

## How to apply for a block grant to The Through Life Pathway 2019

The Royal Navy and Royal Marines Charity are committed to rigorous assessment in order to fund high quality projects. All applications undergo detailed internal evaluation and assessment by a Committee of Trustees and external members. We receive lots of applications to do similar things so it's important that you make it clear why you think we should fund your project. Successful applications stand out because the applicant is clear about what they want to do, can show evidence of why their project is needed, what they need funding for, and how they know whether they have achieved their aims.

The pages in this section provide an overview of the timing and next steps.

### Overview of timing

Through Life Pathway 2019				
Stage 1 Closing date	Feedback to applicant By	Stage 2 Closing date	Meeting Date	Payment/s Made available from
30 Nov 2018	7 Dec 2018	31 Jan 2019	7 Mar 2019	1 Apr 2019
9 Apr 2019	23 Apr 2019	21 May 2019	25 June 2019	1 July 2019
9 Jul 2019	23 Jul 2019	20 Aug 2019	24 Sep 2019	1 October 2019
7 Aug 2019	11 Sep 2019	16 Oct 2019	20 Nov 2019	1 Jan 2020

**Grants are not made retrospectively**, and so your project must be ongoing/or about to start at the time that a funding decision is made.

### How much might I be awarded?

The sizes of our grants vary greatly across different areas. For an idea of how much you might reasonably hope to receive should your application be successful, you may wish to look at our recent [Impact Report](#) to see what amounts similar organisations/ projects have received.

Stage 1 Applications must be submitted via email to [mygrant@rnrmc.org.uk](mailto:mygrant@rnrmc.org.uk) to meet the deadlines set above. You will then be advised by email of the outcome of your bid.

Stage 2 applications must be submitted as follows:

- Email your completed bid in the first instance to reach us by the deadlines above to [mygrant@rnrmc.org.uk](mailto:mygrant@rnrmc.org.uk).
- Post a hard copy of any documents that can't be emailed to RNRMC Head of Grants
- It is important that the application comes with the full backing of the organisation and a cover letter signed by the Chief Executive or equivalent should accompany the submission.

## Instructions and Guidance

The Royal Navy and Royal Marines Charity (RNRMC) dispenses benevolence to meet its charitable objectives of “the relief of beneficiaries and their dependents who are in need by virtue of financial hardship, sickness or the effects of old age, through the provision of grants, loans, gifts, pensions or otherwise”.

### Organisation

The Board of Trustees of the RNRMC delegates distribution of Benevolence funds to a Management Committee. The members of the Committee represent a cross section of the serving and retired naval family and partner agencies. The Committee meets to consider grant applications; day to day management is exercised by the Head of Grants in conjunction with the Director of Relationships and Funding.

### Beneficiaries

The definition of those who may be assisted is defined in the RNRMC's Memorandum of Association:

“Men and women who are serving or have served in the Naval Service or the Auxiliaries or the Women's Royal Naval Service, and their dependents”

### Application for Grants - Grants Criteria

Retrospective Bids. The Committee will not be influenced by commitments which have already been entered into in anticipation of a grant from the funds.

Justification. With any applications the Committee must be convinced that:

- The justification for the grant is adequate. Reasons for the perceived need may be obvious to the sponsor, but there is a requirement to “sell” the bid to the Committee with adequate explanation rather than to make assumptions that the Committee will immediately see the advantages of the application.
- The details provided of those who will benefit are not to be exaggerated or the application will not appear credible.
- For capital projects, all avenues of additional funding must be shown to have been explored.

All applications will be scored against the following eligibility criteria:-

## Stage 1

- Are the aims and objectives of the project clear and relevant to the beneficiary group and charitable objects of the RNRMC?
- Have the headline costs been provided and do these seem reasonable for funding by RNRMC?
- Does the application evidence need and high level outcomes?

## Stage 2

- Have all the required documents been received? Y/N
- Will the project/service go ahead without this funding? Y/N
- How clear is the **need** for the project? Has evidence been provided including current engagement with beneficiaries?
- Is a clear grant delivery and project management process in place to deliver the project?  
Do the **project costs** represent good value for money both as a whole project and cost per head?
- Does the project have clear outcomes and indicators that can be measured and monitored?

Results of Grants Committee Meetings. Following the Committee Meeting, all claimants will be notified by letter from the Director of Relationships & Funding of the outcome of the meeting. This will contain any conditions of the grant which will need to be accepted formally.

Payments of Grants and Loans. As decided by the Committee, payments will be made either quarterly, 6 monthly or as a single grant – each case being considered on its merits. Payment details will be set out in the letter advising of the Committee decision. No payment can be made until the RNRMC has received the formal acceptance of the grant offer.

## Impact Feedback

The RNRMC is committed to measuring the impact of our grants programme.

Monitoring & Reviewing Grants. Following the distribution of block grants, the RNRMC will expect to receive monitoring reports from the recipient charity so that we are able to:

- Ensure that the aims of the grant are met;
- Monitor the number of beneficiaries assisted;
- Understand the difference our grant is making.
- Identify trends in the type of assistance required;
- Review grant making policy and procedures;

**A copy of the monitoring forms are enclosed for your information only at this stage.**

## Afghanistan Campaign

The RNRMC holds a designated fund to support beneficiaries affected by the Afghanistan Campaign. Organisations will be asked to provide statistics to identify beneficiaries who fall into this category.

## **Publicity & Acknowledgement of Grants**

As a fundraising and grant making charity The RNRMC take great interest in the difference the grant makes to your organisation and letters and feedback are much appreciated. Stories and photographs, where possible, are of interest, especially those that may be used subsequently to publicise the work of the RNRMC and the organisations that we support and help generate fundraising for future grant making.