



Adventure Training Equipment Grant Policy

May 2026

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 charitable 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.

Adventure Training is a core part of the RAF Air Cadet (RAFAC) experience. It gives cadets the opportunity to develop confidence, responsibility, resilience, teamwork, leadership, problem-solving, and independence. It also supports wider cadet participation in the Duke of Edinburgh's Award (DofE), expedition activity, outdoor learning, and progressive training.

The Adventure Training Equipment Grant Programme has been created to support access to safe, good-quality, reusable Adventure Training and expedition equipment. It is intended to reduce financial and equipment barriers that may prevent cadets from participating in Adventure Training, Blue Badge activity, and DofE expedition activity.

This policy provides the framework for the Adventure Training Equipment Grant Programme and should be read alongside:

- The Adventure Training Grant Application Guidance
- Annex 1 — Approved Adventure Training Kit Schedule
- The Air Cadet Charity Terms and Conditions for grant awards
- Any relevant RAFAC, DofE, safety, training, and activity policies

1. Principles

The Trustees will apply the following principles when awarding Adventure Training Equipment Grants:

- Named Responsibility for Equipment:** Applications must nominate a named individual who will be responsible for the Adventure Training equipment request and the ongoing use and management of that equipment.



- ii. **Separation of Financial Duties:** Applications must provide the name and contact details of the individual(s) responsible for managing the grant funds. This must be a different person from the named individual responsible for the equipment.
- iii. **Equal Consideration:** All applications from previous recipients of grants or from previously unsuccessful applicants will be considered on their own merits. Any new application will in no way receive preferential or adverse consideration.
- iv. **Reusable Group Assets Only:** The Air Cadet Charity will not normally make grants to individuals unless as part of the Air Cadet Development Scheme bursaries (see separate policy for details). Funding is strictly intended to support reusable cadet equipment held by a Squadron or Sector. It must not be used to purchase equipment that will become the personal property of an individual cadet, volunteer, or staff member.
- v. **Partnership and Shared Use:** The Air Cadet Charity willingly works in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation. This includes supporting shared Adventure Training equipment that benefits multiple Squadrons, Sectors, Wings, or Regions, provided clear arrangements are in place for storage, access, issue, return, maintenance, and reporting.
- vi. **Submission Windows:** Applications must be submitted during the designated submission windows:
 - **Window 1:** 29 May – 30 June 2026
 - **Window 2:** TBC
- vii. **Asset Ownership and Liability:** The Air Cadet Charity will not own these assets and is not responsible for the storage, maintenance, repair, replacement, loss, damage, or insurance of any equipment. Applicants commit to ensuring proper storage, maintenance, safe use, inventory management, and adequate insurance are in place. The Charity reserves the right to request evidence of this and to withhold further funding if these measures are missing.
- viii. **Compliance:** All equipment funded must be appropriate for the intended activity and must comply with current RAFAC, DofE, safety, training, and activity requirements.
- ix. **Approved Kit List:** Applicants must only request equipment included in the approved Adventure Training Equipment Grant kit list for the relevant grant phase. Any equipment outside the approved list will not normally be funded unless agreed by the Charity in advance.
- x. **Proportionality:** Applicants must demonstrate that the quantity of equipment requested is reasonable and proportionate to the number of cadets and units expected to benefit. The Charity will not fund duplicate or replacement equipment



where suitable equipment is already available locally in sufficient quantity and condition.

- xi. **Local Inventory:** Successful applicants must maintain a local inventory of all equipment purchased through the grant. This inventory must include the item, quantity, approximate value, purchase date, storage location, named responsible person, condition checks, maintenance notes, and replacement/disposal notes.

2. Exclusions & Non-Fundable Items

The Trustees will not normally approve the use of Air Cadet Charity funds for any equipment, activity, or project that falls outside the approved Adventure Training Equipment Grant scope, or contradicts existing RAFAC, DofE, safety, training, and activity policies.

To ensure a fair allocation of resources, protect charitable funds, and avoid duplication, the following items and categories **will not normally be funded**:

- **Items Outside the Approved Kit List:** Any item not included in the approved Adventure Training Kit Schedule for the relevant grant phase.
- **Equipment Outside the Scope of Phase 1:** Phase 1 is focused strictly on DofE expedition kit, entry level adventure training kit, and introductory expedition equipment. It excludes larger specialist equipment such as kayaks, canoes, mountain bikes, climbing, caving, or other specialist technical gear.
- **Personal Ownership & Adult Volunteer Kit:** Equipment that becomes the personal property of an individual, or personal Adventure Training kit for CFAVs (Civilian Committee / Adult Volunteers), staff, or adult volunteers.
- **Walking Boots:** Boots require individual professional fitting and are unsuited to a reusable loan-kit model. Families are expected to source their own footwear.
- **Low-Cost Clothing and Consumables:** Walking socks, base layers, mid-layer fleeces, walking trousers, underwear, nightwear, sunglasses, sun hats, personal wash kits, towels, insect repellent, sun cream, food, or snacks.
- **Personal First Aid Kits & Water Bottles:** Individual items that present practical hygiene or replacement issues. Group first aid kits and wider reusable unit "kit-banks" may be considered if listed on the approved kit list.
- **OS Maps:** Units are expected to hold maps for their local operating area as a local operational responsibility.
- **Communications & Tracking Devices:** Handheld radios, GPS devices, satellite trackers, or similar electronics. Safety communications must be handled through existing, standard RAFAC protocols.
- **Ongoing Operational Costs:** Subscriptions, recurring fees, licences, memberships, or service charges.



- **Retrospective Purchases:** Equipment purchased before receiving formal, written grant approval from the Charity.
- **Delivery and Shipping:** Delivery, shipping, or import costs unless specifically agreed in advance.
- **Infrastructure and Fixed Assets:** Furniture, storage units, sheds, containers, building works, room refurbishments, internet connectivity, permanent fixtures, or landscaping.
- **Bespoke or Non-Scalable Equipment:** Highly specialist or custom items that cannot be replicated fairly or assessed consistently across the organisation.
- **Items Falling Under Other Dedicated Grant Streams:** Items such as Immersive Technology, simulators, Esports equipment, Chromebooks, laptops, general IT, drones, or standard First Aid equipment. These must be applied for through their respective dedicated grant programmes.
- **Combined Cadet Force (CCF) Unit Requests:** Because the majority of the Air Cadet Charity's funding originates from Air Training Corps (ATC) cadet contributions, grant requests from CCF units will not be considered. CCF units should apply directly to the Combined Cadet Force Association (CCFA).

3. Grant Application Process

All applications must be made online through the Air Cadet Charity grant application portal at www.aircadetcharity.org.uk.

All applications will be assessed collectively following the close of each application window. Once final decisions are reached, applicants will be notified of the outcome via email.

4. Application Requirements

To be considered for funding, applications must clearly demonstrate and include the following:

- **Statement of Purpose:** Explain what equipment is being requested, why it is needed, and how it directly supports cadet participation.
- **Unit Contact Details:** Provide the names and contact details of the applying Squadron or Sector, clearly identifying the lead Squadron responsible for holding the kit and completing reporting.
- **Timeframe:** Provide an estimated date or timeframe for when the equipment will be purchased and deployed.
- **Justification of Need:** Explain why local non-public funds (Squadron, Sector, Wing, or local fundraising) cannot fully meet the cost, and outline any local financial contributions being made.



- **Beneficiary Impact:** Demonstrate how the need was identified, how many cadets will benefit, and whether the kit will be shared across multiple units to drive maximum value.
- **Chain of Command Support:** Confirm that the request has been discussed and approved by the relevant chain of command (e.g., Wing OC, Wing Chair, or Regional Commandant) prior to submission.
- **Declarations of Compliance:** Formal confirmation that the applicant will adhere to the core principles of this policy, specifically regarding the *Approved Kit List*, *Proportionality (avoiding duplication)*, *Storage & Insurance*, *Retention of Loan Kit*, and the maintenance of a *Local Kit Inventory*.

5. Assessment Process

All grant applications will undergo an initial assessment by the Grants Manager and Charity Director to ensure they meet basic eligibility and align with existing RAFAC policies.

- Further Information:** Applicants must be prepared to provide additional details, documentation, or chain-of-command confirmation upon request.
- Proportionality & Management Review:** The Charity Team will verify that items match the approved list, do not unnecessarily duplicate existing local kit, and have viable storage and maintenance plans in place.
- Notification of Outcome:** The Charity aims to inform all applicants of the outcome via email within four weeks of a decision being reached. The email will confirm if the application is successful, partially successful, unsuccessful, or requires further information.
- Funding Limitations & Partial Awards:** Because demand may exceed available funding, the Charity reserves the right to decline eligible applications or make partial awards, prioritising items that most directly impact cadet access, safety, and value for money.
- Feedback and Resubmissions:** Feedback will be provided on unsuccessful applications where appropriate. Under the guidance of this feedback, applicants are welcome to resubmit a revised application in a future grant window.

6. Payment

All grant funds will be paid directly into the bank account nominated by the applicant, subject to the following conditions:

- Signed Terms:** A signed copy of the Grant Terms and Conditions must be received by the Charity before any funds are released.



- ii. **Separate Account Contact:** The application must name an account contact who holds responsibility for the target bank account. To maintain financial safety and oversight, **the grant applicant must not be the same person as the named bank account contact.**
- iii. **Instalments:** If a grant is released in instalments, subsequent payments are strictly dependent on the submission of satisfactory progress updates.
- iv. **Receipt Confirmation:** The named account contact must confirm via email immediately upon receipt of the funds.

7. Monitoring, Recognition, and Feedback

It is the policy of the Charity to monitor all awarded funding.

Reporting Requirements

As part of the grant terms, recipients must submit a final feedback report through the online portal by the specified deadline. This report must demonstrate that:

- The stated cadet benefits have been achieved.
- Funding has been fully utilised, supported by a summary of financial spend and official evidence of expenditure (receipts/invoices).
- Ongoing storage, inventory logs, and insurance protections are active.
- **Any underspend will be returned to the Charity.** The Air Cadet Charity will issue an invoice to the Squadron or Sector for any remaining unspent funds.

Penalties for Non-Compliance

The Trustees reserve the right to withdraw a grant, halt future instalments, or implement an **automatic block on any future grant applications** if:

- Progress or financial reports are unsatisfactory or missing.
- Valid evidence of expenditure cannot be provided.
- Outstanding monitoring requirements from previous grant cycles remain unresolved.

Note: If extenuating circumstances arise that will cause a reporting delay, recipients must contact the Charity immediately to agree upon a mutually acceptable extension.

Grant Acknowledgement and Publicity

Publicising successful grants helps the Air Cadet Charity raise funds to secure future grant cycles.

- **Written Acknowledgement:** Any publication, official report, or online feature featuring the equipment must include the wording: *“This [equipment] was paid for/partially paid for with a grant from the Air Cadet Charity.”*



- **Social Media:** Recipients are requested to tag the Charity using **@aircadetcharity** (Instagram/Facebook) and **@Air Cadet Charity** (LinkedIn).
- **Media Consent:** If sending high-quality imagery to the Charity (or posting it publicly), the unit must ensure formal media permission has been granted by all identifiable persons (or their guardians) featured in the photos.
- **Shared Outputs:** Copies of published articles, print media, or papers featuring the grant project should be sent directly to the Trustees.

8. Frequency of Applications

Due to high demand and the Trustees' commitment to ensuring a fair and proportionate distribution of funding across the RAFAC estate, strict application limits apply:

- **One Application Per Window:** Each applicant (Squadron or Sector) may submit only **one** Adventure Training Equipment Grant application per open phase/window. Subsequent submissions within the same window will not be reviewed.

This policy will be reviewed in September 2026.

