

<b>DEFENCE INSTRUCTIONS AND NOTICES</b> (Not to be communicated to anyone outside HM Service without authority)	
<b>Title:</b>	Army Sport Control Board Charitable Fund (ASCB CF)
<b>Audience:</b>	Regular and Territorial Army Units/Individuals
<b>Applies:</b>	Immediately
<b>Expires:</b>	When replaced
<b>Replaces:</b>	N/A
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<b>Subject:</b>	ASCB CF
<b>Content:</b>	ASCB CF information and how to apply for a grant
<b>Sponsor:</b>	Army Sport Control Board
<b>Contact:</b>	Accountant ASCB, Mr Chris Peach 94222 3566/01252 348566
<b>Keywords:</b>	Charitable Fund, grants, grant applications, non public funds, sport
<b>Related info:</b>	N/A
<b>Classification:</b>	UNCLASSIFIED

## **ARMY SPORT CONTROL BOARD CHARITABLE FUND**

### References:

- A. Annex E to AGAI Vol 1 Ch 5 – Sport.
- B. LFSO 3206 (Second Revise) dated Oct 10.

## **INTRODUCTION**

1. The Army Sport Control Board Charitable Fund (ASCB CF) is a registered charity (No 1123854) and is a Company Limited by guarantee. The ASCB CF was registered with Companies House on 22 Oct 09 (Company No 6569008) and the transfer from the ASCB Trust Fund was completed on 30 Oct 09. The ASCB's solicitors are Wilsons of Salisbury who also fill the role of Company Secretary.

2. The majority of the ASCB CF assets are invested in the Armed Forces Common Investment Fund which is managed by BlackRock Investment Management (UK) Ltd. Income for the ASCB CF is derived in the main from the Army Sports Lottery and dividends.

## **GOVERNING DOCUMENTS AND TRUSTEES**

3. The governing documents including the Memorandum and Articles of Association of the ASCB CF are held by the CF's solicitors with a copy at the ASCB.
4. The Trustees and the ASCB CF Secretariat are listed at Annex A.

## **OBJECTS**

5. The objects of the ASCB CF which are set out in Reference A are:
  - a. The promotion of the efficiency of the armed forces of the Crown, and in particular the British Army (including Auxiliary and Reserve Forces), by such charitable means as the Trustees shall think fit including but not limited to raising physical fitness, fostering esprit de corps and enhancing morale through participation in sports and adventurous training.
  - b. The advancement of any charitable purpose benefitting serving and former serving personnel of the British Army (including Auxiliary and Reserve Forces), and the dependants of such persons.
  - c. The support and encouragement of the Army Cadet Forces and Army contingents of the Combined Cadet Force by such charitable means as the Trustees think fit, including but not limited to the promotion of the physical fitness, development and training of its members.

These objects fulfil the requirement of demonstrating 'Public Benefit' contained in the Charities Act 2006 by 'advancing amateur sport' and 'promoting the efficiency of the Armed Forces' through the development of the moral component of the Army.

## GRANTS POLICY

The ASCB CF grants policy is focused on 3 specific areas:

- a. Making an annual grant to the 45 Sports Associations and Unions to help offset their running costs and activities. These grants include HQ Support Command, the British Army (Germany) Sports Board and the Cyprus Sports Board (when bids are submitted) to help run sport in their respective theatres, and Formations within the Army.
- b. Making grants to Sports Associations and Unions for specific items of sporting equipment for which there is no public funding or other grants available. Such grants may include Adventurous Training activity which requires additional non public funding. No target is set for this type of grant.
- c. Making capital grants to garrisons/units for sports facilities/infrastructure for which no public funding is available.

## GRANT APPLICATIONS

6. Applications for grants are to be submitted as follows to the ASCB Grants Committee (GC)<sup>1</sup>.
  - a. **Annual Grant for Sports Associations and Unions and HQ Support Command.** Annually in February, Secretary ASCB (SASCB) invites Army Sports Associations and Unions to submit a bid for an Annual Grant. The purpose of the grant is to assist each Association and Union with their running/admin costs. Each bid is considered in March and the outcome is promulgated shortly thereafter. This process also applies to the HQ Support Command with ASCB CF grants defraying the entry fees for regional sports competitions.
  - b. **Army Sports Lottery (ASL) Grants.** ASL grants are awarded for a range of sporting activities e.g. overseas tour travel costs, winter sports, courses etc.

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<sup>1</sup> ASCB GC is formed by <sup>D</sup>ASCB, <sup>S</sup>SASCB, <sup>A</sup>ASCB Acct, <sup>ASL</sup>ASL Manager

Further details can be found at [www.armysportslottery.com](http://www.armysportslottery.com) and in 2011DIN10-034.

**c. ASCB CF Grants for Equipment/Infrastructure.**

(1) **For Minor Grants Under £10K.** The ASCB CF Trustees delegate powers to the ASCB GC to make minor grants up to a ceiling of £10K. Sports Associations and Unions, Units or individuals are eligible to apply for minor grants which are to be submitted to the Accountant ASCB in writing giving the background to and the justification for a minor grant. Such grants may cover sports events, equipment or facilities for which there is no public funding or other appropriate non public funds. Applicants are expected to provide a contribution towards the total cost of the project. Applications should be submitted 8 weeks in advance although short notice bids can be accepted for Health & Safety items.

(2) **For Major Grants Over £10K.** Sports Associations and Unions, Garrisons, and Stations are to submit written applications to Director ASCB (DASCB) for Major Grants using the Grants Applications format at Annex A to Reference B. Bids are to be received well in advance of Trustees meetings which are held in October and April. For grant applications over £50K, DASCB will consult with other non public military Trusts (ie the Army Central Fund and Nuffield Trust) to identify whether or not composite funding may be required. Applicants requesting grants at this level will be required to appear at a Trustees meeting in order for Trustees to assess the written and verbal evidence before making a decision. Applicants are advised to seek early guidance from DASCB on the Major Grants process.

d. **TA Grants.** A review will be undertaken in spring 2012 to realign the procedures for TA Units applying for non public grants from the ASCB CF which includes ring fenced legacy funds from the expired TA Sports Board. Meanwhile, TA units should submit their applications to the ASCB for staffing by the Secretary TA Sport and consideration by the ASCB Grants Committee.

**NOTIFICATION AND PAYMENT OF GRANTS**

7. The SASCB will inform all successful Sports Associations and Unions, Units or individual applications (less ASL applications). Once confirmation of a grant being awarded has been

received requests for payment are to be made to the Accountant ASCB, in writing or by email, with the appropriate Bank Account Name, Number and Sort Code. Payments will only be made by BACS transfer, to the nominated account. Under no circumstances will payments be made to personal accounts.

8. Successful ASL applications will be informed by the ASL Manager, and payments made in accordance with the current ASL DIN.

### **OUT OF COMMITTEE BIDS**

9. As a norm the ASCB GC does not accept retrospective bids for ASCB CF grants. As the committee sits regularly each month out of committee bids are rare but may be accepted when the risks (particularly Health & Safety) require urgent action.

### **USEFUL CONTACT NUMBERS**

10. Applicants are encouraged to make contact with the ASCB early in respect of major and minor grants in order to receive timely advice. A list of useful contacts in this regard is at Annex B.

### **REPORTING**

11. In accordance with Charity Law the ASCB CF Trustees submit an Annual Report to the Charity Commission; ASCB CF end of year is 31 March. The Report is approved by Trustees at their October meeting and is submitted to the Charity Commission by 31 December each year. This report will be disseminated to all Sports Associations/Unions in January each year.

Annexes:

- A. ASCB CF Trustees and Secretariat.
- B. ASCB CF Useful Contacts.

**ARMY SPORT CONTROL BOARD AND CHARITABLE FUND**

**MANAGING BOARD AND TRUSTEES**

President:	Lt Gen Sir Mark Mans KCB CBE	AG
Chairman:	Maj Gen G W Berragan CB	DG Pers
Members:	Brig I Harrison OBE (wef Mar 12)	BGS
	Brig B J Bathurst OBE	D Trg (A)
	Brig M W E Wade CBE	BMC (A)
	Brig T N O'Brien CBE TD ADC	Chmn TA Sport
	tbc	DIO Rep
	Lt Col K L Bennett AGC (ETS)	Chmn Netball/Female Focus
	WO1 (CRSM) S Semple RAPTC	CRSM RAPTC
Financial Adviser:	Mr D Rowe	MD UBS
Secretariat:	Maj Gen (Retd) C H Elliott CVO CBE	DASCB
	Lt Col (Retd) C D M Harris	SASCB
	Maj A J Chapple RAPTC (V)	Sec TA Sport

**SPORT STEERING COMMITTEE**

Chairman:	Maj Gen (Retd) C H Elliott CVO CBE	DASCB
Members:	Col (Retd) R I Harrison OBE	Sec BA (G) SB
	Maj R Whitaker RAPTC	SO2 PD D Trg (A)
	Maj A J Chapple RAPTC (V)	Sec TA Sport
	WO1 (SMI) M R Horner RAPTC	SMI Sport HQ Sp Comd
Secretary:	Lt Col (Retd) C D M Harris	SASCB

**ARMY SPORT CONTROL BOARD CHARITABLE FUND – USEFUL CONTACTS**

1. In the first instance readers should go to [www.armysportcontrolboard.org](http://www.armysportcontrolboard.org) and [www.armysportslottery.com](http://www.armysportslottery.com)
  
2. ASCB CF Secretariat Members:
  - a. Chief Executive      Maj Gen (Retd) C H Elliott CVO CBE  
Director  
Army Sport Control Board  
Clayton Barracks  
ALDERSHOT  
GU11 2BG  
Telephone: 94222 3568 (Mil)/01252 348568 (Civ)
  
  - b. Secretary              Lt Col (Retd) C D M Harris  
Secretary  
Army Sport Control Board  
Clayton Barracks  
ALDERSHOT  
GU11 2BG  
Telephone: 94222 3693 (Mil)/01252 348693 (Civ)
  
  - c. Secretary TA Sport    Maj A J Chapple BEM RAPTC (V)  
Secretary TA Sport  
Headquarters London District  
Horse Guards  
Whitehall  
LONDON  
SW1A 2AX  
Telephone: 94631 2402 (Mil)/0207 4142402 (Civ)

3. Army Sports Lottery:

- a.       Manager                   Maj (Retd) D C Scott  
  Lottery Manager  
  Army Sport Lottery  
  Clayton Barracks  
  Aldershot  
  GU11 2BG  
  Telephone: 94222 3550 (Mil)/01252 348550 (Civ)

Notes:

1. ASCB moves from Clayton Barracks to Fox Lines Aldershot in mid May 2012. The address will be:

Army Sport Control Board  
Fox Lines  
ALDERSHOT  
GU11 2LB

2. Telephone numbers are not yet known and will be published on the ASCB/ASL websites in due course.