



## 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 (R4H).

### 2. CONSTITUTION AND COMPOSITION OF R4H

The aim of the R4H 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 2012 and since then has been proactive, innovative and worked hard to raise funds to assist servicemen and women as they transition from military to civilian life.

R4H has no formal connection with any other 'For Heroes' charity but works alongside and in conjunction with the wider family of military support networks and charities to provide financial and personal assistance.

The 2018 Board of Trustees of Rugby For Heroes is shown below:

**Patron:** Mike Tindall MBE

**Trustees:** Simon Bailey (Chairman), Mike Glogg MBE, Steven Lamb, Lt Col Graham (Spike) Quant MBE, Peter Topham.

**Secretary:** Paul Sayer (address applications to Paul)

The Trustees and Volunteer Team have wide-ranging career experiences in business, HM Forces and competitive sport, at the highest levels. They are in turn, supported by 'rugby-minded' volunteers drawn from an equally wide-ranging background.

### 3. GENERAL PROVISIONS

#### a. Eligibility.

The following organisations and persons are eligible to receive support from R4H where such support falls within the charitable objectives of the charity:

- Currently serving or retired personnel from all three Services requiring assistance as they transition from employment within their respective Service to 'civilian life'. Serving personnel must be in their final two years of service and have proof of their termination and departure date. Retired Service personnel must have official proof of Service.
- Other military charities/organisations who are seeking a R4H grant to help personnel from all three Services, (who meet the criteria detailed above), must be registered with the Charities Commission.

## **b. Considerations and Priorities.**

Trustees expect to receive applications from, Armed Forces welfare organisations but will acknowledge bespoke requests. 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 R4H must have the approval of the Trustees before the project commences.

## **d. Financial Conditions.**

- Whilst the Charity would NOT generally expect that applicants should contribute towards project costs from their own funds, this would be dependent on the nature and overall cost of the project.
- 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 R4H 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. R4H 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 R4H 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 R4H. Given that publicity is essential for generating future financial support within the wider military and rugby communities, details of how this publicity will be organised are required on the Application Form. Feedback on the outcomes of any supported project is 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 R4H, Head of Fund Raising (Hd of FR) is responsible for the day-to-day administration of the Charity, for overseeing the accounts

of the Charity, controlling the payment of grants approved 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 R4H Trustees. However, if necessary, applications will be considered out of committee by Trustees. Additional information about the application procedure can be found in Annex A.

### **b. Accountability.**

Organisations and individuals benefiting from an R4H grant should be aware that:

- A summary of expenditure must be submitted during the application process and on immediate completion of the project, together with relevant invoices and receipts.
- All items acquired with the support of R4H should be marked accordingly, with a plaque or plate, unless the Trustees of R4H, 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 Head of Fundraising 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.

## **6. PERSONAL DATA**

Rugby For Heroes will treat all personal data in accordance with current legal requirements. Any Grant awarded is conditional on the applicant agreeing to R4H sharing their personal data within the charity; R4H will **not** share Applicants' data with any 3<sup>rd</sup> Party Organisation.

## **R4H 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 the details of to whom the cheque should be made payable, together with the address and contact details 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:

**The Secretary,  
Rugby For Heroes,  
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 Chairman 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 the financial year (ending 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 Head of Fundraising in writing. All such requests must be accompanied by the relevant supporting documentation.