

# NAAFI FUND

Step by Step  
guide to help  
your application



# 100



# NAAFI FUND



**Funding  
projects on  
Armed Forces  
units that  
make life  
better for  
serving  
personnel and  
their families**

**All of the information that you  
need to make an application  
is in the programme  
guidance**

**But if you haven't made a  
grant funding application  
before, it can feel  
complicated**

**So, we've put this step by  
step guidance together to  
help you make your  
application**

*If you find that there are a lot of steps  
to get through, think about what it  
would be like to have the project that  
you are planning up and running.*

*Make sure you tell us in your  
application about the difference  
your project will make to people  
living on your unit*

Make sure that you read the  
full guidance document for the  
NAAFI Fund

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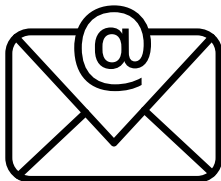


***You need to  
be on an  
Armed  
Forces Unit***

***Your idea needs to***

- Help serving personnel living in single living accommodation or Armed Forces families living on or near your unit;
- cost between £5,000- £20,000
- Reduce isolation or boredom; or improve quality of life in a clear way

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***Email your  
project idea  
to NAAFI***

***Your email needs to***

- Give summary of your idea in 50 words or less
- State how much you'd like to apply for
- State which Armed Forces unit your project would take place in



*If your idea broadly fits the aims of the Fund, then you will get a unique code that enables your application to proceed*

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## ***Application stage***

### ***As part of this you should***

- Set up an account on the grant making portal. There's information that can help you here (add link)
- Read the programme guidance carefully.
- We suggest that you download a copy of the word version of the application form (insert link) and work on a draft version

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## ***Get any permissions that you'll need***

### ***Your project needs to be able to go ahead if you get a grant***

- Find out if your idea will need permission from DIO
- Who will be the inventory holder if your project purchases equipment or other items?
- Make sure that you've talked to everyone who you will need to deliver your project and that they will be part of it. What will happen if someone is posted elsewhere?

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## ***Check how your grant funds will be managed***

### ***Who would the funds be paid to if you get a grant?***

- Talk to the finance/ accounts department at your unit
- You should find out who at your unit can hold the budget for your grant; and ensure they are happy with your plans
- We will need to know which bank account to pay any grant to; and who would be responsible for managing this money.



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***Get  
permission  
from your  
Commanding  
Officer***

***This shows us that there is  
senior support for the project***

- The commander of your unit needs to give you a letter from your unit
- This letter should tell us that they support the project
- Your letter needs to be in an electronic format so that you can add it to your online application

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***Finish off  
your  
application***

- Check you've answered all the questions
- Make sure that you have uploaded the letter of support from your Commanding Officer
- Make sure you add the unique code that NAAFI emailed to you

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***Submit your  
application***

- You're done!
- You will get an email confirming that your application has been received
- You'll get a decision in March 2021