



HOW TO APPLY FOR GRANTS FROM RUGBY FOR HEROES

1. AIM OF THESE GUIDANCE NOTES

To explain the procedures and arrangements for those seeking assistance from Rugby For Heroes.

2. CONSTITUTION AND COMPOSITION OF Rugby for Heroes

The aim of the Rugby for Heroes is to raise awareness and funds through its own efforts and the wider rugby community to provide support to our servicemen and women when they need it most. The Charity began its work in 2011 and has developed an enviable track record in raising funds to assist servicemen and women as the transition from military to civilian life.

Rugby for Heroes has no formal connection with any other 'For Heroes' charity, but works alongside and in conjunction with a wider family of military support networks and charities to provide financial and personal assistance.

The 2015 Board of Trustees of Rugby for Heroes is shown below:

Patron Mike Tindall MBE

Trustees: Tim Allen, Steven Lamb, Simon Bailey, Mike Glogg MBE.

The Trustees and Rugby for Heroes volunteers have wide-ranging career experiences in business and competitive sport, at the highest levels. They are in turn, supported by a military sub-committee made-up of 'rugby-minded' service personnel.

3. GENERAL PROVISIONS

a. Eligibility.

The following organisations and persons are eligible to receive support from Rugby for Heroes where such support falls within the charitable objects of the charity:

- Personnel from all three Services requiring assistance as they transition from their respective Service to 'civilian life'
- Personnel from all three Services requiring assistance in dealing with the aftermath of personal trauma or misfortune.

Applications for assistance should, where appropriate, be submitted to the Committee Secretary, Paul Sayer, by post to:

**Rugby for Heroes
Unit 3
St. James Court
285 Barton Street
Gloucester
Gloucestershire
GL1 4JE**

b. Considerations and Priorities.

Trustees expect to receive applications from Armed Forces welfare organisations. The charity does not normally accept applications for individual assistance direct from the individuals themselves.

Trustees prefer applications for specific and identifiable projects, with long-term effect rather than those of a general nature; although they may still consider the latter. The award of a grant for a specific project will not set a precedent for the award of grants for similar projects or for the support of similar organisations in the future.

c. Prior Approval.

Applications for retrospective grants will rarely be considered. All proposed project-funding by Rugby for Heroes must have the approval of the Trustees before the project commences.

d. Financial Conditions.

- It is NOT expected that applicants will contribute an appropriate amount towards project costs from their own funds.
- Trustees may request further information on the financial status of applicants.
- Any grant awarded shall be treated as a 'one-time donation' solely for the purpose specified in the application.
- If the project is abandoned the money must be refunded and may not be expended on an alternative project without the explicit authority of the Trustees.

e. Insurance, Maintenance, Repair and Fitness for Purpose.

Recipients of grants shall have full responsibility for the provision of insurance cover and all necessary maintenance or repair of items or facilities or services purchased with the help of a Rugby for Heroes Grant. Applicants for materiel purchases should note that it is their responsibility to ensure that the items are suitable for the intended use; for example, expedition equipment must meet Duke of Edinburgh Award standards. Rugby for Heroes will not take any responsibility for any items, facilities or services purchased.

f. Liability.

Applicants should also note that the allocation of a grant to support activities such as an expedition or adventurous training does not amount to acceptance by Rugby for Heroes of responsibility for the safety aspects of an activity. These remain the responsibility of the applicant/organiser of the activity and any approval authority.

g. Publicity

It is a condition of any grant that all successful applicants will publicise the support given to them by Rugby for Heroes. That publicity is essential for generating financial support for the Rugby/Military family. Details of how this publicity will be organised are required on the Application Form. Feedback on the outcomes of any supported project are also expected from beneficiaries.

4. ORGANISATION

The Board of Trustees normally meets four times a year and directs the work of the Charity to allocate grants to applicants. The CEO of Rugby for Heroes is responsible for the day-to-day administration of the Charity, for overseeing the accounts of the Charity, controlling the payment of grants made by the Trustees and providing confirmation from the recipients that their grants have been properly allocated and used.

5. GRANTS AND APPLICATION PROCEDURES

a. Grant Applications.

Applications may be submitted at any time and will normally be considered at the next meeting of the Rugby for Heroes Trustees. However, if necessary, applications will be considered out of committee by Trustees. Application procedures are shown at Annex A.

b. Accountability.

Organisations and individuals benefiting from an Rugby for Heroes grant should be aware that:

- Appropriate control must be exercised to ensure that items purchased or projects undertaken are properly accounted for and that a summary of expenditure is submitted to Rugby for Heroes immediately after the project has been completed.
- All items acquired with the support of Rugby for Heroes should be marked accordingly, with a plaque or plate, unless the Trustees of Rugby for Heroes, agree that it is inappropriate to do so.
- Trustees expect to receive evidence of best use of their grants. Beneficiaries must make arrangements for photograph(s) of items purchased or projects undertaken to be forwarded to the CEO of Rugby for Heroes under cover of a short letter. These letters and photographs provide confirmation that the grants have actually benefited those for whom they were intended. Letters should therefore be forwarded immediately after the item/project has been purchased or completed. Where further benefits have later been found to have resulted from the purchase or project the Trustees would be pleased to hear from beneficiaries.

Rugby for Heroes Grant Application Form

Format

An application form is provided for use by applicants. This should be completed as thoroughly as possible, detailing full details of the project or item and progress to date; the total cost of the project, the grant requested and the financial circumstances of the organisation applying. It is important that details are included of to whom the cheque should be made payable and the address and contact details given for the principal contact.

Other information can be provided on separate sheets – e.g. justifying statistical data, cost quotations, maps of site, working drawings of items to be made/purchased, promotional literature etc.

Applications forms should be submitted to the Secretary, Rugby For Heroes, by post to:

**Unit 3, St. James Court
285 Barton Street
Gloucester
Gloucestershire
GL1 4JE**

The charity does not normally accept applications for individual assistance direct from the individuals themselves.

Payment of Approved Grants

Once a grant is approved, the CEO will normally aim to send a cheque, directly to the recipient within 7 working days of Trustees' approval.

Avoidance of Delay

It is important that once large grants have been approved, they are used without undue delay. If there is an exceptional reason why the grant cannot be spent within our financial year (which ends on 28 February) then authority may be given, on request, for the money to be carried forward.

Requests for Payment

For large projects, grants will normally be paid when the project is completed or as soon as it is necessary to make payment or part-payments of bills. Request for payment, or part-payment, of an approved grant may be made direct to the CEO of Rugby for Heroes in writing. All such requests must be accompanied by the relevant supporting documentation.