



# 2026-28 Sport Association Planning

## FAQ

Last updated: 25.02.2025 (V2)

Owner: Grants & Programmes Manager

**The 2026-28 Sport Association Planning process launched on 29 January 2025. Bespoke forms and a guidance document were emailed to RAF Sport Association Chairs, Treasurers and Secretaries.**

This FAQ, will be updated regularly to capture common questions asked throughout the submission process, will be accessible alongside the above mentioned guidance in the Central Fund's [Sports Association Resource Hub](#) for the duration of the submission window.

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### 2026-28 SA Planning Process (Reminders)

- Completed forms must be returned to [sportsfunding@rafcf.org.uk](mailto:sportsfunding@rafcf.org.uk) no later than 1700 on Friday 4 April 2025.
- Form review sessions are available to book in the online booking system (linked [here](#)). Now that our offer of introductory sessions has concluded, please use the email address above and/or engage via your ambassadors with any queries not currently addressed in this FAQ.
- Our project milestones are as follows:
  - **End of January:** launch of form and guidance
  - **Early April:** deadline for return
  - **April:** application screening and funding recommendation developed by the Grants Department
  - **May:** combined review by DRS & RAFCF
  - **June/July:** RAFCF Committee review and RAFCF Board approval
- Sport Associations are empowered with the flexibility to spend in a way that best meets their strategic goals and deliverables. The Fund's Sport Association Funding policy is available in the Resource Hub linked above.

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## NAVIGATING YOUR FORM

### 1. Pre-populated sponsorship income goes beyond the scope of current agreements. Should we budget against it?

**Our guidance document for projected income states:** *Please detail all confirmed income, and any projections or in-progress opportunities that hold a higher than 50% likelihood of fruition at time of completion. This data should also be entered as total income in your 3-year budget.*

When it comes to income that we have projected on your behalf via our Commercial team, although there are no guarantees, we would like to think that working together puts the likelihood of a renewal (or sourcing of an equivalent alternative as necessary) above the

50% mark, therefore please proceed in allocating any core/essential spend(s) against this income in your 3-year budget.

If you wish to utilise commercial income against a Desirable Project, then please display it as a surplus in your 3-year budget and refer to 'Sponsorship' as your intended source of funding for the project. Please remember that invoices cannot be split between charitable and trading sources.

## **2. Our High Performing and Elite Athlete data is missing or incorrect, what do we do?**

We are aware that a handful of forms are missing this data, which will be updated centrally on return of completed forms (in line with official athlete markers). Any perceived variances should be discussed with the Directorate of RAF Sport.

## **3. The cells in the 3-year budget tab don't appear to be big enough, all I'm seeing is '####'?**

If you adjust the zoom on the excel document to make the page bigger, this should enable figures to appear in those areas.

## **RESOURCES AND BUDGETING**

## **4. You have asked for our 2023 total expenditure, do you mean 2024?**

No. Due to how the Sports Fed systems were moved across to the Fund, expenditures from 2023 are challenging to access and compile centrally, therefore we have asked sports to pop in their 2023 total expenditures. By April, your 2024 total expenditures will be accessible centrally to further inform our screening process.

## **5. Are we supposed to list every Physical Asset we own in the resource tab?**

No, please don't! The purpose of this area is to highlight significant assets that are reaching end of life and will need repairing or replacing in the next 3-5 years. Please refer to the guidance for further detail on what we would expect to see in this section.

## **6. If we need to replace a Physical Asset(s) in this cycle as core/essential activity, how should we record this?**

Firstly, ensure the asset is captured as an item of pooled kit and equipment in the resources tab, with a 'current value' equal to an estimated sale price. If £0.00 move to step 3.

Secondly, ensure this sale price is recorded as projected income, in both the resources tab (context of income section) and in the 'Sale of Clothing and Expenditure' line in your 3-year budget.

Thirdly, record your corresponding expenditure. Please contra any income of sale and place any remaining costs accordingly. Please remember that invoices cannot be split between charitable and trading sources.

## **7. When replacing existing Physical or Capital/Fixed Assets as desirable projects, how should we record this?**

Firstly, ensure the asset is captured in the resources tab (physical/capital sections only), with a 'current value' equal to an estimated sale price.

Secondly, record your intended expenditure as a Desirable Project. Whether Kit and Equipment or a Capital item, please state intended sources to enable a purchase. Any income generated by the sale of an existing item should be reflected as 'Source A'. Please remember that invoices cannot be split between charitable and trading sources.

## **8. Can we split an item or activity between core/essential and desirable project?**

No. Please ensure there is a clear delineation between core/essential activities and desirable projects. For any activity you deem to be 'on the fence' between the two, please recognise it as a high priority desirable project.

As per Q1, if you wish to utilise recorded income (such as sponsorship) against a Desirable Project, then display a surplus in your 3-year budget and reference this accordingly as your intended 'source' of funding for the desirable project. Please remember that invoices cannot be split between charitable and trading sources.

## **9. How should we approach inflation?**

When budgeting, please reflect significant cost increases where they are known and/or easily evidenced and projected. There is no requirement to apply a blanket % uplift for inflation at this stage of the process.

If you have already scoped and applied a % uplift to your budgeted figures, please highlight this on submission.

## **NEXT STEPS**

### **10. How will allocation/grant awards be decided? And will we just receive what we've always had?**

Various data sets will inform development of a fresh recommendation for funding levels across sports. Our starting point is to understand any income shortfalls against the core/essential activity of sports. From there, we'll also take the following areas into consideration:

- Evidence of proactive engagement with the process
- Reach of engagement and activities
- Scope for impact on RAF serving personnel (wellbeing survey)
- Resilience of operations (e.g. diverse income streams, sensible asset management etc.)
- Membership models and personal contributions
- Recent history of allocation/grant awards and underspend activity
- High priority desirable projects (if scope to consider)

It's unlikely our Sport Association Funding programme will cover all core/essential shortfalls. Once our recommendation is board approved, outcomes will be communicated as follows:

- 2026 (confirmed): £XX (X% of shortfall)
- 2027 (indicative): £XX (X% of shortfall)
- 2028 (indicative): £XX (X% of shortfall)
- Narrative / recommendations.

With sports able to spend their allocation/grant in a way that best delivers on their strategy, it will be down to you to decide how to prioritise spends (in line with policy).

## **11. How could we proactively generate additional income?**

In addition to our Sports Association Funding programme, the Fund also stewards support for sport and physical activity through charitable partners and support Sport Associations in securing commercial sponsorship. Any queries relating to sponsorship opportunities should be directed to [rafsport@rafcf.org.uk](mailto:rafsport@rafcf.org.uk).

Should Sport Associations wish to undertake fundraising activity, the team at [fundraising@rafcf.org.uk](mailto:fundraising@rafcf.org.uk) can signpost you to our preferred platform and ensure you are equipped with the right tools to succeed.

## **12. Is there anything else we should note?**

Our Environmental, Social and Governance principles are very important to us, therefore ethical procurement, reduction in waste and consideration to running costs/implications are all relevant to purchases made using this award. Products should be sustainably sourced and any old equipment re-purposed, donated, recycled or disposed of in a way that is considerate to the environment.

Please remember to complete our wellbeing survey in accompaniment to your form submission: <https://forms.office.com/e/yNZfDTZTtZ>

*Thank you for taking the time to read through the FAQ, any further questions should be submitted as per the methods outlined in the introduction.*