recurring subscriptions, licences, or delivery/shipping fees.
- **Retrospective Purchases:** Any kit purchased prior to receiving formal, written grant approval.
- **Duplicate Items:** Replacement gear where suitable, safe kit is already locally available.
- **Public Responsibilities:** Items that fall under the core funding responsibilities of the MOD, RAFAC, or public streams.
- **Other Grant Streams:** IT equipment, Chromebooks, laptops, simulators, Esports gear, or drones (these must use their own dedicated grant pathways).
- **Combined Cadet Force (CCF):** Because funds derive primarily from ATC cadet contributions, CCF units are ineligible and should apply to the Combined Cadet Force Association (CCFA).

## 5. How to Apply

- i. Navigate to 'Apply for a Grant' at [www.aircadetcharity.org.uk](http://www.aircadetcharity.org.uk) and choose the 'Adventure Training Equipment Grant' pathway.
- ii. Enter your contact details, role, and unit (Squadron/Sector) to receive a full application form and a recovery email link.



- iii. To save progress and finish later, type 'N/A' into any blank mandatory fields (\*) and click 'Save' at the bottom of the page.
- iv. Review your entries against policy requirements, then toggle 'Application complete and ready to submit' to 'Yes' to queue for review.

### Application Questions

Kindly note that there is no word limit for the application questions. Responses should be detailed but presented concisely.

Form Question / Label	Guidance
<b>Programme</b>	This will show as <b>Adventure Training Equipment Grant Phase 1.</b>
<b>Application date</b>	This will be pre-populated.
<b>Stage</b>	This will be pre-populated.
<b>Applicant type</b>	Please select whether this is a <b>Squadron</b> or <b>Sector</b> application.
<b>Squadron / Sector name</b>	Please provide the full name of the applying Squadron or Sector. If this is a Sector application, please also list all Squadrons included in the application.
<b>Do you currently have any existing Adventure Training or expedition kit?</b>	Please select the option that best reflects your current Adventure Training equipment provision at the time of application. If selecting ' <b>Yes</b> ', this means your Squadron or Sector already holds some Adventure Training or expedition equipment, such as tents, stoves, rucksacks, waterproofs, sleeping bags, sleeping mats, compasses or first aid kits, and is applying for approved additional, replacement or top-up items. If selecting ' <b>No</b> ', this confirms that your Squadron or Sector does not currently have suitable Adventure Training or expedition equipment and is applying for approved Phase 1 items to support cadet participation.
<b>What Adventure Training or expedition kit do you currently hold?</b>	Please list any relevant equipment already available to your Squadron or Sector. This may include tents, stoves, rucksacks, waterproofs, sleeping bags, sleeping mats, compasses, first aid kits or other expedition kit. If existing kit is damaged, unsafe, expired, insufficient or unsuitable, please explain this clearly.
<b>Approved equipment requested</b>	Please select or list the items you are requesting from the approved <b>Phase 1 Adventure Training Equipment List.</b> Only items included in the approved Phase 1 list will normally be funded.
<b>Quantity requested</b>	Please provide the quantity requested for each item. The quantity should be proportionate to the number of cadets and Squadrons expected to benefit.



<b>How will the Adventure Training equipment be used?</b>	Clearly state how your Squadron or Sector will use the equipment. Please include whether the kit will support DofE expedition activity, RAFAC Blue Badge Adventure Training or introductory expedition activity. Explain the tangible benefits it will provide for cadets and volunteers, and describe the broader positive impact it will have on your Squadron, Sector or participating units.
<b>Who will use the equipment?</b>	Please explain whether the equipment will be used by one Squadron or shared across multiple Squadrons as part of a Sector application. For Sector applications, please explain how the equipment will be made available to each participating Squadron.
<b>Number of cadets to benefit</b>	Estimate the number of cadets who will be impacted by the Adventure Training Equipment Grant during the first 12 months.
<b>Number of volunteers to benefit</b>	Estimate the number of volunteers who will be involved in supporting the activity, managing the equipment, or enabling cadets to use the kit.
<b>Number of Squadrons to benefit</b>	Estimate how many Squadrons will benefit from the equipment. For Sector applications, please ensure this matches the Squadrons listed in the application.
<b>Other beneficiaries</b>	List any other groups or communities, such as parents, partner organisations, local schools or wider RAFAC groups, that may benefit from the equipment, and provide an estimated number if possible.
<b>How will this equipment reduce barriers to participation?</b>	Explain how the requested equipment will help cadets access Adventure Training or DofE activity, especially where cost or lack of suitable kit may otherwise prevent participation.
<b>Storage arrangements</b>	Explain where the equipment will be stored and how it will be kept secure and in good condition. For Sector applications, please identify the lead Squadron or location responsible for storing the equipment.
<b>Equipment management arrangements</b>	Explain who will be responsible for managing the equipment, issuing it to cadets or Squadrons, recording returns, and ensuring that it remains available for cadet use.
<b>Maintenance arrangements</b>	Explain how the equipment will be checked, cleaned, dried, maintained and removed from use if damaged or unsafe. For example, tents should be dried before storage, sleeping bags should be stored appropriately, and stoves or fuel-related equipment should be managed safely.
<b>Kit inventory</b>	Confirm that you will maintain an inventory of all equipment purchased through the grant. This should



	include item, quantity, approximate value, purchase date, storage location, named person responsible, condition checks and maintenance notes.
<b>Risk assessment and mitigation</b>	Identify and describe any potential risks associated with the equipment. This should include safety risks, storage and maintenance risks, financial risks, and reputational risks to the Air Cadet Charity. For each risk, explain your proposed mitigation. Also consider any opportunities arising from the equipment and how you plan to use them.
<b>RAFAC / DofE compliance</b>	Confirm that the equipment will be used in accordance with relevant RAFAC, DofE, safety, training, safeguarding and activity approval requirements.
<b>Other funding sources</b>	Detail any other sources of funding that will contribute to the Adventure Training equipment, including Squadron funds, Sector funds, fundraising, confirmed grants or other support. Please state the amount and source for each.
<b>Total project cost</b>	Enter the total estimated cost of the equipment requested in GBP (£). This should include all approved items you intend to purchase.
<b>Amount requested</b>	Enter the exact grant amount you are requesting from the Air Cadet Charity. For Phase 1, this will normally be capped at <b>£400 for a Squadron application</b> , or <b>£400 per Squadron included in a Sector application</b> .
<b>Date grant funds required</b>	Specify the date by which the grant funds are required.
<b>Financial reporting attached</b>	Indicate which document you are attaching as evidence that financial reporting is up to date. You can obtain these documents by contacting your Civilian Committee. You can choose from the below: <ol style="list-style-type: none"> <li>1. Charity Commission annual accounts</li> <li>2. OSCAR annual accounts</li> <li>3. F60 / independent examiner report for Squadron applications</li> <li>4. F61 / independent examiner report for Wing-level applications, where applicable</li> <li>5. HQ – no attachment required, where applicable</li> </ol> Applications without completed financial reporting attached may be returned.
<b>Supporting financial documentation</b>	Please upload your documentation in either Word or PDF format.
<b>Do you give permission for the application to be shared with your chain of command?</b>	Indicate whether you permit the Air Cadet Charity to share the complete application with your chain of command, such as the Wing OC or other appropriate RAFAC representative, as part of our due diligence checks.



<b>Declaration – approved Phase 1 equipment only</b>	Check the box to confirm that all items requested are included on the approved Phase 1 Adventure Training Equipment List.
<b>Declaration – loan kit only</b>	Check the box to confirm that any personal-use equipment funded through the grant will be retained as reusable loan kit and will not become the personal property of an individual cadet, volunteer or staff member.
<b>Declaration – no duplicate funding</b>	Check the box to confirm that the requested equipment is not already available in suitable quantity and condition, and is not being funded from another source.
<b>Do you have any comments or feedback on the Adventure Training Equipment Grant Programme?</b>	Please share any comments, thoughts or feedback you may have relevant to the programme, your Squadron, your Sector or the equipment requested.
<b>Application complete and ready to submit</b>	Change this to <b>“Yes”</b> once you have completed all sections of the application form and are ready for the Air Cadet Charity to start assessing your application. If you want to return to your application form at a later date to continue editing it, please ensure you select <b>“No”</b> .

## 5. What Happens Next

### i. Screening & Due Diligence

- **Initial Checks:** The Charity will screen your application to verify that all requested kit matches the approved Phase 1 list and fits within the £400-per-Squadron funding cap.
- **Command Alignment:** As part of our standard due diligence, your application may be shared with your chain of command (such as your Wing OC or Wing representative) for local verification.
- **Evaluation Criteria:** Decisions are based on the proportionality of the request, direct cadet benefit, avoidance of local duplication, and the viability of your storage, maintenance, and inventory plans.

### ii. Tracking Your Progress

- **Portal Access:** A copy of your completed form will be uploaded to your application portal. You can log in at any time via your original registration link to track your live application status.
- **Communications:** All updates and requests for further information will be sent via email. The Charity will email you an estimated timeline for your final decision as soon as screening is complete.

### iii. Approval, Payment & Reporting



- **Grant Offers:** Successful applicants will receive an official outcome email detailing the approved funding amount, authorised equipment list, and any specific grant conditions.
- **Claiming Funds:** Before grant funds can be released into your designated bank account, you must return your signed Terms and Conditions, bank verification details, and official purchase evidence.
- **Post-Grant Reporting:** Once the equipment is deployed, you must submit a final report through the portal, including receipts/invoices and proof that the items have been logged in your local kit inventory.

**Need Help?** If you have any questions at any stage of the process, contact the team directly at [grants@aircadetcharity.org.uk](mailto:grants@aircadetcharity.org.uk).

