|  |  |
| --- | --- |
| **Defence Instructions and Notices**  (Not to be communicated beyond Crown Servants, and Government contractors, without authority) | |
| **Title** | Berlin Infantry Brigade Memorial Trust Fund (BIBMTF) |
| **Audience** | All Army Personnel |
| **Applies** | **August 2019** |
| **Expires** | When rescinded or replaced |
| **Replaces** | **2017DIN10-006** |
| **Reference** | **2019DIN10-029** |
| **Released** | **August 2019** |
| **Status** | **Current** |
| **Channel** | 10 Sports and Social Events |
| **Content** | Procedure to be followed when applying for a BIBMTF grant for Sport and Adventurous Training activities |
| **Sponsor** | HQ Army Sport Control Board (HQ ASCB) and HQ Adventurous Training Group (Army) (HQ ATG(A)) |
| **Contact** | Operations Officer, HQ ASCB, Mackenzie Building, Fox Lines, ALDERSHOT, GU11 2LB;  Tel: 94222 7058 or 01252 787058, Email: opsbranch@ascb.uk.com  Chris Puzey, HQ ATG(A), Trenchard Lines, Upavon, Wilts SN9 6BE.  Tel: 94344 5653, Email: [atga-hq-so2atopsorgplans@mod.uk](mailto:atga-hq-so2atopsorgplans@mod.uk) |
| **Keywords** | Memorial Fund, Application, Grants, Adv Trg, Sports |
| **Local Keywords** | Grants, Sport, Non-public funding, Overseas Visits funding, winter sports funding, adventurous training, AT, expeditions. |
| **Annexes** | Annex A – Application Form; Overseas Sport Visits or Winter Sports  Annex B – Application form – Adventure Training Expeditions |
| **Related Info** | N/A |
| **Classification** | Official |

**BERLIN INFANTRY BRIGADE MEMORIAL TRUST FUND (BIBMTF) – GRANTS FOR**

# OVERSEAS SPORTS VISITS AND ADVENTUROUS TRAINING EXPEDITIONS

References:

1. [2018DIN07-077 - Army European Winter Sports Activity (or its successor)](https://modgovuk.sharepoint.com/sites/defnet/Corp/DINStraining/2018/2018DIN07-077.pdf)
2. [AGAI Volume 1 Chapter 5 - Sport in the Army](https://modgovuk.sharepoint.com/sites/defnet/Corp/Army/Publications/AGAI_005.pdf)
3. [2019DIN10-001 - Overseas Sports Visits](https://modgovuk.sharepoint.com/:w:/r/sites/defnet/Corp/_layouts/15/Doc.aspx?sourcedoc=%7BE45D2512-2157-4E1D-AC24-F395BCBB41D5%7D&file=2019DIN10-001.docx&action=default&mobileredirect=true&DefaultItemOpen=1)
4. [AGAI Volume 1 Chapter 11 - Adventurous Training](https://modgovuk.sharepoint.com/sites/defnet/Corp/Army/Publications/AGAI_011.pdf)
5. [JSP 419 - Joint Services Adventure Training (JSAT)](https://modgovuk.sharepoint.com/sites/defnet/HOCS/Pages/JSP419.aspx)

# INTRODUCTION

1. The BIBMTF is a charitable trust established for the benefit of the ‘Living Army’. It seeks to make soldiering fun and aims, principally, to support activities at unit and sub-unit level where the maximum number of its junior ranks should benefit from charitable grants.

1. The BIBMTF was established with two broad objectives:

* 1. To promote the efficiency and well-being of the Army in such ways as the Managing Trustees think fit.

* 1. To support either generally or individually former members of the Armed Forces and their dependants who are in conditions of need, hardship or distress.

1. As part of the first objective, the Managing Trustees are predisposed to supporting Army Adventurous Training (AT) Expeditions, Sport and CO’s Special Projects by way of grants which benefit the maximum number of junior ranks thereby encouraging retention. They will, however, consider any reasonable bid that falls outside these parameters. All bidding units should appreciate that the Trustees’ intention is to make soldiering fun and that support of activities that benefit the greatest number of the most junior ranks will always be regarded as the highest priority.

1. Bids for £5,000 or more are rarely considered on the applications alone. However, where such bids are deemed to be supportable, the Managing Trustees normally ask for a short presentation at one of their biannual meetings in London. Advice on the working of the Trust is available direct from the Trust Secretary.

# APPLICATION PROCEDURE

1. The Managing Trustees have agreed to consider grant applications, and approve submissions they deem to be appropriate for; Army personnel undertaking AT, overseas and domestic sporting activity, Winter sports activity[[1]](#footnote-1) and CO’s special projects, in accordance with References A to E. Consideration of applications will be based on the following principles:
   1. The activity must be authorised at the appropriate level and all participants must be on duty.

* 1. The activity should represent a considerable challenge to the members.
  2. Bids for infrastructure or the purchase of sports/AT equipment will not be considered.

1. The Trustees are unlikely to consider a bid where personal contributions are not approximately one third of the total cost and where the rank structure of the activity does not reflect a unit’s establishment. Units are expected to financially support the activity and if they do not, it is highly unlikely a BIBMTF grant will be approved for the activity.

1. **Overseas Sport Visits (OSV).**  Applications for OSVs are to be realistic and applicants should plan on a maximum of £50 per head, however each application will be considered on its merits. In the case of individual junior soldiers participating in activities of national sporting importance grants may be larger. The application procedure is as follows:

* 1. The OSV must be authorised by HQ Army Sports Control Board (ASCB) before a BIBMTF grant will be considered.

* 1. The Trustees prioritise bids where most participants are junior ranks or in the case of HQs and Training Units they have support staff who rarely can attend OSVs or AT activities. Bids are assessed individually by the Trustees, working out of committee, and the highest priority is given to the activities that get the maximum number of junior ranks away for comparatively short periods of time, to locations and activities that will stretch them whilst at the same time being ‘fun’.

* 1. All OSV applicants[[2]](#footnote-2) are to complete Annex A and forward it electronically accompanied with a covering letter, Warning Order or Admin Instruction and nominal roll to the ACOS, HQ ASCB. The Ops Offr, HQ ASCB will validate all applications and once satisfied will forward them to the Trustees, via the Trust Secretary, with a recommendation on the level of grant considered appropriate.

1. **Winter Sports Activity Applications.** Given the popularity of the Ski Foundation syllabus and the large number of Army personnel that participate annually. A BIBMTF grant of approximately £30 per junior rank may be approved. Authorised grants will be allocated from October each year with the priority directed by the Trustees, and until the allocated winter funds have been exhausted.

* 1. Winter Sports activities will be authorised in accordance with Reference A.

* 1. Winter Sports activities are to be co-ordinated at unit level to multiple bids from the same unit for different disciplines i.e. one bid per unit. Multiple applications from the same unit will be rejected. Applications are to be submitted electronically on the Application Form at Annex A direct to the Trust Secretary and copied to the Army Winter Sports secretary [s.davis@ascb.uk.com](mailto:s.davis@ascb.uk.com).
  2. Ski racing will not be considered for a BIBMTF grant.

1. **Adventurous Training Expedition Applications**. Applicants should also apply for public funding, unit grants and ensure individuals have made a personal contribution at one third of the cost of the activity before submitting their application. Advice on expedition funding can be found in Reference D.
   1. Only those AT activities contained within Reference E, may be eligible for a BIBMTF grant.

* 1. All AT applications are to be submitted electronically using Annex B to the appropriate regional ATG(A) SO2 Adventure Training Desk Officer. These will be forwarded to and co-ordinated by HQ ATG(A). HQ ATG(A) will validate all applications and once satisfied will forward them to the Trustees, via the Trust Secretary, with a recommendation on the level of grant considered appropriate.

1. **CO’s Special Projects Applications.** Other bids which fall outside of an OSV or AT nature, but which are supported and endorsed by a unit’s CO may also be submitted direct to the Trust Secretary for consideration by the Trustees.

**GRANTS**

1. Successful applicants will be informed by email, and grants will usually be paid approximately three weeks prior to the start of the event. It follows that if applicants have not heard from BIBMTF by then, it is likely their bid has been unsuccessful however, it is recommended that applicants email the Trust Secretary for confirmation.
2. Grants are usually paid by cheque. It is essential that the applicant include the correct bank account details on the application form. Receipts are required, and post exercise reports or similar post event material written for military magazines should be forwarded to the Secretary to the Trustees. A ‘thank you letter’ is always well received by the Trustees.

**CONTACT DETAILS**

1. The following personnel or appointments are the POCs for OSVs, Winter Sports, AT and other grant applications;
   1. BIBMTF Secretary (Mr Mike Adler)
      1. Independent Services Agency Ltd, PO Box 314, Woking, GU24 9FA
      2. Telephone 01276 855825
      3. Email: isvcsagency@easynet.co.uk.
   2. HQ ASCB (OSVs & Winter Sports)
      1. HQ ASCB, Mackenzie Building, Fox Lines, Aldershot, GU11 2LB
      2. Telephone military 94 222 7058 or civilian 01252 78 7058
      3. OSVs - Email Opsbranch@ascb.uk.com
      4. Winter Sports – Email [s.davis@ascb.uk.com](mailto:s.davis@ascb.uk.com)
   3. HQ ATG(A)
      1. Mr Chris Puzey (SO2 AT Ops)
      2. Telephone military 94 344 5655
      3. Email: [atga-hq-so2atopsorgplans@mod.uk](mailto:atga-hq-so2atopsorgplans@mod.uk)

Annexes:

1. BIBMTF Grant Application Form – OSVs and Winter Sports Activity
2. BIBMTF Grant Application Form – AT Expeditions.

**ANNEX A to 2019DIN10-029**

**DATED AUG 19**

**APPLICATION FOR AN OVERSEAS SPORTS TOUR OR WINTER SPORTS ACTIVITY GRANT FROM THE BERLIN INFANTRY BRIGADE MEMORIAL TRUST FUND**

| **Ser** | **Title/Headings** | **Completion Data** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (a) | (b) | (c) | | | | | | |
|  | **Unit Title** |  | | | | | | |
|  | Div/Bde |  | | | | | | |
|  | **Sports Tour/ Activity Exercise Name** |  | | | | | | |
|  | **Sports Tour or Trg Camp / Activity Dates** | From:       To: | | | | | | |
|  | **Sports Tour/ Activity Type/Discipline** |  | | | | | | |
|  | **Country** |  | | | | | | |
|  | **Organiser:**  Rank:       Name:       Email:       Tel No:       (Alt)  Address: | | | | | | | |
|  | **Ranks of Party** Offr: 0 SNCO: 0 JNCO: 0 OR: 0 O/CDTS: 0 | | | | | | Total Pers: 0 | |
|  | **Brief Outline and Aim:** | | | | | | | |
|  | **Brief Justification and Message to Trustees:** | | | | | | | |
|  | **Financial Summary – showing all estimated income and expenditure.** | | | | | | | |
|  | Total Grant Requested: | £0.00 | | | | | | |
|  | **If successful, cheque be payable to:** |  | | | | | | |
|  | **Date and Name of applicant:** | Date | | | Name | | | |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
|  | **Commanding Officer Recommendation**  (Not required for Sports Activity which is approved by HQ ASCB): | £0.00 | | | | | | |
|  | **Commanding Officer:** | Date | | | Name | | | |
|  |  |  | |  | |  |
|  | **HQ ASCB Recommendation**  **(Sports applications only):** | £0.00 | | | | | | |
|  | **ASCB Representative**  **(Sports applications only):** | Date | | | Name | | | |
|  |  |  | |  | |  |
|  | **ASCB Comment (OSVs or Trg Camp applications only):** | | | | | | |  |

ESTIMATED INCOME AND EXPENDITURE

|  |  |  |
| --- | --- | --- |
| **ESTIMATED INCOME** | **£**  **(Total)** | |
| Personal Contribution £ Per head 0.00 | 0.00 | |
| Unit Contribution – Note 1 | 0.00 | |
| BIBMTF | 0.00 | |
| Army Sports Lottery £ Per Head 0.00 | 0.00 | |
| Others: (specify) | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
| **TOTAL ESTIMATED INCOME** | 0.00 | |
|  |  |
|  |  |
| **ESTIMATED EXPENDITURE** | **£**  **(Total)** | |
| Accommodation | 0.00 | |
| Food | 0.00 | |
| Transport | 0.00 | |
| Flights/Ferry etc | 0.00 | |
| Insurance | 0.00 | |
| Others: (specify) | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
| **TOTAL ESTIMATED EXPENDITURE** | 0.00 | |

Note: If there is no unit contribution from individuals a reason must be given in Serial 10.

***This Form is to be completed and staffed electronically in accordance with the procedure at paragraphs 5-7. OSVs applications are to be forwarded to Ops Offr ASCB at*** [***opsbranch@ascb.uk.com***](mailto:opsbranch@ascb.uk.com)

***Winter (Sports) Activity applications are to forwarded direct to the Trust Secretary and copied to*** [***s.davis@ascb.uk.com***](mailto:s.davis@ascb.uk.com) ***Secretary Army Winter Sports.***

**ANNEX B to 2019DIN10-029**

**DATED AUG 19**

**APPLICATION FOR AN ADVENTUROUS TRAINING EXPEDITION GRANT FROM THE BERLIN INFANTRY BRIGADE MEMORIAL TRUST FUND**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ser** | **Title/Headings** | | **Completion Data** | | | | | |
| (a) | (b) | | (c) | | | | | |
|  | **Unit Title** | |  | | | | | |
|  | Div/Bde | |  | | | | | |
|  | **Expedition Name** | |  | | | | | |
|  | **Expedition Dates** | | From: | | | | To: | |
|  | **Type of Activity** | |  | | | | | |
|  | **Country and Area to be Visited** | |  | | | | | |
|  | **Expedition Leader** | | | | | | | |
|  | Rank: | Name: | | Email: | | | | |
|  | Contact No: | | | (Alt) | | | | |
|  | Address: | | | | | | | |
|  | **Ranks of Party** Offr: 0 SNCO: 0 JNCO: 0 OR: 0 O/CDTS: 0 | | | | | | | Total Pers: 0 |
|  | **Brief Outline and Aim of Expedition** | | | | | | | |
|  | **Justification for Requesting a Grant** | | | | | | | |
|  | **Financial Summary – Page 2 - showing all income and expenditure.** | | | | | | | |
|  | Total Grant Requested | | £0.00 | | | | | |
|  | **If successful, to whom should the cheque be payable?** | |  | | | | | |
|  | **Date and Name of applicant:** | | Date | | | Name | | |
|  |  | |  | | |  | | |
|  | **Div/Bde Desk Officer Recommendation** | | £0.00 | | High  Medium  Low | | | |
|  | **Div/Bde Desk Officer Comment** | | | | | | | |
|  | **Date and Name of Div/Bde Desk Officer:** | | Date | | | Name | | |
|  |  | |  | | |  | | |
|  | **HQ ATG (A) Recommendation** | | £0.00 | | High  Mediu­m  Low | | | |
|  | **HQ ATG (A) Comment** | | | | | | | |
|  | **Date and Name of HQ ATG (A) Representative:** | | Date | | | Name | | |
|  |  | |  | | |  | | |

ESTIMATED INCOME AND EXPENDITURE

|  |  |  |
| --- | --- | --- |
| **ESTIMATED INCOME** | **£**  **(Total)** | |
| Personal Contribution £ Per head 0.00 | 0.00 | |
| Unit Contribution – Note 1 | 0.00 | |
| BIBMTF | 0.00 | |
| Army Sports Lottery £ Per Head 0.00 | 0.00 | |
| Others: (specify) | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
| **TOTAL ESTIMATED INCOME** | 0.00 | |
|  |  |
|  |  |
| **ESTIMATED EXPENDITURE** | **£**  **(Total)** | |
| Accommodation | 0.00 | |
| Food | 0.00 | |
| Transport | 0.00 | |
| Flights/Ferry etc | 0.00 | |
| Insurance | 0.00 | |
| Others: (specify) | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
|  | 0.00 | |
| **TOTAL ESTIMATED EXPENDITURE** | 0.00 | |

Note: If there is no unit contribution from individuals a reason must be given in Serial 10.

**This form must be completed and sent electronically to ATG(A) SO2 Adventure Training Desk Officer at Email:** [atga-hq-so2atopsorgplans@mod.uk](mailto:atga-hq-so2atopsorgplans@mod.uk)

1. Winter Sports Activity can be conducted as Sport or Individual Military Training in accordance with Reference A.

   [↑](#footnote-ref-1)
2. Army, Corps, Unit teams and individuals are all to submit applications to [opsbranch@ascb.uk.com](mailto:opsbranch@ascb.uk.com) HQ ASCB. [↑](#footnote-ref-2)