Army Sport Minor Grant Application Policy

1. Purpose

The Army Sport Minor Grant provides financial support for authorised sporting activities delivered under Army Sport governance arrangements.

This policy ensures that grants:

- Support the charitable aims of Army Sport.
- Support the Army Sport Plan.
- Are awarded fairly, transparently, and promptly.

2. Scope

This policy applies to all Minor Grant applications considered by the Army Sport Financial Planning Group (FPG).

It covers:

- Eligibility
- Applications
- Assessment
- Fiscal management
- Governance

3. Principles

3.1 Charitable Purpose

Grants must support participation, performance, health, wellbeing, leadership, and teamwork.

3.2 Strategic Alignment

Funding must support the Army Sport Plan. Please open the QR code below:

3.3 Proper Use of Funds

Funds must not provide personal financial benefit and should not replace public funding where this should already exist.

3.4 Value for Money

Applications should demonstrate effective use of funds and include other funding sources where possible.

4. Eligibility

4.1 Who Can Apply

Applications may be submitted by:

- Army Sport Associations and Unions
- Corps
- Formations and units
- Individuals

Applicants must have suitable financial controls.

4.2 What Can Be Funded

Minor Grants may support:

- Participation and performance activity.
- Athlete, coach, official, or participant development.
- Essential equipment or facility hire.
- Training, competitions, and events linked to Army Sport Plan objectives.

4.3 What Cannot Be Funded

Minor Grants will not support:

- Activities outside Army Sport Charitable objectives.
- Retrospective costs unless approved in advance.

5. Application Process

5.1 Submission Requirements

Applications must include:

- A description of the activity.
- Links to the Army Sport Plan and Charitable objectives.
- Cost breakdown.
- Details of any additional funding or support.

5.2 Application Assessment

All applications will be assessed at the quarterly Financial Planning Group meeting normally held at the beginning of each month. Applications should be received at least 3 weeks prior to the meeting to allow for screening. The meetings are held in:

- April
- July
- November
- February

5.3 Notification

Applicants will be notified of the decision within 14 days of the FPG meeting.

Acceptance of funding confirms agreement to all grant conditions.

6. Financial Management

Grant recipients must:

- Use funds only for the approved purpose.
- Keep receipts and financial records for the relevant financial year.
- Provide reports or financial returns if requested.
- Be members of the Army Sport Lottery (ASL).

Army Sport may recover funds that are misused or not spent as approved.

7. Governance and Review

This policy will be reviewed periodically to ensure it remains aligned with:

- Army Sport Plan
- Army Sport Charitable objectives
- MOD policy

ARMY SPORT MINOR GRANT APPLICATION FORM

Submission Email: jgoodliff@britisharmysport.com

Assessment Months: April | July | November | February

SECTION 1 – APPLICANT DETAILS

Applicant Name:
Rank/Appointment (if applicable):
Unit / Corps / Association / Union:
Contact Email:
Contact Telephone:

Applicant Category (Mark with X)

☐ Army Recognised Sports Association / Union
☐ Corps
☐ ASHPP Participant
☐ Serving Individual

Army Sport Lottery Membership

☐ I confirm that the applicant is a member of the Army Sport Lottery (ASL).

If applying on behalf of a group, explain how ASL membership will be promoted:

SECTION 2 – ACTIVITY SUMMARY

Title of Activity/Project:

Type of Activity (Mark with X all that apply)

☐ Participation Initiative
☐ Talent / Athlete Development
☐ Coach / Official Development
☐ Competition / Event
☐ Equipment / Facility Hire
☐ Other: _____

Activity Location/s:
Date/s:

Brief Summary (max. 200 words)

Provide a summary of the activity and what the grant will support.

SECTION 3 – STRATEGIC ALIGNMENT

How does this activity support the Army Sport Plan?

SECTION 4 – IMPACT AND OUTCOMES

Who will benefit?

Total participants:

Units / Corps involved:

What outcomes will be achieved?

(e.g. increased participation, qualifications gained, competition results)

SECTION 5 – FINANCIAL INFORMATION

Total Project/Activity Cost: £
Army Sport Minor Grant Request: £

Expenditure:

Item/Activity	**Amount**
	£
Total	**£**

Income:

Source	**Amount**
Army Sport Minor Grant (projected)	**£**
ASI ICG	
Unit	
Corps	
Sponsorship	
Individual	
Other	
Total	**£**

SECTION 6 – DECLARATIONS

I confirm that:

☐ The activity follows Army Sport governance arrangement.s
☐ Funds will only be used for the approved purpose.
☐ No personal financial gain will result.
☐ This is not a retrospective funding request unless approved in advance.
☐ Appropriate financial controls are in place.
☐ Receipts and records will be retained.
☐ Reports will be provided if requested.

Applicant Name:
Signature:
Date:

Endorsing Officer (if required):

Name:
Appointment:
Signature:
Date:

FOR FPG USE ONLY

Eligibility

☐ Eligible
☐ Not Eligible

Decision

☐ Approved
☐ Approved with Conditions
☐ Deferred
☐ Not Approved

Conditions:

Amount Approved: £