

# ROYAL ENGINEERS ASSOCIATION UNIT & BRANCH WELFARE FUND

## INTRODUCTION

1. In the Financial Year 2017 £1M was made available from the REA's Reserves to support aspirational projects/initiatives of Units and Branches which lacked the necessary funding from public funds. This initiative was named "Welfare Grant" and resulted in 23 successful bids amounting to a total expenditure of £851.5K. With some minor changes, to facilitate more effective control and to lessen the risk to the Reserves, a Welfare Grant is, once again, to be made available in FY2019. It is proposed that this will be set at £250K and the method of bidding for grants from this fund is set out below. As was the case in 2017, grants will be one-off with no long-term commitment on the part of the REA for maintenance or upkeep.

## AIM

2. The aim of this paper is to provide a guide to the procedures by which grants will be made from The Royal Engineers Association Unit & Branch Welfare fund (hereafter called the 'Welfare Fund')

## OUTLINE OF THE APPLICATION PROCESS AND THE CHAIN OF COMMAND

3. **Applications.** Any RE unit or REA Branch may submit an application for a grant from the Welfare Fund. The application form to be used when applying for a grant from the Welfare Fund is at Annex A. All submissions must be staffed through the REA Group HQ of the geographic area in which the applicant RE unit or REA Branch is located. REA Group HQs and the units and Branches allocated to those HQs are detailed at Annex B. Once an application has been submitted, units and Branches should not commit to any expenditure against the grant until this has been approved. Applications will be accepted by electronic means.

4. **Screening.** Applications must be made in the first instance to the appropriate REA Group HQ. The onus for vetting/screening applications is wholly upon the Group HQ. To avoid disappointment and nugatory work, it is important that bids should reflect a diligent assessment of need, costing and resources provision (e.g. alternative/matching sources of funding). Group HQ's should not approve a bid unless/until the bid satisfies the criteria set out in this paper. In the case of multiple bids, the Group HQ should allocate priorities and, provide a supporting narrative. Bids approved by the Group HQ are to be submitted to the Controller REA for the attention of the Chairman, REA Finance Committee. Vetting and approval by the REA Finance Committee is a precursor for presentation to the REA Council for consideration and final approval.

## PRINCIPLES ON WHICH GRANTS ARE PROVIDED

5. The following principles apply:

- a. Anticipated expenditure must satisfy the Objects of the charity, see Annex C.
- b. Grants are normally provided only for tangible assets.
- c. Grants which promote *esprit de corps* and a spirit of comradeship and service amongst all members of the Corps<sup>1</sup> will take priority.
- d. Bids to support any form of entertainment or celebration, or equipment to support such, will not be considered.
- e. Grants should be used for the collective welfare of a Branch or unit and may not

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<sup>1</sup> "Member of the Corps" means any past or present member of the Corps of Royal Engineers whether Regular or Reserve.

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.

f. Grants from the Welfare Fund 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 etc.

g. Grants for expeditions, which are supported by Adventurous Training Funds, will not normally be provided.

h. Applications for equipment or clothing which should properly be funded by the unit will not be considered.

Note: A Unit/Branch contribution should form part of the overall funding of a project/initiative for which a grant is sought. As a guide, it will be usual for Units/Branches to contribute an amount equivalent to at least 10% of the REA grant requested. [Please see Annex A, Para 3b(2)].

## **SUBMITTING APPLICATIONS**

6. **Timetable.** Allocations from the Welfare Grant will only be available for expenditure during FY 2019. (Note: The REA Financial Year is 1 Jan to 31 Dec). Bids will be accepted by the Finance Committee at any time **between 01 January and 30 April 2019**. In order to make the most effective use of the total fund available, the Finance Committee will assess all bids and recommend an order of priority to the REA Council. The Controller will aim to inform bidders of their success, or otherwise, by no later than the end of June 2019.

7. **Major Grants and Building Projects.** It is anticipated that most applications for grants will be for simple equipment and services. The application form at Annex A is adequate for that purpose. Applications for grants involving building work will, necessarily, be more complicated. Evidence of clear lines of responsibility together with clear, timely planning, including contingency planning which demonstrates response to cost or delivery timescale variations, should support any application. Applicants are advised to consult up the relevant Chain of Command at an early stage and provide evidence of this in their bid.

## **COMPLETING THE APPLICATION FORM.**

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

a. **Submission.** Applications must be submitted to the REA Group Secretary (the RSM of the Group HQ unit) by email, in normal document form.

b. **Brevity.** 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.

9. **Project.**

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

(1) **Outline.** Briefly outline the requirement

(2) **Finance.** Give a clear breakdown of the overall project cost, the contributions from other sources (including Unit/Branch contribution) and the total grant sought. NB: Approval will not be given for the allocation of 100% of the costs of any project. (The Note to para 5, above, refers.)

b. **Project Costs (Annex A, Paragraph 4).** The REA Finance Committee will need to be assured that the Project Officer has explored all reasonable options and chosen the most appropriate, if not necessarily the cheapest, solution. This Paragraph should include a 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.

c. **Justification (Annex A, Paragraph 5).** Give sufficient information to show how the equipment or amenity is to be used and the benefits. The level of contribution from the unit and other sources, plus the details of any equipment or facility being replaced must be displayed together with any constraints and the likely timeframe for an extended project.

d. **Supporting Information (Annex A, Paragraph 6 - 10).** The supporting information required will vary with the type of project. Clearly the stronger the supporting information, the more likely an application is to succeed. Evidence of support from relevant Subject Matter Experts (SMEs), from the relevant chain of command or evidence of the need to fulfill a legal or social requirement should be included as should the details of whoever is appointed as the applicant's bid coordinator/Project Manager.

## **ACTION AFTER GRANTS HAVE BEEN APPROVED**

### **10. Notification.**

a. Units/Branches will be notified by the Controller REA when grants have been finally approved. 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 the responsibility for meeting any additional cost will rest with the applicant unit/branch.

b. 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 the Welfare Fund.

### **11. Acknowledgements of Welfare Fund Grants.**

a. As a matter of courtesy, due appreciation for grants from the REA Welfare Fund must be expressed by means of a letter to the Chairman of the REA Finance Committee. This must be sent to acknowledge the award of the grant, as soon as notification of its approval has been received. Photographs of amenities funded by the REA Welfare Fund, especially action photographs, are welcomed by HQ REA for publication in The Sapper magazine and other Corps media outlets.

b. Equipment funded by the REA must, where practicable, carry an acknowledgment to that effect. This will normally be in the form of a small engraved metal tag or plaque affixed to the equipment stating that "the Royal Engineers Association has kindly funded this equipment".

c. The Chief Royal Engineer has made it clear that he expects an article to appear in The Sapper magazine within four months of receipt of equipment funded by the REA and that he will wish to see items and hear about the benefits enjoyed during his routine visits.

### **12. Completion of Projects.** Equipment must be purchased or projects completed as soon as possible after grants are approved.

## **PAYMENT OF GRANTS**

13. Grants will not normally be paid in advance although in exceptional cases advance or interim payments may be made when large projects are involved. Grants must be claimed in one lump sum. Any unexpended balance cannot be carried forward.

14. 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.

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

### Annexes:

- A. Application for a Grant from the REA Welfare Fund.
- B. REA Group HQs - Unit and Branch Allocations
- C. Objects of the Charity

**APPLICATION FOR A GRANT FROM THE REA WELFARE FUND**

See main document Paragraph 8

**DETAILS OF UNIT/BRANCH**

1. **Title.**
2. **REA Group HQ Unit.**

**DETAILS OF PROJECT**

3. **Requirement.** See main document Paragraph 9.a.(1) & 9.a.(2)
  - a. **Outline.**
  - b. **Finance.**
    - (1) Total cost of project      £
    - (2) Unit contribution            £                    (%)
    - (3) Other contributions        £                    (%)
    - (4) **Grant requested**        £                    (%)
4. **Project Costs.** See main document Paragraph 9.b.
5. **Justification.** See main document Paragraph 9.c.
6. **Supporting Information.** See main document Paragraph 9.d.
7. **Support from the Subject Matter Expert (SME).** See main document Paragraph 9.d.
8. **Support from the Chain of Command.** See main document Paragraph 9.d.
  - a. **Commanding Officer's Comments.**
  - b. **Group HQ comments,** to include a clear statement of support

**DETAILS OF PROJECT OFFICER**

9. **Name of Project Officer.**
10. **Project Officer Contact Details.** Telephone Number; Full Postal Address and Email Address. See main document Paragraph 9.d.

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

**REA GROUP HQ's - UNIT AND BRANCH ALLOCATIONS**

<p><b><u>REA HQ and Overseas Group Area</u></b></p> <p><b>Military Unit:</b> RHQ RE (<b>REA Group HQ</b>) 35 Engr Regt - Paderborn, Germany</p> <p><b>REA Branches:</b> Bulawayo Cyprus Gibraltar Jersey Middle East (Gulf) Willich</p>	<p><b><u>REA South Midlands Group</u></b></p> <p><b>Military Units:</b> 170 (Infra Sp) Engr Gp<sup>2</sup> – Chilwell (<b>REA Group HQ</b>)</p> <p><b>REA Branches:</b> Birmingham Cannock Gloucester &amp; District Leicestershire Lichfield &amp; Tamworth Long Marston Stafford Walsall Wolverhampton</p>
<p><b><u>REA London Group Area</u></b></p> <p><b>Military Units:</b> 101 Engr Regt (EOD) - Wimbish (<b>REA Group HQ</b>) 131 Commando Squadron Royal Engineers - London, Plymouth, Birmingham &amp; Bath</p> <p><b>REA Branches:</b> Bomb Disposal Central London Peckham West London Woolwich</p>	<p><b><u>REA East Anglia Group</u></b></p> <p><b>Military Units:</b> 33 Engr Regt(EOD) – Wimbish (<b>REA Group HQ</b>) 23 Para Engr Regt - Woodbridge, Suffolk 42 Engr Regt (Geo) - Huntingdon, Cambridgeshire 20 Wks Gp RE (Air Sp) - RAF Wittering, Cambs</p> <p><b>REA Branches:</b> Airborne Engrs Bedford Cambridge Colchester Luton Lowestoft &amp; District Norwich &amp; District Peterborough</p>
<p><b><u>REA South East Group Area</u></b></p> <p><b>Military Units:</b> 1 RSME Regt – Chatham (<b>REA Group HQ</b>) 36 Engr Regt - Maidstone</p> <p><b>REA Branches:</b> Brighton Crawley &amp; District Dover Eastbourne Gravesend &amp; District Junior Leaders Maidstone Medway Postal &amp; Courier Radio Plant Branch Thanet &amp; District Tunbridge Wells</p>	<p><b><u>REA North East Group</u></b></p> <p><b>Military Units:</b> 21 Engr Regt – Ripon (<b>REA Group HQ</b>) 32 Engr Regt - Catterick, North Yorkshire 299 Para Sqn RE - Wakefield, West Yorkshire</p> <p><b>REA Branches:</b> Amphibious Engrs Bradford Bridlington Hull &amp; District Leeds Newcastle &amp; District Ripon &amp; District Scarborough South Humberside Wakefield Whitby &amp; District</p>

<sup>2</sup> Less 66 Works Group RE

<p><b><u>REA Central Southern Group Area</u></b></p> <p><b>Military Units:</b>  3 RSME Regt – Minley <b>(REA Group HQ)</b>  135 Geo Sqn - Ewell, Surrey  RSMS, Hermitage</p> <p><b>REA Branches:</b>  Isle of Wight  Reading &amp; West Berks  Solent &amp; District  Mil Survey (Geo)  Minley</p>	<p><b><u>REA North West Group Area</u></b></p> <p><b>Military Units:</b>  75 Engr Regt<sup>3</sup> – Warrington <b>(REA Group HQ)</b></p> <p><b>REA Branches:</b>  Birkenhead  Blackpool  Chester  Crewe  Manchester  North Wales  Potteries  Preston  St Helens  Warrington  West Cumberland</p>
<p><b><u>REA South West Group Area</u></b></p> <p><b>Military Units:</b>  22 Engr Regt – Tidworth <b>(REA Group HQ)</b>  24 Cdo Engr Regt - Barnstaple, N Devon  26 Engr Regt - Tidworth, Hampshire</p> <p><b>REA Branches:</b>  Andover &amp; Winchester  Armoured Engrs  Bath  Bournemouth &amp; District  Bridgwater &amp; District  Commando Engrs  New Forest  Newton Abbot  Plymouth  Southampton  Swindon  Taunton  Truro-Cornwall  Weymouth</p>	<p><b><u>REA North Midlands Group Area</u></b></p> <p><b>Military Units:</b>  66 Works Gp RE, Chilwell <b>(REA Group HQ)</b>  350 Fd Sqn (Chesterfield Tp)<sup>4</sup></p> <p><b>REA Branches:</b>  Chesterfield  Derby &amp; District  Doncaster  Nottingham  Sheffield</p>
<p><b><u>REA South Wales Group</u></b></p> <p><b>Military Units:</b>  Royal Monmouthshire Royal Engineers (Militia)  - Monmouth <b>(REA Group HQ)</b></p> <p><b>REA Branches:</b>  Bristol  Cardiff  Chepstow  Malvern &amp; District  Monmouth  Newport and Cwmbran  Swansea</p>	<p><b><u>REA Scotland &amp; Northern Ireland Group</u></b></p> <p><b>Military Units:</b>  71 Engr Regt - St Andrews <b>(REA Group HQ)</b>  39 (Air Sp) Engr Regt - Kinloss, Moray  591 Fd Sqn - Bangor, Northern Ireland</p> <p><b>REA Branches:</b>  Aberdeen  Dundee  Edinburgh  Fife  Forth Valley  Glasgow &amp; West Of Scotland  Highlands &amp; Islands  Lanarkshire  Northern Ireland  Paisley</p>

<sup>3</sup> Includes 412 Amph Engr Troop, Minden, Germany

<sup>4</sup> Apply through 33 Engr Regt (EOD)

## **OBJECTS OF THE CHARITY**

The Aims of the Association may be interpreted to be:

- a. To promote and support the Corps among members of the Association in the following ways:
  - (1) By fostering esprit de corps and a spirit of comradeship and service.
  - (2) By maintaining an awareness of Corps traditions.
  - (3) By acting as a link between serving and retired members of the Corps.
- b. To provide financial and other assistance to serving and former members of the Corps, their spouses, widows, widowers and dependants who are in need through poverty.
- c. To make grants, within Association Guidelines, to the Army Benevolent Fund and to other charities that further the objectives of the Association.