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**ACSO
3206
(FIRST EDITION)**



ARMY

ARMY COMMAND STANDING ORDER

NO 3206

ARMY WELFARE FUNDS

ISSUED APRIL 2016

Sponsored By:

Director Personnel

Authorised By:

Deputy Chief of the General Staff

ARMY COMMAND STANDING ORDER NO 3206 (FIRST EDITION)

ARMY WELFARE FUNDS

Introduction

1. There is a wide range of welfare and charitable funds from which grants can be sought by units, sports associations, clubs, and welfare organisations for welfare, recreational and sporting projects and equipment. This Order deals with those non-public funds under the direct control of Army Headquarters (Army HQ) that are grouped under the generic term Welfare Funds.
2. This Order does not cover:
 - a. Other non-public funds donated by independent organisations and charities. However, details of those organisations independent of Army HQ that will make grants to units for collective welfare and recreation are briefly detailed at Annex D.
 - b. Public welfare funds which are subject to separate publications, notably JSP 770.
3. Welfare Funds are disbursed by the Army Welfare Grants Committee (AWGC) which receives annual allocations from the Army Central Fund (ACF) and the Nuffield Trust for the Forces of the Crown (NT). The AWGC can approve grants from those funds, within delegated limits, and may also recommend applications to the Trustees of those funds where appropriate. Those submitting applications for grants need not be overly concerned about the source of funds but should consult the principles on which welfare grants are provided, which are at paragraph 8. If the application is within the principles then it can be submitted to Army HQ as described below. Advice on welfare funds can be sought from:
 - a. Regional Point of Contact (RPoC) or theatre G1 staff.
 - b. SO2 Welfare Funds at HQ Regional Command (RC), who is Secretary RCWGC, telephone 94222 7653 or 01252 787653.
 - c. SO2 Welfare Funds at Army HQ, who is Secretary to the AWGC, telephone 94391 3432 or 01264 383432.

Aim

4. The aim of this Order is to provide a guide to the procedures by which grants are made from Welfare Funds.

Outline of the application process and the chain of command

5. **Applications.** Any unit, sporting or welfare organisation within the Army may submit an application for a welfare grant. As the majority of applications are from units the term is used generically throughout this instruction to embrace all organisations applying for grants. All bids must be staffed through the chain-of-command except where an application is from a discrete organisation such as a Sports Association or Union. The normal channels for submitting bids are detailed at paragraph 10. Once an application has been submitted Units should not commit to any expenditure until the grant has been approved.
6. **Formation Screening.** Applications submitted to the chain-of-command will be collated and screened at both RPoC and formation level. The regional and formation Grants Committee will meet periodically to consider all bids for grants (see paragraphs 17 to 19). It is their task, on behalf

of the Commander, to ensure that the available non-public welfare funds are distributed equitably. The Committees also have access to their own welfare funds and may decide to meet bids from their own resources. Committees will pass bids that cannot be met from local resources to the next higher Grants Committee for consideration. They should prioritise the bids and provide information on the strength of the bid and the circumstances of the unit or bidding organisation.

7. **Army HQ screening.** The AWGC meets three times a year. The Committee has a number of responsibilities and details of how it conducts business are given at paragraphs 20 to 23 below.

Principles on which welfare grants are provided

8. The Terms of Reference of the various funds referred to in this instruction vary in emphasis, but in general the following principles apply:

- a. Grants are normally provided only for tangible assets.
- b. Grants are only provided for projects which promote the efficiency of serving personnel and enhance their wellbeing, and, in certain circumstances, the wellbeing of their dependants.
- c. For projects which benefit a significant number of civilians, there should be a contribution from civilian sources or evidence that use of the facility by civilians is of benefit to the Service users.
- d. Preference is given to small projects, because funds disbursed on a number of small projects benefit more people than one large project favouring limited numbers.
- e. Projects should not favour one category of personnel (such as officers or WOs only).
- f. For the provision of sports facilities, preference is given to projects which benefit the largest number of service personnel at unit level. Grants for prestige events or large capital facilities have to be justified in terms of the numbers of service personnel who will directly use the facility rather than being determined by the needs of a few gifted individuals seeking to secure the use of first class facilities.
- g. Only in exceptional cases are grants provided for items which are or may properly be chargeable to public funds or which are listed as Category 1 or scale provision.
- h. Funds should not be used to provide any form of entertainment including food or drink for messes or celebrations. This includes the funding of equipment used solely for entertainment, such as marquees. However, funds may be used to support fetes or open-days which are designed to generate money for charitable purposes.
- i. Funds should be used for the collective welfare of a garrison, station or unit and may not be expended on individuals or their families as a charity or as a means of supplementing the pay of individuals, whether military or civilian. No expenditure may be authorised to discharge indebtedness of any kind.

j. Welfare funds are for discrete projects and will not be granted for any long-term commitment. Neither are they to be used for running or maintenance costs, fees or licences, travel and subsistence, accommodation, equipment hire or items such as ski lift passes.

k. Grants are not provided for unit expeditions, adventure training (AT), sports tours or battlefield tours. Grants for major Army and Joint Service Expeditions may be considered by the Trustees of the ACF and advice should be sought from the Secretary ACF before submitting an application.

l. Applications for equipment or clothing which should properly be funded by the unit will not be considered, including such items as Regimental sports strip.

m. A grant is approved on the understanding that it is a percentage of the project cost and the unit will provide a stated contribution. If the total cost of the project or equipment is less than that originally estimated by the unit then the grant will be reduced proportionally. If the project is more expensive than estimated then the unit will be expected to bear the extra cost.

Submitting applications

9. **Timetable.** The AWGC meets three times a year and bids must reach Army HQ six weeks before the meeting so that they can be checked and collated. Applicants should consult formation G1 staffs to determine the dates of their screening meetings, but in outline the annual timetable is:

Formation (RC, BFG, LONDIST)		Army HQ	
Submissions	Screening	Submissions	Screening
1 Apr	May	1 Jun	Jul
1 Aug	Sep	1 Oct	Nov
1 Jan	Feb	1 Mar	Apr

10. **Channels for submission of bids.** Bids for grants are to be submitted as follows:

- a. **UK Units.** Through RPoC to HQ RC.
- b. **Germany Units.** Through the G1 chain of command to HQ BFG.
- c. **Other Units:**
 - (1) **HQ British Gurkhas Nepal (BGN).** To HQ RC. BGN includes Kathmandu (BGK), Pokhara (BGP) and Dharan (BGD).
 - (2) **British Forces Brunei (BFB).** Through HQ 11 Inf Bde and HQ SE to HQ RC.
 - (3) **British Army Training Unit Suffield (BATUS), British Army Training Unit Kenya (BATUK) and British Army Training Support Unit Belize (BATSUB).** Through SO2 G1 at Collective Training Group (CTG), Land Warfare Centre (LWC) to Army HQ.
 - (4) **United Nations Force in Cyprus (UNFICYP), British Forces Gibraltar (BF Gibraltar), British Forces Cyprus (BFC), British Forces South Atlantic Islands (BFSAL) and the British Army Support Officer (BASO) Fiji:** Direct to Army HQ.
- d. **Army, Regimental or Corps Sports Associations and Unions.** Through ASCB, with a copy to the Formation HQ in whose area the amenity is situated, to Army HQ.

11. **Out of committee bids and standard grants.**

a. Applications will not normally be considered out of committee because the members of the AWGC are unable to compare bids with others from across the Army but exceptions may be made where, through no fault of the applicant or unit, delay may seriously jeopardize the success of a project. In addition the AWGC has delegated authority for approval for certain categories of grant:

(1) **Standard grants.** Standard grants are for those projects where the criteria for approval are clear, the demand is high and prompt approval benefits units. These include:

(a) **Minibuses.** Authority delegated to AH PS4(A) (member of the AWGC). See Annex C.

(b) **Winter sports equipment and mountain bikes.** Authority delegated to SO2 Welfare Funds PS4. See Annex B (paragraph 14 to 19).

(2) **Tri-Service grants.** Authority delegated to AH PS4(A) for the approval of applications for Tri-Service grants up to the NT Minor Grant level of £12,500, when the application is led by another Service and delay might cause undue difficulty.

b. Standard grants may be refused or deferred if demand is exceptionally high and the Secretary AWGC judges that there may be insufficient funds to cover higher priority bids. In such cases the application will normally be referred for consideration at the next AWGC meeting. From time to time the AWGC may decide, for whatever reason, to stop certain standard grants altogether and units should seek advice (see paragraph 3) before submitting an application.

c. Applicants for standard grants should not assume automatic approval, but must wait to receive formal approval from Army HQ before committing funds. All out-of-committee grants are collated and submitted to the next AWGC meeting for formal ratification and for ease of accounting the effective date of the grant will be the date of that meeting.

d. The standard grant levels will be reviewed every three years

12. **Retrospective bids.** Retrospective bids will only be considered in exceptional circumstances as they put unacceptable pressure on the AWGC.

13. **Major grants and building projects.** The bulk of applications for grants will be relatively minor involving simple equipment and services, and the application form at Annex A is adequate for that purpose. Units submitting applications for larger grants (over about £25,000), or those involving building work, will have to take into account many more factors and it is imperative that those projects are planned in good time, that expert advice is taken, and that the Chain of Command and Army HQ are consulted at an early stage to identify appropriate funding. Guidance on infrastructure projects is given at paragraph 16.e.(4).

14. **Tri-Service grants.** Where a unit is tri-Service, or has a significant RN, RM or RAF element, this must be clearly shown on the application (see paragraph 16.d.(1)). On receipt of the application Army HQ will give consideration to seeking contributions from the other Services. Contributions towards welfare grants for Tri-Service Units will usually be determined by the unit establishment. Similarly, clubs that serve a set number of units, such as those in some overseas stations, often develop a character and because of location, or type of activity, tend to have a distinct Service bias and a settled membership that can be used to apportion any sports grant. However, certain clubs, associations or facilities have a fluid membership and to take a snapshot of current users, members or beneficiaries is often unfair (an example being the Nuffield Centre at

Llanfair, on Anglesey, a facility open to all Service personnel). In such circumstances the “Nuffield Trust formula” will be applied and grants will be divided according to the relative strength (Regular and Reserve) of the three Services. The formula is currently set as Army 62%, RAF 19% and RN 19%. When a Service contribution is less than £250 then cost sharing arrangements may be waived with the agreement of the other contributing Services.

Completing application forms

15. **General.** The application form to be used when applying for grants from welfare funds is at Annex A. Applicants should note the following general principles:

- a. **Submission.** Applications must be submitted by email, in normal document form.
- b. **Brevity.** The AWGC considers up to 80 bids at a meeting so applications need to be clear and concise.
- c. **Format.** As a general rule the application should be no more than 2 pages in normal font and the form should not be customized by the addition of unit titles or badges. Supporting documents and pictures can be attached if essential. Paragraph headings on the application form that are not applicable are to be deleted.
- d. **Sports equipment.** Units bidding for sports equipment should refer to Annex B, as some sports are subject to specific rules.
- e. **Minibuses.** Units bidding for a minibus should refer to Annex C.

16. **Project.**

a. **Requirement (Annex A, Paragraph 3).**

(1) **Outline.** Briefly outline, in a sentence or two, what is required in terms of equipment, facilities or buildings.

(2) **Finance.**

(a) Give a clear breakdown of the overall project cost, the contributions from other sources and the total grant sought. Units should aim to provide a reasonable contribution in order to demonstrate commitment to the project, although much will depend on the cost of the project and the circumstances of the unit. The total contributions from the unit and other sources should normally be at least 25%, leaving a grant of 75% of the project cost. Annexes B and C detail the level of contributions expected for specific sports equipment and for minibuses.

(b) Where a unit is unable to provide a contribution, or cannot meet the 25% target, an explanation should be given in the justification paragraph (see below) which must be endorsed by the Formation HQ. Units should seek financial support from Formation, Regimental, Corps or other appropriate funds and if no support is forthcoming, or not sought, explain why.

(c) Where the grant requested is below £1,000 the unit must show strong evidence that the money could not be found from other sources.

(d) All costs must be rounded-up to the nearest £1 and expressed in Sterling, or if in a foreign currency the Sterling equivalent must be clearly shown.

b. **Project costs (Annex A, Paragraph 4).** The AWGC will need to be assured that the Project Officer has explored all reasonable options and chosen the best, though not necessarily the cheapest, solution. This paragraph should include a very brief list of the options and quotes considered. Where construction work is concerned, or the list of equipment required is long or complicated, a separate table should be attached. For major projects, over £10,000, the final quotation or estimate should also be attached. The totals on such supporting documentation must clearly match the financial breakdown at paragraph 2 on the application.

c. **Justification (Annex A, Paragraph 5).** Give sufficient information to show the AWGC how the equipment or amenity is to be used, including any peculiarities arising from the role or location of the unit. If necessary explain the finance and level of contribution from the unit and other sources. Include details of any equipment or facility being replaced and the original source of funds. Explain any time constraints and the likely timeframe for any extended project.

d. **Supporting information (Annex A, paragraph 6).** The supporting information required will vary with the type of project. The following should be considered for inclusion:

(1) **Numbers involved.** Give a breakdown of the number of individuals likely to benefit, or the club membership or team size as appropriate. If personnel from either of the other two Services or civilians will benefit this must be shown.

(2) **Running costs.** All running costs are the responsibility of the unit and applications must show how such costs will be met. Running costs include:

(a) Day-to-day running costs.

(b) Licensing where appropriate.

(c) Insurance.

(d) Routine maintenance and servicing costs. The Committee will accept, as part of the project cost, warranty or service deals that are obviously beneficial and cost effective. The Committee may also approve grants for replacement of major assemblies which by their nature have a shorter life span than the total amenity.

(3) **Club fees and hire charges.** For major projects, particularly those which are costly to run, some indication should be given in the bid to show the charges made to service personnel, and, if relevant, civilians using the amenity. The AWGC requires evidence that service personnel will receive value for money and charges against the individual or unit PRI are fair.

(4) **Evidence of sound financial management.** The AWGC will need to be assured that, where appropriate, plans are in place to maintain facilities and equipment for a reasonable period. For grants for construction work and improvements to buildings the unit has to demonstrate sound financial planning for running the amenity.

e. **Support from the Subject Matter Expert (Annex A, paragraph 7).** Almost all applications will require comment from SMEs. This should not simply be a bland statement of support but should include comment on whether or not the equipment or facility being requested is correct, reasonably priced and fit for purpose. The support required from sports associations and governing bodies is relatively straightforward and should be sought before the bid is submitted to the chain-of-command. For non-sports related bids applicants may have to consult a number of SMEs:

(1) **Welfare.** Most welfare projects will require local Army Welfare Service (AWS) involvement and endorsement.

(2) **Legal.** Health, safety and legal requirements must be considered. Facilities may have to be licensed or registered and, where children are involved, there may be a need for individuals to be vetted. Assurance that such factors have been considered must be included on the application. Where an application for a grant includes an impact statement from an external SME (such as an OFSTED report on a school) the impact of not providing the facility or equipment must be explained.

(3) **Partnership.** If a local civilian organization is involved in the project then endorsement from their governing body or the local authority may be required.

(4) **Infrastructure.** Where any project affects the defence estate, such as construction work or the installation of utilities, evidence must be given of engagement with the local property manager or site estate representative, as well as the Station or Garrison staff. Any infrastructure project over £25,000 requires a Statement of Need (SoN) to be submitted via the appropriate Brigade to HQ RC and then to Army Infrastructure at Army HQ for endorsement. Rough Order of Costs are to be obtained through the DIO before any bids for Army welfare funding are submitted for consideration by the AWGC. Units must explain how the project will be managed, who will own the finished product and how whole-life maintenance costs will be borne.

f. **Support from the Chain of Command (Annex A, paragraph 8).** Comment should be included from the CO or equivalent as well as the screening committee. Formation comment on the priority to be accorded each bid is vital that units are dealt with equitably and also to confirm that the equipment or project is essential and cannot be provided locally. Comment should if possible be included on the application and not in the form of a separate, additional, supporting letter.

g. **Details of Project Officer (Annex A, paragraph 9 and 10).** Additional information may be required by Formation or Army HQ and clear contact details must be given.

Regional and formation Welfare Grant Committees

17. **Terms of Reference.** Each Welfare Grants Committee (WGC) must produce Terms of Reference, based on those of the AWGC, that detail:

- a. Responsibilities.
- b. Composition.
- c. Conduct of business.
- d. Allocation of funds available to the WGC and local grant limits.
- e. End of year reporting.
- f. Management of funds.

18. **Funding.** The WGC may have a number of different sources of funding. The aim should always be to commit allocated funds in year. Committed funds may be carried forward at the end of the year in order to complete projects but WGCs should not to build-up reserves.

19. **Principles.** When allocating ACF delegated funds the WGC must adhere to the principles laid down at paragraph 8 of this Order. Other charitable funds must be disbursed in accordance with charitable objectives.

AWGC

20. **Terms of Reference.** The Terms of Reference for the AWGC are given at Annex E. The Committee is responsible for disbursing the funds delegated to the Army by the ACF and NT in accordance with the principles at paragraph 8.

21. **Conduct of business.** Once screened by formation HQs bids are collated by SO2 Welfare Funds (who acts as Secretary to the AWGC) at Army HQ and circulated to the committee members at least 10 working days before the meeting. In addition to routine applications the Committee will consider the allocation of ACF Command Grants at the July meeting (see Annex D).

22. **Allocation by fund.** Once the Committee has approved a grant the Secretary will determine which fund is most appropriate to cover the equipment or project. Money may be committed to any single project within the following guidelines:

- a. Up to £25,000 from the ACF allocation, although this limit may be exceeded in certain circumstances; see Annex E paragraph 6.
- b. Up to £12,500 from the NT allocation as a minor grant (£15,000 for minibuses).
- c. Any combination of the above, within the rules governing each fund.

23. **ACF Major and NT Major and Capital Grants.** Throughout the year applications will be submitted for major projects that cannot be met by the funds available to the AWGC or that merit special consideration. These projects will normally be notified to the Army Grants Planning Forum (AGPF) (see Appendix 1 to Annex E) which will consider the available sources of funding. Once the application has been screened and approved by the AWGC the SO2 Welfare Funds will liaise with Secretaries of the ACF and NT as appropriate:

- a. **ACF Major Grants.** Applications for grants (above £25,000) will be forwarded by the SO2 Welfare Funds to the Secretary ACF for submission to his Trustees for consideration in May and Nov each year.
- b. **NT Major and Capital Grants.** Applications for Major Grants (£12,500 to £40,000) may be submitted at any time during the year and the SO2 Welfare Funds will forward them to the Secretary NT for submission to his Trustees out of committee. Capital Grants (£40,000+) and any Major Grants not taken out of committee will be collated by SO2 Welfare Funds and screened where necessary at Army HQ in Feb by a committee consisting of AD PS4(A), SO1 PS and SO2 Welfare Funds with the General Secretary NT in attendance. Those that are supported will be forwarded to the NT Board of Trustees for consideration in Mar.

Action after grants have been approved

24. **Notification.** Units will be notified through the chain of command when grants have been finally approved. Each grant is given a unique serial number that should be quoted on all correspondence. Grants will only be paid for the equipment or project specified in the letter of notification and units must clear any new requirement or variation in expenditure with SO2 Welfare Funds. The notification letter will show whether the ACF or NT has funded the grant.

25. **Acknowledgements of NT Grants.**

a. As a matter of courtesy, due appreciation for gifts from the NT must be expressed by means of a letter to the Secretary of the NT (see Annex D). This must be sent to acknowledge the award of the grant, as soon as notification of its approval has been received. The letter must quote the NT reference number which is allocated in addition to the serial number. Photographs of amenities funded by the NT, especially action photographs, are welcomed by the Trustees for publication in their annual reports. Photographs of minibuses, however, are not required. The NT reference number must be quoted in all correspondence concerning the grant or welfare amenity and is to be recorded when the equipment is taken on charge, so that when it comes up for disposal, the NT can be informed.

b. Equipment funded by the NT must, where practicable, carry an acknowledgment to that effect. This is normally in the form of a small engraved metal tag or plaque affixed to the equipment stating that "the Nuffield Trust for the Forces of the Crown has kindly part-funded this equipment".

26. **Completion of projects.** Equipment must be purchased or projects completed as soon as possible after grants are approved. SO2 Welfare Funds must be informed of any likely delays as grants will automatically be cancelled after 12 months if not claimed.

Payment of grants

27. Units are normally expected to pay all equipment or project costs and then recover the grant element from Army HQ by sending receipted bills for the full project cost directly to SO2 Welfare Funds. Units are expected to meet the contribution detailed in the original application (paragraph 16.a.(2) of Annex A) otherwise the grant may be reduced (see paragraph 8.m. above).

28. Grants will not normally be paid in advance although in exceptional cases advance or interim payments can be made when large projects are involved. Minor and Standard Grants must be claimed in one lump sum and any unexpended balance cannot be carried-forward.

29. Bills that were paid before the grant was approved will not be accepted unless the original application made it clear that money had already been spent on the project and that the application was, in whole or part, retrospective.

30. Payment to units will be either by cheque or electronic transfer payable to the Unit's non-public funds account. Payment cannot be made to an individual or a civilian company.

Insurance of welfare property

31. The Ministry of Defence will not accept responsibility for injuries to third parties or loss or damage to property of third parties, when equipment provided by welfare funds is used for non-official activities. Claims by third parties in such circumstances are likely to be made on the CO of the unit holding the welfare equipment. It is therefore essential that adequate insurance cover (third party at least) is obtained by the unit when using welfare equipment in an activity in which the general public may become involved either directly or indirectly.

32. Welfare items which are likely to be put at risk and for which a replacement would be required if lost must be adequately insured for replacement or repair by non public funds of the unit holding the item on charge. Welfare minibuses and other specialist vehicles must be comprehensively insured.

33. Where insurance compensation is received for the loss of an item originally purchased with the assistance of a welfare grant the money may go towards the cost of a replacement should one

be required. Should a replacement not be required, a proportion of the compensation must be refunded to Army HQ under cover of a letter of explanation through Formation HQ, using the same principles applied to the proceeds of sales at paragraph 35 below.

Transfer, disposal and sale of welfare property

34. **General.** In normal circumstances only major and moveable items of welfare property will be transferred or sold. Guidance on minibuses is given at Annex C, and those directions should be followed for all types of vehicle bought with welfare funds. For all other items units should abide by the guidelines set out below.

35. **Transfer.** Units transferring equipment should consult their formation HQ and ensure that the records relating to the property, especially the origin and level of the original grant, are also transferred.

36. **Disposal.** Units that no longer require a welfare item are to ask for disposal instructions from Army HQ, giving the following information:

- a. The Welfare Fund from which the original grant was provided.
- b. The unique serial number or NT reference number, if relevant.
- c. Age.
- d. Condition (good, fair or bad).

37. **Trade-in.** When a unit wishes to replace an item and use the proceeds as a trade-in towards the cost of a replacement then that should be clearly shown on the application form as a contribution. Where the original item was funded in whole or part by the NT that fund's interest in the item must be properly recorded.

38. **Sale.** If permission is given to a unit to sell welfare equipment for whatever reason then the general principle is that the proceeds of the sale should be divided between the unit and Army HQ according to the original contributions. If the amount paid to Army HQ exceeds £40,000 (NT Capital Grant level) then SO2 Welfare Funds will consult the Secretaries of the ACF and NT as appropriate. Money received by Army HQ will be paid in to the Central Bank Andover Support Unit and re-credited to the appropriate fund within the AWGC account. To avoid transfers of small amounts of money the proceeds of the sale should be handled according to the following guidelines:

- a. If the sale proceeds do not exceed £500 then the unit may retain the whole amount for the benefit of the PRI or other appropriate non-public fund.
- b. If the sale proceeds exceed £500 then:
 - (1) Where the grant was for the full purchase price of the item, all proceeds over and above the £500 are to be forwarded to Army HQ.
 - (2) Where the grant was for only a proportion of the purchase price the unit is to calculate the amounts due to be refunded to the unit and Army HQ in proportion to the original contributions. The unit may retain a minimum of £500, or however much in excess of that amount reflects the original unit contribution. The remainder is to be returned to Army HQ.

Annexes:

- A. Application for a Grant from Welfare Funds.
- B. Welfare Grants for Sports.
- C. Welfare Grants for Minibuses.
- D. Sources of Welfare Funds.
- E. AWGC and AGPF TORs

APPLICATION FOR A GRANT FROM WELFARE FUNDS

See main document paragraph 15.

Details of Unit

1. Title.
2. Formation.

Details of Project

3. Requirement.
 - a. Outline. See main document paragraph 16.a.(1)
 - b. Finance. See main document paragraph 16.a.(2)
 - (1) Total cost of project £
 - (2) Unit contribution £ (%)
 - (3) Other contributions £ (%)
 - (4) Grant requested £ (%)
4. Project Costs. See main document paragraph 16.b.
5. Justification. See main document paragraph 16.c.
6. Supporting Information. See main document paragraph 16.d.
7. Support from the Subject Matter Expert (SME). See main document paragraph 16.e.
8. Support from the Chain of Command. See main document paragraph 16.f.
 - a. Commanding Officer's Comments.
 - b. Formation Screening Committee Comments.

Details of Project Officer

9. Name of Project Officer.
10. Project Officer Contact Telephone Number, Full Postal Address and Email Address.
See main document paragraph 16.g.

Please delete all guidance in red font before submitting the form.

WELFARE GRANTS FOR SPORTS

Introduction

1. Applicants for welfare grants for sports equipment should follow the procedures laid down in the main body of this ACSO. This Annex gives guidance where rules, procedures or limits differ for certain sports. Sports covered by this Annex include:

- a. Gliding.
- b. Sailing (Offshore, Dinghy, Power Boat, Kite Surfing and Windsurfing).
- c. Equitation.
- d. Winter Sports.
- e. Mountain Biking.
- f. Clay Target Shooting.

ASCB Five year plans for grants over £10,000

2. Bids for large grants over £10,000 (£25,000 for some sports) are submitted on a regular basis for expensive projects for certain sports and on an occasional basis for several other sports. However these projects are eventually financed, they take a significant portion of the funds available in any year.

3. Under the auspices of the ASCB, certain sport Associations and Unions produce Five Year Plans that forecast the likely requirements of their members for large grants and place them in order of priority. Those organizations are:

- a. Army Gliding Association (AGA).
- b. Army Sailing Association (ASA).
- c. Army Equitation Association (AEA).

4. These plans should be brought up-to-date and sent to Army HQ, SO2 Welfare Funds, by 1 Mar each year, for the information of the AWGC. Copies should be sent to the Secretaries of the ACF and NT.

5. Inclusion of a requirement in a Five Year Plan for equipment does not preclude the need for support from the Secretary of the Association when a bid is submitted nor does it give any right to a grant, the approval for which rests with the AWGC.

Gliding

6. The AGA now runs all Army gliding activities in the Army, and has a long term policy for progressive replacement of its gliders in order to maintain sustainable fleet. All bids for gliders are therefore submitted by the AGA.

7. The unit contribution required for a glider is at least 50% because this is likely to bring the required grant to below £25,000. Any bid should be submitted to reach Army HQ by 1 Oct for consideration at the AWGC meeting in Nov, as it can sometimes be included in the list of bids recommended for NT major grants.

Sailing - Offshore

8. **Ancillaries.** A unit wishing to apply for a welfare grant towards the cost of sails or other ancillary equipment for an offshore yacht should submit an application in the normal manner. The Unit contribution for major replacement items is expected to be 25%.

9. **Yachts.** A unit wishing to apply for a welfare grant towards the cost of a completely fitted offshore yacht hull, whether new or second hand and whether it is a new requirement or a replacement for an existing yacht, should first register the requirement with the ASA who will then allot the yacht a place on the priority list in the Five Year Plan. The unit contribution for offshore yachts should be 25% or more of the overall cost. The AWGC will also consider grants for mid-life improvements for yachts when recommended by the ASA. Because of the size of the grant Trustees require the following additional information to be included in the application:

a. **Requirement.**

(1) **Outline.** This should include the type of yacht to be purchased and the cost, supported by a contractor's estimate if relevant. If different from the ASA standard yacht a full explanation should be given in the justification paragraph.

(2) **Finance.** The proceeds of the sale of the old yacht may be a significant factor in the calculation and units should apply the principles laid down in the main body of this Order at paragraph 35.

b. **Numbers Involved.**

(1) **Non-club members.** Most Yacht Clubs give their membership based on those who subscribe. This may need qualifying where non-club members also use the yachts.

(2) **Numbers involved in the last sailing season.** The numbers involved in the last sailing season should be available from the log of the yacht being replaced. This should show the length of the sailing season and the number of days off moorings. Yacht clubs running more than one yacht in UK waters may well wish to give their figures for all yachts, if it gives a more representative picture than the figures from one particular yacht.

c. **Club fees and hire charges.** There is often a fairly complicated subscription and charter rate structure, which may differ between clubs, as well as input from Regimental or Corps funds. The AWGC does not want to be blinded by a mass of figures but needs a sensibly averaged figure for each individual's cost for chartering plus background on how input from other funds goes towards running the yachts. The questions to be answered are:

(1) If the grant is provided, will the Service user be getting value for money compared with sailing elsewhere?

- (2) Is the Service user and the Club to which they belong paying a fair amount towards this expensive recreation?

Sailing - Windsurfing

10. There is a large variety of sailboards, designed for different standards and different types of water and costs vary considerably. However, the AWGC will only consider bids for grants based on a package of equipment costed by the Army Sailing Association. The actual equipment to be bought will depend on the type of water, where it is to be used and the experience of the users. Advice should be sought from the Rear Commodore or Secretary of the Windsurfing section of the Army Sailing Association. An initial bid will be restricted to three sets of sailboard equipment. Units must disclose in the applications their current holdings of welfare funded windsurfing equipment by type, quality and age.

Equitation

11. It is recognised that Saddle Clubs not only provide a base for equestrian sport but are also a good welfare amenity in a garrison or station, used as much or more by dependants of service personnel as by the personnel themselves, and also by civilians unconnected with the Army. For this reason the AWGC requires some detail of how a club's facilities are used and what charges are made for them.

12. Saddle Clubs should normally include the cost of new horses, ponies and tack in their budgets as part of their normal replacement programme. In exceptional circumstances, however, grants can be provided for livestock. Bids should be submitted in the normal manner, stating the exceptional circumstances, and including support from the AEA.

13. Clubs requiring large grants towards the cost of improving their buildings or providing a specific facility should first register their requirement with the AEA, who will then allot the project a place on the priority list. If the bid is supported by the AEA it should be submitted with the following additional information:

a. **Requirement.** Bids for grants for a building or any form of construction project should be supported by a contractor's estimate.

b. **Justification.**

(1) The bid may be improved by a further sub-paragraph listing some of the club activities, for example:

(a) Riding instruction, showing who and how many are involved.

(b) Events and competitions etc.

(2) For building projects Army Infra and DIO must always be involved and this must be confirmed in the bid. If the Saddle Club and its buildings are registered as an encroachment, this should be stated, as should any rental charge made by DIO.

c. **Numbers involved.** An additional sub-paragraph should be added here to show how many horses and ponies are run by the saddle club and how many are owned privately, whose owners will also benefit.

d. **Club fees and hire charges.** A detailed scale of charges should be attached to demonstrate that the Saddle Club is being run in a business-like manner, covering the hiring of club ponies and horses, and charges for livery and grazing both for club member's horses and for visiting horses.

Winter sports

14. The AWGC has approved a system of standard grants for ski and snowboard equipment and delegated authority to make such grants to the SO2 Welfare Funds out-of-committee at any time of the year, provided that certain criteria are met:

- a. The application is for the purchase of equipment, including, as appropriate: skis; snowboards; ski sticks; bindings; race suits; helmets and back protection. No funds will be granted for equipment hire, ski passes, personal clothing (which includes boots and gloves) and living or travel expenses. Only equipment costs should be quoted on the application.
- b. The equipment is only to be used for unit teams competing at recognized Inter-Service, Service, Corps or Formation championships, which must be specified on the application. A list of recognised events is issued annually by the Army Winter Sports Association (AWSA). Equipment for normal, unit level, adventure training purposes can be obtained through military sources and will not be funded.
- c. The unit is a Regular or Reserve self administered unit having its own establishment or a recognized Regimental or Corps team and has not had a grant for that particular type of equipment for 3 years. Corps level teams may claim for separate male and female teams.
- d. Grants are based on teams of:
 - (1) **Alpine and Snowboard.** A team of six personnel.
 - (2) **Nordic.** A team of eight personnel; six competitors and two reserves.
 - (3) **Telemark.** A team of four personnel.

15. Applications are to be submitted using Annex A to this LFSO in the normal manner through the chain of command to SO2 Welfare Funds for final approval. Standard grants are:

Activity	Equipment Cost	Unit Contribution	Grant
Alpine/Telemark	£5,000	30% = £1,500	£3,500
Snowboard	£4,285	30% = £1,285	£3,000
Nordic	£3,333	10% = £333	£3,000

Mountain biking

16. The AWGC has also approved a standard grant for mountain bikes (MTB) for Regular or Reserve self administered units. Applications may be submitted to SO2 Welfare Funds, through the chain-of-command, for consideration out-of-committee at any time of the year. The grant is based on a National Governing Body ratio of one instructor to six students. Given the potential demanding nature of the activity the requirement for a spare student MTB should also be included.

17. A unit MTB package will cost in the region of £3800, and the unit should contribute at least 20% (£760) leaving a potential maximum grant of £3,040.

18. The equipment is expected to last 3 years and the grant will not be repeated within that time. Credible evidence of spares provisioning, maintenance, storage and the provision of trained personnel will need to be included in the application. Grant money should not normally be used to purchase spares beyond an essential "first line" supply, such as inner tubes, pumps, tool kits, tyre levers and puncture repair kits.

Clay target shooting

19. Units and clubs may bid for grants for clay target shooting weapons and equipment but must gain the endorsement of the Secretary Army Rifle Association (ARA) that the items being purchased are fit for purpose. If approved, all items must be purchased through the ARA which retains ownership of the weapons and equipment that will be administered by the unit or club.

WELFARE GRANTS FOR MINIBUSES

General

1. Minibuses are regarded as one of the top priorities for welfare grants because of the extra flexibility they provide for Commanding Officers for all forms of recreational and welfare purposes.
2. There are over 100 minibuses bought with grants from Welfare Funds being run by units in the United Kingdom. In addition some units have bought their own vehicles with unit funds. Inevitably, this fleet requires a constant turnover as old vehicles need to be replaced when they reach the end of their economic life.

Application for grants for minibuses

3. **Application form and timing.** Any Regular or Reserve self administered unit having its own establishment may apply for a grant. Units should submit their applications for minibuses through the Regional Forces chain-of-command to the SO2 Welfare Funds at Army HQ using Annex A. Applications for a standard grant may be made at any time for consideration out-of-committee but applications for a non-standard grant must be submitted according to the timetable at paragraph 9 of ACSO 3206 so that it can be considered alongside all other bids for welfare funds.
4. **Requirement (Paragraph 3 of Annex A).**
 - a. **Standard grant.** The AWGC has been advised that a suitable minibus can be bought for an on-the-road cost of £20,000. The standard grant will be 75% of the cost of the vehicle up to a maximum of £15,000, the unit contributing at least 25% (£5,000). Should units spend more than £20,000 they can still apply for a standard grant but it will not exceed £15,000.
 - b. **Non-Standard grant.** Units requiring a different vehicle or unable to provide a standard contribution should state their requirement in paragraph 3, but must be prepared to justify the additional cost to welfare funds in paragraph 5.
5. **Justification (Paragraph 5 of Annex A).**
 - a. For a standard grant only a short justification is needed, to show that the minibus will be available for use by all sections of the unit.
 - b. If the bid is non-standard, or for a second welfare minibus, a fuller justification will be required. Applicants should note that only in exceptional circumstances will approval be given for a non-standard minibus grant.
6. **Supporting information (Paragraph 6 of Annex A).**
 - a. **Numbers involved.** A breakdown of the unit strength will be sufficient to support the justification.
 - b. **Hire charges.** It is not necessary to show the charges made for hiring the unit welfare minibus, since the AWGC recognises that it is the Commanding Officer's prerogative to decide how the running of the minibus is to be financed.

Approval of grants

7. **Approval and notification.** Applications will be checked by the SO2 Welfare Funds then passed to AH PS4(A) Army HQ who is authorised to approve standard grants for welfare minibuses on behalf of the AWGC. Depending on a number of factors a decision will be taken at Army HQ whether the grant is to be provided from the ACF or NT allocation.

8. **Recognition of NT funding.**

a. If the vehicle is purchased from NT funds then the unit will be given an NT reference number and the CO must send a letter of appreciation to the General Secretary of the NT, quoting that number:

Gp Capt (Retd) T M Arnot OBE
General Secretary, Nuffield Trust for the Forces of the Crown
23 Estcourt Road
GLOUCESTER
GL1 3LU

b. Minibuses funded by the NT must carry an acknowledgment to that effect. This is normally in the form of a small engraved metal tag or plaque affixed to the dashboard stating that "The Nuffield Trust for the Forces of the Crown has kindly part-funded this equipment".

9. **Vehicle purchase.** When grants for minibuses are approved, units may purchase vehicles of their choice and will be responsible for placing the order directly with the manufacturer.

Conditions of use

10. Vehicles funded by the ACF or NT through Army HQ are a gift for use for social, welfare and recreational purposes. Although Army HQ retains an interest in the vehicles, and the respective fund may own up to 75% of their value, units to which they are allotted are responsible for them and the following rules are to be observed:

- a. They are to be taxed as civilian vehicles and covered by comprehensive insurance.
- b. The vehicle may be hired to personnel of the unit and their families may be conveyed in it. Hire charges are to be recovered through unit PRI. A sub-account should be maintained within the PRI account for all income and expenditure.
- c. A record of work, similar to a vehicle work ticket, should be maintained by the driver.
- d. Vehicle checks and inspections are to be carried out in accordance with the instructions applicable to the care and maintenance of AD vehicles. A record of these inspections and servicing etc is to be maintained by the unit.
- e. POL is to be purchased from civilian sources. AD POL is not to be used in these vehicles.

Army HQ Records

11. A record is to be maintained by Army HQ of every welfare minibus and the following details noted:

- a. The unit to which it was originally assigned.

- b. The registration number.
- c. The make and type.
- d. The date purchased.
- e. Total cost, grant and unit contribution.
- f. NT reference number where appropriate.

Action after collection of the vehicle

12. **Accounting.** The minibus will be counted as non-public welfare stores and accounted for in accordance with The Defence Logistic Support Chain Manual JSP 886, Volume 4, Part 200, Section 3, Paragraph 28. The record must state the grant provided, unit contribution, whether it was an ACF or NT grant and the NT reference number if appropriate.

13. **Permit system (Great Britain).** Under Section 19 of the Transport Act 1985 organisations that operate in GB without a view to profit can obtain a permit exempting them from the need to hold a PSV operator's licence when providing transport for a charge. The rules were amended by the Section 19 Permit Regulations 2009. Units are to apply directly to the Vehicle and Operator Services Agency (VOSA) for a permit. Further guidance on permits and the regulations governing the use of vehicles operated under a permit are contained in VOSA publication PSV 385-01 "Passenger Transport Provided Under Section 19 or Section 22 Permits", revised 2009.

14. **Repair of welfare minibuses.** Public Welfare Stores may be repaired using Army resources, without incurring any labour charges provided that such repair is within the capacity of local resources and is without detriment to normal commitments. Materials and spare parts are to be obtained from the normal supply system. Items not available may be obtained by local purchase within delegated powers. Charges for material consumed in a repair will not normally be raised against the holding unit. Where, however, REME advice that the total cost of material and labour required for a vehicle repair is greater than the repair limit listed in EMER Management N523 the unit must take the action laid down in paragraph 16 of this instruction. Where a unit does not have access to Army repair resources then local repair facilities are to be used and the repair costs paid by the unit. In this case units are strongly advised to use the local CRB organization who can avail themselves of the most competitive rates and discounts within the trade.

15. **Testing of permit vehicles.** All permit vehicles must be tested annually from the end of their first year. Although permit vehicles are PSVs:

- a. Small buses are exempt from the PSV (Class VI vehicles) test.
- b. Those adapted to carry 12 or fewer seated passengers (Class IV vehicles) may be tested at those MOT testing stations which are authorised to test such vehicles.
- c. Those adapted to carry 13 to 16 seated passengers (Class V) must be tested at approved HGV testing stations or specially designated MOT testing stations allowed to test such vehicles.

Economic life and replacement

16. As a guide the average life expectancy of a minibus will be 6 years or 90,000 miles. Units that consider that their vehicle has reached the end of its economic life, because the repair costs are greater than the value of the vehicle, should:

- a. Request REME (providing they have spare capacity in accordance with JSP 336, Vol 12, Part 2) to inspect the welfare vehicle and prepare an AF G1084B (Estimate Sheet) in accordance with latest instructions. Where a unit does not have access to REME support the vehicle must be inspected by a civilian garage and a detailed written estimate requested for the repairs, including the cost of spares and all labour charges.
- b. Forward the estimate plus details of the mileage and age to Army HQ with a request for disposal authority. If authority is granted then the minibus must be disposed of as detailed in paragraph 19 below.

17. There will be no automatic replacement of welfare vehicles based on either age or mileage. If a replacement is required then the unit must submit a fresh application for a grant.

Transfer and disposal

18. **Transfer.** If a unit moves location and it is not practicable to move the minibus for whatever reason then it should either be disposed of or transferred, on Army HQ authority, to the unit taking over the barracks. When this is the arrangement the following financial guidelines should be adopted by the units concerned:

- a. "Ownership" of the vehicle is shared between the Welfare Fund concerned and the unit, in the same proportions as the original grant and any unit contribution.
- b. The Welfare Fund share is transferred with the vehicle. The unit receiving the vehicle should therefore pay the unit handing it over a percentage of the current value which is probably best assessed independently.

19. **Disposal.** A unit wishing to get rid of a minibus for any reason should apply for disposal instructions through Formation HQ to Army HQ. Unless the vehicle is to be transferred to another unit, Army HQ will give instructions for the vehicle to be sold through British Car Auctions Ltd. The proceeds of the sale will be shared out between the Welfare Fund concerned and the unit in accordance with the rules in paragraph 36 of the Order.

SOURCES OF WELFARE FUNDS

THE ARMY CENTRAL FUND (ACF) AND THE NUFFIELD TRUST FOR THE FORCES OF THE CROWN (NT)

1. **General.** All applications for ACF and NT grants should be staffed through SO2 Welfare Funds Army HQ as described in the main body of this Order. Applicants should not approach the Secretaries of the ACF or NT direct. Depending on the nature and size of the grant requested SO2 Welfare Funds will either submit applications to the AWGC or recommend that they be forwarded to the Main Boards of the ACF or NT.

2. **ACF.** The ACF is the Army's premier charity for in-service welfare benefiting all ranks and their dependants. By making substantial annual grants it contributes to the Chain of Command's ability to deliver assistance to sport, recreation and welfare.

a. **Grants.**

(1) **Annual Command Grant.** At the meeting in Jun the ACF Main Board allocates an annual grant to Army HQ as follows:

(a) **Command Grants.** A lump sum Command Grant, based on strength, to Formations (Sp Comd, BFG and LONDIST) and certain overseas Gars and support and training units. The purpose of the ACF Annual Grant is to enable the chain-of-command to fund the smaller welfare, recreational and sporting amenities. Funds must be expended in accordance with the principles detailed in paragraph 8 of the Order.

(b) **AWGC Grants.** Grants up to £25,000 to Army units at the tri-annual committee meetings as described in the main body of this Order. The limit may be exceeded in certain circumstances (see Annex E, paragraph 6).

(2) **Major Grants.** The Main Board will consider Major Grants for sums over £25,000.

b. **Conduct of Business.**

(1) **Committee.** The committee of ACF trustees is chaired by DG Pers. The Secretary is:

Lt Col (Retd) J Panton MBE
Secretary, Army Central Fund,
Building 8
Trenchard Lines
Upavon
SN9 6BE
Tel: 94344 5905, Email: Army PersSvc-ArmyCentralFund@mod.uk

(2) **Meetings.** The Trustees meet twice a year, in Jun and Dec.

3. **NT.** The NT was founded by the late Colonel the Right Honourable the Viscount Nuffield CBE, CH, FRCS, FRS. The aim of the Trust is to make grants for the provision of recreational amenities for the benefit of units of the Regular and Reserve Services. Exceptionally, the Trust can support the Service family as a whole but it does not normally provide for solely family or dependant facilities.

a. **Grants.**

(1) **Annual Grant.** At the meeting in Nov the NT Main Board makes an annual allocation to the Army and delegates authority to Army HQ to disburse that money as Minor Grants to units in accordance with the agreed MOU. Minor grants may not exceed £12,500, except in the case of minibuses when the upper limit will be £15,000.

(2) **Major Grants.** The Main Board will consider Major Grants at their Mar meeting. In addition the Main Board will consider Major Grants of a routine nature out-of-committee on a quarterly basis throughout the year. A Major Grant is between £12,500 and £40,000.

(3) **Capital Grants.** The Main Board will consider Capital Grants at their Mar meeting. A Capital Grant is over £40,000.

b. **Conduct of Business.**

(1) **Committee.** The Trust is administered by a Board of six Trustees, 3 of whom are former Serving Officers, chaired by Major General His Grace the Duke of Westminster. The General Secretary is:

Gp Capt (Retd) T M Arnot OBE
23 Estcourt Road
GLOUCESTER
GL1 3LU

(2) **Meetings.** The NT Trustees meet in Nov to decide the annual allocation to the 3 Services. In Mar of the following year the Trustees consider bids for Capital and Major grants put forward by Army HQ through PS4(A). Capital grants approved are paid by the Trust and Major grants approved are paid by Army HQ from within their annual allocation from the Trust.

Regimental and Corps Funds

4. Most Regiments and Corps have Welfare Funds which can provide grants towards the cost of Welfare amenities.

Berlin Infantry Brigade Memorial Trust Fund (BIBMTF)

5. The BIBMTF is a charitable trust for the benefit of the "living Army". The Managing Trustees will support adventurous training, sport and CO's special projects with the aim of making soldiering fun. Details of the Trust and application procedures are in [ABN 20/12](#).

The Ulysses Trust

6. The Ulysses Trust is a charitable trust established to assist challenging expeditions and adventurous activities undertaken by the Reserves and Cadet Forces. Details of the Trust are in DIN 2012 07-129 and at www.Ulyssestrust.co.uk.

Army Sport Control Board (ASCB)

7. The ASCB makes grants in support of sporting activities.
 - a. **Charitable Fund (CF).** The CF makes grants for Army sports facilities, equipment and infrastructure. It also gives annual grants to Army sports Associations and Unions to assist with their running costs. In addition, the CF can support capital projects. DASCB has delegated authority for grants up to £10,000. Grants over £10,000 are approved by the CF Trustees. Further details are in DIN 2012 10-003.
 - b. **Army Sport Lottery (ASL).** The ASL makes grants in support of travel costs for overseas tours and winter sports, and for course costs for coaches and officials. Further details are at www.armysportslottery.com .

Team Army Sports Foundation (TASF)

8. TASF helps fund Army and Corps level sport under the brand Team Army. It can be a further source of grants and sponsorship to help fund costs that fall outside the remit of the ASCB. It is also the focus for Army sponsorship. For details and eligibility go to www.teamarmy.org/army-sports/raising-funds .

Annington Trust

9. The Annington Trust was established to support activities and projects “on the patch”. Details of the Trust and application forms are at www.anningtontrust.org.

Services Sound and Vision Corporation (SSVC) Welfare Fund

10. SSVC Welfare Fund was established to finance welfare and recreational amenities, activities and projects which directly or indirectly contribute to operational effectiveness. Priority is given to those serving on, preparing for or recovering from operations, and those living in isolated or arduous conditions; but funds will also be made available to support other requirements, including those in the home base, which contribute to operational effectiveness by enhancing morale and developing personal attributes. This can include the sponsorship of sport and adventure training, and support to dependants. Details of the fund, application forms and eligibility are at www.ssvc.com.

ARMY WELFARE GRANTS COMMITTEE TERMS OF REFERENCE

1. **Background.** The Southern Command Trust Fund was registered as a charity in 1968 and eventually evolved into the Land Forces Trust Fund (LFTF). The Trustees of that Fund not only disbursed the income from their own investments but also the funds allocated to the Army annually by the Army Central Fund (ACF) and the Nuffield Trust (NT). As the aims and objectives of the LFTF were similar in many respects to the ACF and the Fund had outgrown the original geographical limits the Trustees resolved to merge it with the ACF. In 2010 the Fund's assets were transferred to the ACF, the charity dissolved and the Land Forces Welfare Grants Committee (LFWGC) formed. The LFWGC became the Army Welfare Grants Committee (AWGC) in Nov 11.
2. **Responsibilities.** The Committee is responsible to CFA, through D Pers, for disbursing the funds allocated annually to the Army by the ACF and NT in accordance with the principles at paragraph 8 of ACSO 3206.
3. **Composition.** The Committee consists of seven ex officio members with the SO2 Welfare Funds acting as Secretary. The ex officio members are:
 - a. HPS(A) (Chairman)
 - b. AH Coll Trg
 - c. AH PS4(A)
 - d. AH Log Sp
 - e. Dep Hd Footprint Strategy, DIO
 - f. Comd ATG(A)
 - g. DASC B
4. **Quorum.** No business may be conducted at a meeting unless at least three members are present. In the absence of HPS(A) the meeting will be chaired by AH PS4(A), or any other member appointed by the Chairman.
5. **Conduct of Business.**
 - a. The Committee will meet three times a year in April, July and November.
 - b. Applications for grants will be collated by the Secretary and circulated to the committee members at least 10 working days before the meeting.
 - c. In addition to routine applications the Committee will consider the allocation of the annual ACF Command Grant to Army Formations, Overseas Detachments and Garrisons at the July meeting.
 - d. The Committee may approve grants, within the limits given below, for any Army unit or organization.

e. Approval of any grant will be made by a simple majority of those present. The Chairman of the meeting may cast a second or casting vote if there is a tied vote.

6. Allocation by fund.

a. Money may be committed to any single project within the following guidelines:

- (1) Up to £25,000 from the ACF allocation.
- (2) Up to £12,500 from the NT allocation as a minor grant (£15,000 for minibuses).
- (3) Any combination of the above, within the rules governing each fund.

b. In addition, the Committee may recommend a project to the Trustees of the ACF or NT if the requested grant exceeds the financial limits, or the members think it would be more appropriate, with or without a contribution from delegated funds. The Chairman has the discretion, as a Trustee of the ACF, to exceed the £25,000 limit rather than seek an additional ACF grant if:

- (1) The grant can be funded from within the annual ACF allocation.
- (2) Referring the application to the ACF Trustees would cause unreasonable delay.

c. Once a grant has been approved the Secretary will advise which fund is most appropriate to cover the equipment or project. The Committee may only approve grants from the NT allocation which meet the criteria set out in the Memorandum of Understanding between the Trust and the Ministry of Defence dated 21 Oct 15.

d. Delegated funds should, if at all possible, be committed in year and not accumulated.

7. Reporting. The Chairman will submit an annual report for the period 1 Jul to 30 Jun to D Pers and the ACF Trustees covering:

- a. Income from all sources.
- b. General grants by type, for instance: welfare; minibus; tri-service; mountain bike; sports activities and skiing.
- c. Command Grants to Formations.
- d. Areas of concern.

8. Management of funds.

a. Delegated funds will be held in the Andover Support Unit Central Bank (ASU CB) in separate ACF and NT accounts and managed and audited according to Service Funds Regulations as part of the CB. Any interest earned by the CB will be credited to the appropriate account.

b. The Secretary will:

- (1) Monitor the level of funds and advise the Committee of the amount available for each meeting.
- (2) Produce quarterly and annual returns as required by the Secretaries of the ACF and NT.

ARMY GRANTS PLANNING FORUM TERMS OF REFERENCE

1. **Introduction.** The Army Grants Planning Forum (AGPF) was formed in February 2007 in order to coordinate the planning, control and attribution of charitable and non-public funds from Army and Tri-Service grant making bodies. AGPF members can then, usefully, confirm to their own Trustee Boards and Committees that a coordinated grant programme (by means of portfolio funding) can be achieved.
2. **Members.** The AGPF comprises the following members:
 - a. Secretary Army Central Fund (Sec ACF).
 - b. Secretary Army Welfare Grants Committee (Sec AWGC).
 - c. Director Army Sport Control Board (DASCB).
 - d. General Secretary the Nuffield Trust (Gen Sec NT).
 - e. Secretary RC Welfare Grants Committee (Sec RCWGC).
 - f. Director Grants and Welfare, ABF The Soldiers' Charity (DG&W ABF).
3. **Meetings.** The AGPF is an informal body which meets normally four times a year (or as required). Members act as equals and there is no chairman. Meetings are normally held at Upavon though the venue can vary as agreed by members. A schedule of projects is produced prior to each meeting and updated by Sec AWGC. Sec ACF acts as Sec AGPF and produces an aide memoire of what is discussed which expands on the schedule of projects.
4. **Role.** The role of the AGPF is to:
 - a. Identify welfare, recreational and sporting projects within the Army which could merit support by charitable and non-public funds but which are above the limits delegated by the ACF and NT to the AWGC.
 - b. Advise applicants on the process for acquiring charitable grants and non-public funding.
 - c. Coordinate the attribution of charitable grants and non public funding, especially when portfolio funding is required.
 - d. Advise, coordinate and staff applications through trustees' screening meetings and inform applicants of outcomes.
 - e. Advise and maintain up to date instructions on grant applications via LFSO 3206.
 - f. Eradicate duplication and wasteful use of charitable grants and non-public funds.