

## CHAPTER 32

### SERVICE FUNDS, CHARITIES AND ASSOCIATED ORGANISATIONS

#### CONTENTS

POINT OF CONTACT – PART 5

#### SECTION 1 - PROVISION OF SUPPORT TO CHARITIES

##### Para

- 3201. Introduction
- 3202. Further Guidance

#### SECTION 2 - SERVICE FUNDS - GENERAL

- 3203. Introduction
- 3204. Service Funds – General
- 3205. Service Funds – Composition and Regulation

#### SECTION 3 - ROYAL NAVY & ROYAL MARINES CHARITY (RNRMC)

- 3206. Overview
- 3207. Generating Funds
- 3208. Objects
- 3209. Beneficiaries
- 3210. Charities and Subsidiary Funds within the RNRMC
- 3211. RNRMC Contact Details

#### SECTION 4 - RNRMC - MILITARY EFFICIENCY FUNDS

- 3212. Naval Service Amenity Fund (NSAF)
- 3213. Naval Service Prizes and Award Fund (NSPAF)
- 3214. Naval Service Sports Charity (NSSC)
- 3215. Naval Service Dependants' Fund (NSDF)
- 3216. Fleet Air Arm Benevolent Trust (FAABT)
- 3217. Sir Donald Gosling Maritime Reserve Amenity Fund (DGMRF)

#### SECTION 5 - RNRMC - BENEVOLENCE FUNDS

- 3218. Naval Service Benevolence Fund (NSBF)
- 3219. Queen Alexandra's Royal Naval Nursing Service (QARNNS) Trust Fund
- 3220. Plymouth Royal Naval Aid Fund (PRNAF)
- 3221. Naval Medical Compassionate Fund (NMCF)
- 3222. Royal Naval Benevolent Society for Officers (RNBSO)

**SECTION 6 - NAVAL SERVICE BENEVOLENT ORGANISATIONS**

- 3223. Introduction
- 3224. Royal Navy Benevolent Trust (RNBT)
- 3225. Royal Navy & Royal Marines Children's Fund (RNRMCF)
- 3226. Women's Royal Naval Service Benevolent Trust (WRNSBT)
- 3227. Royal Naval Reserve (V) Benevolent Fund (RNR(V))

**SECTION 7 - ROYAL MARINES CHARITIES**

- 3228. Royal Marines Charitable Trust Fund (RMCTF)
- 3229. The C Group Supporting the RMs (C Group)
- 3230. Royal Marine Association (RMA)

**SECTION 8 - NON-PUBLIC AMENITY GRANTS**

- 3231. Nuffield Trust for the Forces of the Crown
- 3232. Services Sound and Vision Corporation (SSVC)

**SECTION 9 - ROYAL NAVY & ROYAL MARINES CHARITY PAYROLL GIVING SCHEME**

- 3233. RNRMC Payroll Giving Scheme

**SECTION 10 - ADVICE AND SUPPORT: OTHER ASSOCIATIONS AND BENEVOLENT ORGANISATIONS**

- 3234. Introduction
- 3235. Annington Trust
- 3236. Association of Royal Navy Officers
- 3237. Blind Veterans (St Dunstan's)
- 3238. British Limbless Ex-Servicemen's Association
- 3239. Combat Stress (Ex-Services Mental Welfare Society)
- 3240. Commonwealth War Graves Commission
- 3241. Confederation of Service Charities (COBSEO)
- 3242. Conference of Naval Associations (CONA)
- 3243. Erskine Hospital
- 3244. Forces Pension Society
- 3245. Greenwich Hospital
- 3246. Haig Homes
- 3247. Help for Heroes
- 3248. Houses for Heroes Scotland
- 3249. King Edward VII's Hospital Sister Agnes
- 3250. King William IV Naval Foundation
- 3251. Lady Grover's Hospital Fund for Officers' Families
- 3252. Lloyd's Patriotic Fund
- 3253. Missions to Seafarers
- 3254. National Gulf Veterans and Families Association
- 3255. Naval Families Federation (NFF)

- 3256. "Not Forgotten" Association
- 3257. Officers Association
- 3258. Queen Alexandra Hospital Home (QAHH)
- 3259. Regular Forces Employment Agency
- 3260. Royal British Legion (RBL)
- 3261. Royal Naval Association
- 3262. Royal Sailors' Rests (also known as Aggies and RSR)
- 3263. Royal Star & Garter Homes
- 3264. Seafarers UK
- 3265. SSAFA Forces Help
- 3266. Union Jack Club
- 3267. Veterans Aid
- 3268. Victory Services Club
- 3269. War Widows Association
- 3270. White Ensign Association

**ANNEX**

**Annex 32A:** Naval Service Assisted Passage Scheme (NSAPS)

**CHAPTER 32****SERVICE FUNDS, CHARITIES AND ASSOCIATED ORGANISATIONS****SECTION 1 - PROVISION OF SUPPORT TO CHARITIES****3201. Introduction**

The Third Sector Section is the Naval Command's focal point for Third Sector (including charities, not for profit organisations, associations, heritage and museums) issues, interactions, policy and guidance. The Third Sector Section sits within the Command Secretary's area of the Naval Command Headquarters and its role is to provide greater clarity, consistency and focus with respect to Navy Command's interactions with the Third Sector, to define policy and provide the focal point/representation for dealings with Third Sector entities, including the RN resources that could be offered (in accordance with Departmental guidelines) to requests for Naval Service support.

**3202. Further Guidance**

The Navy Command's Guide to the Provision of Support to Charities and Other Third Sector Organisations can be found on the Charities and Heritage webpage on the RN intranet. The guide is to be used when dealing with requests for support, sponsorship and assistance from Third Sector organisations (including Service charities). Following the guide will ensure that all requests for support to charities are processed properly in accordance with Treasury and Departmental guidelines, to the same set of principles and consistently across the Naval Service.

## SECTION 2 - SERVICE FUNDS - GENERAL

### 3203. Introduction

This section gives details of non-public funds, which have Charitable status and exist to support the moral component of fighting power by providing funds for charitable purposes including the provision of facilities and amenities for education, recreation and entertainment, and otherwise financial support and benevolence for the mental and spiritual needs of serving and ex-serving personnel and, in necessitous circumstances, their dependants. Advice on any aspect of these funds may be obtained from the point of contact for this Chapter. The Chapter also lists a few of the other organisations which may provide support to Service and ex-Service personnel and their families.

### 3204. Service Funds - General

a. Service funds are non-public funds set up to promote military efficiency and as such come within the definitions of charitable purposes in Section 3.1(l) of the Charities Act 2011 (applicable in England and Wales) which states that "The promotion of the efficiency of the armed forces of the Crown, or the efficiency of the police, fire and rescue services or ambulance services". Although charity laws in Scotland and Northern Ireland do not have such a specific purpose, the objects of military charities are accepted under other general purposes in these jurisdictions.

b. **Public Benefit.** The 2011 Charities Act also specifies that, in addition to having a purpose listed in Section 3.1 of the Act, charities must benefit the public. Service Funds and charities are therefore required to prove their public benefit and an example clause for this purpose has been adopted for inclusion within the constitution of Service funds as follows:

"This fund provides public benefit by assisting Service personnel to more effectively perform their roles within the armed forces of the Crown (or Royal Navy). This assistance enables Service personnel to face the challenges and danger associated with military service by developing and maintaining teamwork; skills; confidence; spirit and attitude; and morale. As a result the fund promotes the efficiency of the armed forces of the Crown by enhancing the Royal Navy's capability to undertake the roles demanded of it including the defence of the United Kingdom and its interests."

c. **Benevolence Funds.** Benevolence funds (through block grants to other charities or on individual application) assist in alleviating distress or a proven financial need. In each case, eligibility in accordance with the objects of the fund and the beneficiary class is a determining factor.

d. **Amenity Funds.** Amenity funds are not provided to replace that which should be publicly funded, but rather to add that particular value that enhances facilities and recreational activities, thus improving the conditions of service for serving personnel, and where applicable the quality of life of their dependants. When making an application for Amenity Funding the Mixing of Public and Non-Public Funds on the Defence Estates needs to be taken into consideration.

- e. **Accountability.** It is important that all expenditure of public funds by departments within the MOD complies with the rules and conventions of parliamentary and public accountability, and that corresponding regularity and propriety is observed by those who have been delegated financial authority.
- f. **Scope.** Demonstration will be required on applications for capital spends for facilities that are not scaled items, or will not be adopted as core items, that future maintenance or replacement will be provided for from the organisation's own Non Public Funds and that these costs (the through life costs) have been fully assessed and can be met. Non Public Funds should not normally be used for scaled items that are provided for from the Service Accommodation Code. This guidance does not preclude requests to upgrade existing facilities already maintained by Public Funds where such improvements would enhance and improve the Conditions of Service for the men and women serving in the Naval Service.

### 3205. **Service Funds - Composition and Regulation**

- a. A Service fund is a fund, comprised of money, stock and other assets, which is not the property of the Crown but which is used for the benefit of Service personnel to promote their well-being and efficiency. Non-Service personnel who contribute to the promotion of military efficiency are also entitled to benefit from such funds. The Crown has no liability whatsoever for any loss of cash, or loss or damage to stock or property, belonging to Service Funds. Such funds enjoy charitable status (so long as they are used solely for the benefit of those entitled beneficiaries listed above) and, are subject to the regulations of the Charities Act 2011.
- b. Service funds are not private; they are official funds and their proper conduct is an integral part of the fabric of discipline and administration of the Royal Navy. Official support may therefore be provided for the maintenance, regulation and auditing of non-public funds. In circumstances where official support cannot be provided, the Commanding Officer may, in fulfilling the duties of Sole Managing Trustee, require the funds to be audited by a professional civilian accountant. The cost of such audits is not admissible as a charge against public funds but is an acceptable charge to the fund being audited.
- c. **Non-Publicly Funded Activities.** The Department generally accepts no legal liability for activities of Service personnel assigned responsibility for activities which are wholly funded by non-public funds. A Commanding Officer is therefore to ensure that such activities have the requisite commercial insurance cover set out in single Service regulations.
- d. **Managing Trustee.** Commanding Officers are the sole managing trustee of all Service funds existing for the benefit of the personnel under their command and as such they are ultimately responsible for ensuring that:

- (1) Each fund confines itself to its activities and expenditure for the purpose for which it was instituted.

(2) The finances are managed to the maximum advantage of the beneficiaries.

(3) The law as laid down in the Trustees Act 2000 is observed as far as investments are concerned. A copy of this Act is at [www.legislation.gov.uk/ukpga/2000/29/contents](http://www.legislation.gov.uk/ukpga/2000/29/contents).

e. **Regulations for the Conduct of Service Funds.** Regulations for the conduct of Service funds, together with accounting and audit advice are contained in:

(1) **RN.** BRd 0018, *Management and Accounting Instructions for Service Funds* and further advice can be sought from NAVY SEC-3<sup>RD</sup> SECTOR SFA (93832 5234).

(2) **RM.** AC 60450, *Service Fund Regulations* and further advice can be sought from NAVY OCGRM-RMSFA (93832 5235).

f. **Duties and Responsibilities.** All those involved in the administration of Service funds are to be fully conversant with their duties and responsibilities, as detailed in BRd 0018, *Management and Accounting Instructions for Service Funds* or, for Royal Marines, AC 60450, *Service Fund Regulations*.

g. **Guidance to Trustees.** A copy of the Trustees Act 2000 is available at [www.legislation.gov.uk/ukpga/2000/29/contents](http://www.legislation.gov.uk/ukpga/2000/29/contents). Advice and guidance is available from the appropriate Charity Commission (see contact details below) on the correct administration of Service funds and their view should be sought whenever a trustee needs to clarify whether a particular activity of a Service fund, or the beneficiaries of that activity, lies within the bounds of the Charities Act 2011. The contact details for the Charity Commissioners are:

(1) **The Charity Commission for Charities in England and Wales:**

(a) Online: <http://www.charity-commission.gov.uk/>

(b) By post: Charity Commission First Contact, PO Box 1227, Liverpool, L69 3UG

(c) Telephone: 0845 300 0218 (Mon – Fri, 0900 – 1700 hrs, except national holidays)

(2) **The Office of the Scottish Charity Regulator:**

(a) Online: <http://www.oscr.org.uk/>

(b) Email: [info@oscr.org.uk](mailto:info@oscr.org.uk).

(c) By post: Office of the Scottish Charity Regulator (OSCR), 2nd Floor, Quadrant House, 9 Riverside Drive, Dundee, DD1 4NY

(d) Telephone: 01382 220446 (08:30 to 16:30 Mon – Thurs, 08:30 to 16:00 Fridays, except on Bank Holidays)

(3) **The Charity Commissioner for Northern Ireland:**

(a) Online: <https://www.charitycommissionni.org.uk/>

(b) Email: [admin@charitycommissionni.org.uk](mailto:admin@charitycommissionni.org.uk)

(c) By post: Charity Commission for Northern Ireland, 257 Lough Road Lurgan, Craigavon, BT66 6NQ

(d) Telephone: 028 3832 0220 or TextPhone (028 3834 7639) Mon - Fri 09:00 to 17:00, except public holidays.

### **SECTION 3 - ROYAL NAVY & ROYAL MARINES CHARITY (RNRMC)**

(Registered Charity No: 1117794 and SC041898).

#### **3206. Overview**

The Royal Navy & Royal Marines Charity (RNRMC) is the Navy Board's single focus for naval charity, co-operating as closely as possible with the RN's oldest charity, Greenwich Hospital, which was established as a Crown Charity by Royal Charter in 1694. The RNRMC is a fully independent charity and, following its formation, Greenwich Hospital has increasingly channelled its support to naval charity through the RNRMC. The RNRMC has three strategic objectives:

- to increase the amount of money available to all their beneficiaries;
- to increase the proportion available for benevolence; and;
- to achieve a single focus for Naval charity.

#### **3207. Generating Funds**

a. The RNRMC's funds generate income to meet current needs from their own investments. As the RNRMC further develops its policies to meet the wider strategic environment, it needs to enhance its income in order to improve the assistance that may be provided. As such, all RN units are encouraged to place the RNRMC, as the Navy Board's preferred fundraising charity, at the forefront of their own charitable and fund raising efforts. The Navy Board in June 2009 directed that The RNRMC be established as the prime beneficiary for all fund raising events that utilise naval assets. This was not designed to prevent ships' companies from undertaking the enormous range of activities of charitable work, which does so much to add lustre to the reputation of the Royal Navy. The aim is to help focus attention on the Naval Service's own charity and in dealing with requests from major charities, it will ensure that non naval charities, who may make considerable sums of money by using RN assets, follow the rules and be invited to make a donation to the RNRMC from the profits that are made from any event.

b. The RNRMC is the receiving charity for funds generated from the RN's Charity Payroll Giving Scheme (see [Section 9](#)).

c. In practical terms of meeting the Navy Board's remit that the RNRMC should benefit when other charities undertake fundraising activities using naval resources. The Navy Board suggested that other non-naval charities are invited to donate 15% of the clear profits to the RNRMC. Further advice is available from the point of contact for this chapter.

**3208. Objectives**

The objectives of the RNRMC are described as such charitable purposes as the Trustees shall from time to time think fit, including but not limited to:

- a. The relief in need, hardship or distress of beneficiaries and their families and dependants;
- b. The assistance with, provision of or contribution to the education, and training of children of Beneficiaries; and
- c. The promotion of efficiency of the Naval Service and the Auxiliaries by way of the enhancement of morale, the improvement of recruitment and retention, and the further relief and encouragement, of men and women who are serving in the Naval Service or the Auxiliaries.
- d. In summary, the RNRMC provides funds both to improve the quality of life of serving sailors and marines but is also the single biggest source of funds for charities that provide a whole range of through-life care to its beneficiaries.

**3209. Beneficiaries**

All personnel who are, or have served in the Royal Navy, the Royal Marines, the Women's Royal Naval Service, the Queen Alexandra's Royal Naval Nursing Service, Naval Reserve Forces or Auxiliaries and their dependants.

**3210. Charities and Subsidiary Funds within the RNRMC**

- a. Naval Service Amenity Fund (see [Para 3212](#)).
- b. Naval Service Prizes and Award Fund (see [Para 3213](#)).
- c. Naval Service Sports Charity (see [Para 3214](#)).
- d. Naval Service Dependants' Fund (see [Para 3215](#)).
- e. Fleet Air Arm Benevolent Trust (see [Para 3216](#)).
- f. Sir Donald Gosling Maritime Reserve Amenity Fund (see [Para 3217](#)).
- g. Naval Service Benevolence Fund (see [Para 3218](#)).
- h. Queen Alexandra's Royal Naval Nursing Service Trust Fund (see [Para 3219](#)).
- i. Plymouth Royal Naval Aid Fund (see [Para 3220](#)).
- j. Naval Medical Compassionate Fund (see [Para 3221](#)).
- k. Royal Naval Benevolent Society for Officers (RNBSO) (see [Para 3222](#)).

**3211. RNRMC Contact Details**

Royal Navy & Royal Marines Charity  
Building 29  
HMS EXCELLENT  
Whale Island  
Portsmouth  
PO2 8ER

Phone:      General: 023 9254 8128  
              Head of Grants: 023 9254 8093  
              Grants Administrator: 023 9254 8191  
              RNRMC Payroll Giving Scheme: 023 9254 8417  
              Events/Fundraising: 023 9254 8155

Fax:                 023 9254 8074  
Email:             theteam@rnrmc.org.uk  
Web address:     www.rnrmc.org.uk

**SECTION 4 - RNRMC - MILITARY EFFICIENCY FUNDS****3212. Naval Service Amenity Fund (NSAF)**

- a. **Objectives.** The objective of the NSAF is to promote efficiency of the Naval Service by:
- (1) The provision, support and improvement of facilities and activities for the recreation and amenity of Naval Service personnel and their dependants;
  - (2) The provision of financial assistance for travel and associated accommodation and subsistence expenses to:
    - (a) Naval Service personnel on deployment and connected persons;
    - (b) Naval Service personnel recruited from Foreign and Commonwealth countries; and
    - (c) Connected persons (Naval Service Assisted Passage Scheme).
  - (3) The provision, maintenance and support for any church, chapel or other place of worship or any religious activity for the benefit of Naval Service personnel and their dependants;
  - (4) The provision and support of recreational activities, patient comforts and amenity facilities, for those Naval Service personnel under medical care.
- b. **Beneficiaries.** Personnel who are serving in the Naval Service or Auxiliaries and their dependants.
- c. **Provision.** The following are among those requests that can be supported by the NSAF.
- (1) Audio Visual Equipment;
  - (2) Recreational and entertainment items and facilities;
  - (3) Mess Refurbishment or Enhancements;
  - (4) Naval Service Assisted Passage Scheme (Loans) (See [Annex 32A](#))
  - (5) Ships' Commissioning and De-commissioning Ceremonies;
  - (6) Personnel De-compression Events, homecomings, Families Days and Team Building Events.



**Note.** *Mini Buses are normally provided with funding from the Nuffield Trust.*

- d. **Grants.** The amount of money available for grants is dependent upon the funds investments and donations provided by SABS, therefore, there is the possibility that some worthwhile projects may not be able to be supported. Further guidance and application forms are available from the RNRMC Grants Administrator (see [Para 3211](#) for contact details)

### 3213. Naval Service Prizes and Award Fund (NSPAF)

- a. **Objectives.** To promote the efficiency of the Naval Service and Auxiliaries by the provision of prizes and awards to Naval Service or Auxiliaries personnel:

- (1) Who show marked efficiency in their duties;
- (2) Who distinguish themselves in examinations or as students on courses;
- (3) For innovation, useful research, suggestions or inventions which improve the efficiency of the Naval Service or Auxiliaries;
- (4) For other purposes as agreed by the trustee from time to time.

- b. **Beneficiaries.** Personnel who are serving in the Naval Service and Auxiliaries.

- c. **Contact Details.** For an Application Form and further details contact the RNRMC Grants Administrator (contact details at [Para 3211](#)).

### 3214. Naval Service Sports Charity (NSSC)

- a. **Objectives.** The Charity, which is a subsidiary charity of the RNRMC and a company in its own right, promotes efficiency in the Naval Service by supporting and encouraging participation in sport and adventure training.

- b. **Roles.** Its main roles are to:

- (1) Champion sport within the RNRMC cluster of charities to ensure that investment income, charitable donations and individual voluntary contributions are used for the benefit of sport and, where possible, increased.
- (2) Provide the running costs of the 39 Sports Associations and support to teams, elite athletes and any individual partaking of sport either by direct grants or through the Commands.
- (3) Own and manage projects that support sport in the Naval Service, such as the Temeraire sports accommodation.

- c. **Beneficiaries.** Naval Service personnel.

d. **Funding.** The charity is able to support a proportion of its objectives from the income derived from its investments, the RNRMC and the RN & RM Sports Lottery. Further information about the RN & RM Sports lottery can be found on the RN Intranet (Community, Sports and Social, Sports Lottery).

e. **Contact Details:** For further details and grant application enquiries contact Mr Norman Jackson (RN Sports Grants Manager) via email (Nssc-cs@sky.com) or telephone 023 9259 3790.

### **3215. Naval Service Dependants' Fund (NSDF)**

The NSDF provides immediate relief by way of a grant of £12,000 to the named beneficiary or next of kin on notification of death. The grant is paid out in all circumstances and is not means tested. Approximately 32 payments are made each year. The Fund receives no direct contribution from the serving population and is funded by the RNRMC from the RNRMC payroll giving scheme and SABS. For more information on the Naval Service Dependants' Fund, please contact the RNRMC Head of Grants (see [Para 3211](#) for contact details).

### **3216. Fleet Air Arm Benevolent Trust (FAABT)**

The FAABT provides financial support to those serving members of the Naval Service killed or injured in an aircraft accident or who have need of assistance on an ongoing basis. The benefits include, financial grant made to surviving spouses, civil partners and children and, if required, assistance is given to beneficiaries on an ongoing basis. The level of grant is decided by the Trustees according to the individual circumstances. For more information on the Fleet Air Arm Benevolent Trust, please contact the RNRMC Head of Grants (see [Para 3211](#)).

### **3217. Sir Donald Gosling Maritime Reserve Amenity Fund (DGMRF)**

The DGMRF is part of the group forming the Royal Navy & Royal Marines Charity, and it focuses on amenities grants for reservists serving in the Royal Naval Reserve and the Royal Marines Reserve and their dependants. Further information can be obtained from the RNRMC Grants Administrator (see [Para 3211](#) for contact details).

## SECTION 5 - RNRMC - BENEVOLENCE FUNDS

### 3218. Naval Service Benevolence Fund (NSBF)

a. **Objectives.** The relief of beneficiaries and their dependants who are in need by virtue of financial hardship, sickness, disability or the effects of old age through the provision of grants, loans, gifts, pensions or otherwise. The NSBF dispenses funds in two ways:

(1) To other Naval charities who rely on grants for large elements of their income such as the Royal Naval Benevolent Trust, the Royal Navy and Royal Marines Children's Fund and the WRNS Benevolent Trust.

(2) To individuals who need assistance.

b. **Beneficiaries.** Personnel who are, or have served in the Naval Service, the Auxiliaries or the Women's Royal Naval Service, the Queen Alexandra's Royal Naval Nursing Service, Naval Reserve Forces (who are serving on full time engagements) or Auxiliaries and their dependants. Help is in the form of relief of hardship following assessment of need. It is the Trustees aim to increase the proportion of funding available for supporting Benevolence.

c. **Contact Details.** In the first instance, all applications for assistance should be directed to the relevant organisation e.g. the Royal Navy Royal Marines Welfare (RNRMW) for serving personnel or alternatively the RNRMCF, and both serving and veterans can apply to the RNBT, RNRMCF, RNOC, WRNS BT, QARNNS Trust Fund, RBL or SSAFA organisations. . However, the RNRMC will consider direct assistance if individuals (as defined in sub para b, above) fall outside the objects of the other Service charities or their need is greater than other charities are able to fund. For further information contact: the RNRMC Head of Grants (see [Para 3211](#) for contact details).

### 3219. Queen Alexandra's Royal Naval Nursing Service (QARNNS) Trust Fund

a. The QARNNS Trust Fund operates for the benefit of serving and past members of the QARNNS, including QARNNS(R) and Voluntary Aid Detachment (VADs). The Fund does this by:

(1) Helping to relieve the hardship of QARNNS personnel (both ex and serving). Applications are usually made via a charity such as SSAFA, however applications are sometimes made directly to the fund.

(2) The improvement of the efficiency of the QARNNS, through various means, including the funding of the QARNNS Symposium, the Rosebowl Tennis tournament and the QARNNS Remembrance Service, amongst other events. Other grants include an annual contribution to the QARNNS Associations and various sports events involving QARNNS.

b. For further information contact: the RNRMC Grants Administrator (see [Para 3211](#) for contact details).

**3220. Plymouth Royal Naval Aid Fund (PRNAF)**

- a. **Background.** The PRNAF was established to support those serving in the Plymouth Naval Command, the western family services area or in ships that have Plymouth as their base port. The Fund provides relief for any of the following persons who are in conditions of need, hardship or distress.
- b. **Beneficiaries.** All serving members of the Royal Navy, Women's Royal Naval Service and Queen Alexandra's Royal Naval Nursing Service and Royal Marines, their spouses, families and legally dependant relatives, or the next-of-kin of any such person so as to provide temporary assistance upon his or her death. The Fund will also support the spouses, families and legally dependant relatives or next of kin who live in the specified area irrespective of where the member is serving.
- c. **Contact Details.** For further information and grant enquires contact Mr Owen Shard either by email (shreado@a.dii.mod.uk) or telephone : 01752 555277.

**3221. Naval Medical Compassionate Fund (NMCF)**

The NMCF grants financial relief to any orphan, surviving spouse or civil partner of Naval medical officers who were subscribers to the fund. Further details can be obtained from:

The Secretary  
Naval Medical Compassionate Fund  
Navy Command Headquarters  
MP 3.2  
Leach Building  
Whale Island  
Portsmouth  
PO2 8BY

Phone: BT 023 9262 5879/ 5589238  
Email: NAVYMED-COORDSO2@mod.uk

**3222. Royal Naval Benevolent Society for Officers (RNBSO) (Registered Charity No: 207405)**

- a. **Background.** The charity is also known by its working title of the RN Officers' Charity. The principal aim of the Society is to provide financial relief to serving and retired officers of the Naval Service (RN, RM and QARNNS) and their Reserves, their spouses, former spouses and dependants who are financial distress. Beneficiaries also include former and serving officers on the Reserve Lists, as well as former officers of the Women's Royal Naval Service.

b. **Grants.** The Charity generates income from its own investments, receives further funds from donations and legacies and can apply for a block grant from the RNRMC. All the grants awarded are based on the principle of need and trustees will consider grants for the following:

- (1) Six monthly grants to top up low incomes;
- (2) Assistance with a shortfall in care home fees;
- (3) Alterations to homes for the disabled;
- (4) Maintenance and redecoration of properties;
- (5) Purchase of disability aids and electrically propelled vehicles;
- (6) Re-training costs to gain employment;
- (7) Scholarships to help children remain in private education under exceptional circumstances.

c. **Beneficiaries.** All serving and retired officers of the Royal Navy and Royal Marines, Queen Alexandra's Royal Naval Nursing Service, Woman's Royal Naval Service, their respective Reserves, spouses, former spouses and dependants.

d. **Contact Details.** For further information contact:

The Secretary  
The Royal Navy Officer's Charity  
70 Porchester Terrace  
Bayswater  
London  
W2 3TP

Phone: BT 020 74025231

Fax: BT 020 74025533

e-mail: [rnoc@arno.org.uk](mailto:rnoc@arno.org.uk)

**SECTION 6 - NAVAL SERVICE BENEVOLENT ORGANISATIONS****3223. Introduction**

Many charities and benevolent organisations offer advice, help and financial assistance to serving and former Naval Service people and their dependants who may be in need. These organisations help different sections of the Naval Service community, and have their own criteria for determining whether assistance is given. All base their decisions on the principle of relieving “need” whether that need is by virtue of financial hardship, injury, sickness or the effects of old age. The benevolent funds listed in this Section award a large number of grants annually to needy serving and former Naval Service personnel, and their dependants. They rely on legacies and donations for this support. Serving personnel can help by subscribing to the RNRMC Payroll Giving Scheme (see [Section 9](#)).

**3224. Royal Naval Benevolent Trust (RNBT) Registered Charity No: 206243**

a. **Background.** The RNBT was established in 1922 to give help, in cases of need, to those who are serving or have served as ratings in the Royal Navy or as other ranks in the Royal Marines and their dependants. The RNBT receives income from its own investments, donations and legacies, a proportion of the funding from the RNRMC Payroll Giving Scheme (see [Section 9](#)) and block grants from the RNRMC (NSBF) and Seafarers UK (see [Para 3266](#)). Assistance from the RNBT can be given in the following ways:

- (1) Grants to assist with a wide range of individual needs;
- (2) Regular payments to supplement the income of older people (annuities);
- (3) Grants to other organisations which assist the RNBT Family;
- (4) Care of older people at Pembroke House, the RNBT’s own care and nursing home at Gillingham, Kent;
- (5) Advice on welfare matters.

b. **Contact Details.** For further information contact:

The Royal Naval Benevolent Trust  
Castaway House  
311 Twyford Avenue  
Portsmouth  
PO2 8RN

Phone: BT 023 9269 0112  
Fax: BT 023 9266 0852

Email: [rnbt@rnbt.org.uk](mailto:rnbt@rnbt.org.uk)

Web address: [www.rnbt.org.uk](http://www.rnbt.org.uk)

**3225. Royal Navy & Royal Marines Children's Fund (RNRMCF) (Registered Charity No: 1075015)**

a. **Background.** The RN & RM Children's Fund is the premier charity for providing charitable help to the sons and daughters (under the age of 25) of serving and ex-serving personnel of the Royal Navy, the Royal Marines, The Queen Alexandra Royal Naval Nursing Service, the former Women's Royal Naval Service, and the reserves of those forces who are in need, hardship or distress. The RNRMCF receives income from its own investments, donations and legacies and a proportion of the funding derived from the RNRMC Payroll Giving Scheme (See [Section 9](#)) in addition to a block grant from the RNRMC (NSBF, see [Para 3218](#)) to administer grants on their behalf.

b. **Objectives.** Support can be in the form of one off payments or long term support and care and includes:

- (1) Special needs education;
- (2) Special needs equipment;
- (3) Support for the young people in their own homes;
- (4) Support for the young people at times of crisis.

c. **Contact Details.** Applications for funds are kept as simple as possible and those seeking assistance can contact the office direct for an application. All enquiries and applications are completely confidential. All applications are based on the principle of "need"/"relief in need". For further information contact:

The RN & RM Children's Fund  
Castaway House  
311 Twyford Avenue  
Portsmouth  
PO2 8RN

Phone: BT 023 92639534

Fax: BT 023 92677574

Email: [rnchildren@btconnect.com](mailto:rnchildren@btconnect.com)

Web address: [www.rnmchildrensfund.org.uk](http://www.rnmchildrensfund.org.uk)

**3226. Women's Royal Naval Service Benevolent Trust (WRNSBT) (Registered Charity No 206529)**

a. **Background.** All officers and ratings (and their dependants), who served in the Women's Royal Naval Service between 1 September 1939 and 1 November 1993 (including those who are still serving and transferred to the Royal Navy in November 1993). The WRNS BT receives income from its own investments, donations and legacies and a proportion of the funding derived from the RNRMC Payroll Giving Scheme (see [Section 9](#)) in addition to a block grant from the RNRMC (NSBF, see [Para 3218](#)) to administer grants on their behalf.

b. **Objectives.** The primary objectives of the Trust are to provide relief in cases of necessity or distress among members of the Trust and their dependants, to make provision in suitable cases for assistance in training, to make contributions to other suitable charities to enable them to carry out their respective objects for the benefit of the Trust's members, and to do anything ancillary to any of the above objects. This assistance is varied and includes:

- (1) Grants to help with arrears or debts, removal or travel cost, convalescence care, education, household goods and repairs, medical aids, medical fees and in some cases funerals;
- (2) Annuities for members of state pensionable age living on a low income;
- (3) Regular Grants to help those on low incomes.

c. Contact Details For further information contact:

The General Secretary  
WRNS BT  
Castaway House  
311 Twyford Avenue  
Portsmouth  
PO2 8RN

Phone: BT 023 92655301

Fax: BT 023 92679040

Email: [generalsecretary@wrnsbt.org.uk](mailto:generalsecretary@wrnsbt.org.uk)

*or*

[grantsadmin@wrnsbt.org.uk](mailto:grantsadmin@wrnsbt.org.uk)

Web address: [www.wrnsbt.org.uk](http://www.wrnsbt.org.uk)

**3227. Royal Naval Reserve (V) Benevolent Fund (RNR(V)) (Registered Charity No: 266380)**

a. **Objectives.** The primary objects of the RNR(V) are to provide financial assistance to serving or retired ratings of the Naval Reserves in cases of hardship. The charitable objectives are the relief of persons who are in conditions of need hardship or distress (of the classes and in order of priority as in clause 3 a-f of scheme) by making grants of money or providing or paying for items services or facilities calculated to reduce hardship or distress. In addition, the committee of management, with the approval of the board of governors, may award grants for any charitable purpose for the benefit of non-commissioned personnel of the Royal Naval Reserve.

b. **Contact Details.** For further information contact:

Cdr JMD Curties RD DL RNR  
The Cottage  
Llantrithyd Road  
St Hilary  
Cowbridge  
Vale of Glamorgan  
CF71 7DP

Phone: 01446 771108

**SECTION 7 - ROYAL MARINES CHARITIES****3228. Royal Marines Charitable Trust Fund (RMCTF) (Registered Charity No 1134205)**

- a. In addition to the Naval Service charities listed in previous sections, the Royal Marines have access to the Royal Marines Charitable Trust Fund (RMCTF) which is the overarching Royal Marines charity. The RMCTF provides advice and support to serving, reservist and retired Royal Marines, and their dependants as well as supporting the military efficiency and esprit de corps.
- b. The RMCTF funds include:
- (1) The restricted funds of
    - (a) The Royal Marine Benevolent Fund (Registered Charity No: 1134205-1), and
    - (b) The Royal Marines Cadet Fund.
  - (2) Three designated funds supporting prizes and awards, sports and practical support to the Royal Marines Band Service (which cannot be provided from public funds e.g. the commissioning of music, non standard instruments etc).
  - (3) Three Restricted Subscription Funds into which serving Royal Marines pay one day's pay per annum – the Royal Marines Officer's Trust Fund; the Central Sergeants' Mess Fund; the Central Unit Institute Fund. These funds focus on quality of life issues for serving Royal Marines and are, in effect, a simple form of payroll giving.
- c. The RMCTF's mission is:
- (1) Recovery Pathway (helping the wounded and seriously injured);
  - (2) Decompression and Quality of life Pathway (helping those still serving);
  - (3) Through Life Pathway (support after leaving the Service).
- d. The assistance provided by the RMCTF includes:
- (1) Grants to individuals;
  - (2) Grants to organisations;
  - (3) Other finance, as deemed necessary.

e. Contact details:

Royal Marines Charitable Trust Fund  
Building 32  
HMS EXCELLENT  
Whale Island  
Portsmouth  
PO2 8ER

Tel: 023 9254 8093  
Email: [anne.carr@nrmmc.org.uk](mailto:anne.carr@nrmmc.org.uk)  
Website: [www.rmctf.org.uk](http://www.rmctf.org.uk)

**3229. The C Group Supporting the RMs (C Group) (Registered Charity No: 1134205-2)**

The prime purpose of the C Group is to raise awareness and generate practical support throughout the business community for Royal Marines particularly those who are suffering the long-term effects of injuries sustained on operations. In addition, the C Group offers coaching and mentoring support for those who are moving to new careers as a result of their injuries

**3230. Royal Marine Association (RMA) (Registered Charity No: 206003)**

a. The purpose of the RMA is to maintain and promote 'esprit de corps' and comradeship amongst all Royal Marines, to keep them in touch with one another, and with the activities of the serving Corps. The RMA produces the Corps journal, the "Globe & Laurel", which is published every 2 months and donates any profits to the RMCTF.

b. Contact details:

Royal Marines Association Central Office  
Building 32,  
HMS Excellent,  
Whale Island,  
Portsmouth,  
Hampshire  
PO2 8ER

Tel BT: 023 9265 1519

**SECTION 8 - NON PUBLIC AMENITIES GRANTS****3231. Nuffield Trust for the Forces of the Crown (Registered Charity No: 210829)**

- a. **Background.** The Nuffield Trust for the Forces of the Crown (NT) was inaugurated in 1939 by the late Colonel The Right Honourable the Viscount Nuffield CBE CH FRCS.
- b. **Objectives.** The aim is to promote the welfare and efficiency of the Forces of the Crown either by the provision of facilities for recreation or by any other means for serving personnel. It achieves its objective by financing recreational and welfare amenities and facilities that will benefit those actually serving in the Armed Forces but which are not provided by public funds and which are beyond the resources of other non-public funds..
- c. **Trustees Meetings.** The Nuffield Trust Trustees meet during March each year to consider Capital and Major Grants applications, these meeting are attended by 2SL as the RN's PPO.
- d. **Policy.** The Trust provide for all types of recreational equipment including the following:

Audio Visual Equipment  
Mess Deck Recreational Equipment  
Mess Refurbishments  
Climbing Walls  
Gliders  
Music Equipment  
Water Recreational Equipment Outdoor Recreational Equipment  
Camper Vans/Mini Buses  
Recreational Furniture  
Sports Equipment

This list is not exclusive and the Trust encourages applications for any project in the recreational and welfare area that directly benefits regular Service personnel.

- e. As a matter of policy the Trust does not permit grants for the following:
- items or facilities which should be provided from Public Fund;
  - crèches;
  - live animals;
  - fixed assets overseas;

- fixed assets on MOD land in the UK unless appropriate lease arrangements are made or an undertaking is given that proportionate restitution will be made to the Trust under the terms of the MOD's agreement set out in DGSPPol/313.03 of 25 November 2003, should the asset be lost through early closure of a unit; and
  - maintenance, repair or running costs of Trust funded assets.
- f. **Grants.** These are awards at the following levels, plus a unit contribution of 25% would normally be expected:
- (1) Minor Grants £12.5k (when funding allocation is low this figure is reduced locally to £5k) and below - Can be applied for at any time via the RNRMC Head of Grants.
  - (2) Major Grants to £40k (when funding allocation is low this figure is reduced locally to £25k) - These are considered once a year by the NT Trustees at their March meeting. Applications are to be submitted to the RNRMC Head of Grants by 1st December.
  - (3) Capital Grants over £40k – Applications for large capital projects require careful, long term planning, and use considerable staff resources. Fully detailed applications should therefore not to be developed until the Trustees' views have been advised to the originating Project Officer. Preliminary applications may be submitted at any time. However, applicants should be mindful that the Board of Trustees and Executive Committee meet mid-March and the Board of Trustees in November each year. All applications are to be submitted via the RNRMC Head of Grants.
  - (4) Special Grants – In addition to the above grants, the NT Trustees may also, from time to time, make other special allocations in order to meet unforeseen requirements.
- g. **Administration.** All projects or items should comply with JSP 462 (Financial Management Policy Manual) Chapter 18, Annex A. Recipients of grants have full responsibility for the provision of insurance cover and all necessary maintenance or repair of items or facilities. The gift should be marked with a plaque or plate stating that it was acquired through the generosity of the Nuffield Trust, and placed on a permanent record register.
- h. **Personnel Contribution.** A personal contribution of 25% will be expected, unless a valid reason can be given in the justification.
- i. **Use of Grant.** A grant is to be used only for the purpose specified. Any unspent part of a grant is to be returned to the RNRMC. Money granted is to be used within one year of the date of approval.

- j. **Acknowledgement of Grant.** As a matter of courtesy, letters of thanks for grants received should be sent by all recipients. The Trust, their auditors, and the MOD use these letters as the official confirmation that the grants have actually benefited those for whom they are intended. Immediately the project/item has been paid for, a letter of thanks (only) is to be forwarded to the General Secretary, Nuffield Trust for the Forces of the Crown, 23 Estcourt Road, Gloucester, GL1 3LU with a copy to the RNRMC Head of Grants, along with the Purchase Receipts.
- k. **Permanent Record.** All items provided by grants for the NT are to be suitably engraved or tallied by the parent unit. A permanent record of the items is to be kept and items are to be accounted for as though they were Service permanent stores. The NT Grant Number must always be quoted in any correspondence.
- l. **Transfer or Disposal of Nuffield Trust Items.** Where the recipient is unable to use an item provided by the Trust, for whatever reason, including the ship paying off, or establishment changing its function, proposals for the disposal of the item are to be made to the RNRMC Head of Grants for NT prior approval. Wherever possible, the trustees prefer items to be transferred to another unit of the Armed Forces of the Crown, rather than sold, unless the item is unserviceable. Should approval be given for the sale of an item, a refund is due to the Trust for an amount that is a similar proportion of the proceeds of the sale to that represented by the original grant. A cheque for the appropriate amount is to be forwarded to the RNRMC.
- m. **Trade In.** When organisations wish to replace an item, and the NT interest in the old item is to be moved forward to help fund the new project, then permission is first to be requested from the Head of Grants.
- n. **Mini Buses.** These are normally funded via NT grants. The Transport Act 1985 (TA85) applies to those operators of mini buses adapted to carry 8 to 16 passengers who make a charge for the use to recoup some of the running costs. The act calls for each vehicle to be in possession of a Small Mini Bus Permit. The previous act MA77 predates the TA85, and permits issued under MA77 remain valid. However they are restricted to the original named vehicle and cease to be valid once the vehicle is disposed of. Therefore a new small mini bus permit has to be applied for when mini buses are renewed or exchanged. The TA85 does not apply when the use of the vehicle is:
- providing a free service;
  - carrying the public at large; and
  - using the vehicle commercially with a view to profit.
- o. **Small Mini Bus Permits.** The Fleet HQ Central Fund is the RN's registered authority for the issue of small mini bus permits to operators of non-publicly funded mini buses, and the TA85 requires all operators of RN non-public funded mini buses in the UK (except NI) other than those listed above, to obtain a permit from the NSAF. Unwanted discs should be returned to the RNRMC Head of Grants.

- p. **Contact Details.** For an Application Form and further details contact:

Royal Navy & Royal Marines Charity Head of Grants  
Building 29  
HMS EXCELLENT  
Whale Island  
Portsmouth  
PO2 8ER

Phone: 023 9254 8093  
Email: [anne.carr@rnrmc.org.uk](mailto:anne.carr@rnrmc.org.uk)  
Web address: [www.rnrmc.org.uk](http://www.rnrmc.org.uk)

**3232. Services Sound and Vision Corporation (SSVC) (Registered Charity No: 233480)**

a. **Objectives.** The Services Sound and Vision Corporation is a registered charity set up to entertain, and inform Britain's Armed Forces around the world. Its mission statement is "to be the preferred provider of entertainment and information to Service personnel and their families worldwide". The Welfare support activities of SSVC include British Forces Broadcasting (BFBS) radio and television broadcasting to overseas locations where Service personnel are based.

b. **SSVC Welfare Fund.** The SSVC Welfare Fund has been established to finance welfare and recreation amenities that directly or indirectly contribute to operational effectiveness. Priority for these funds will be given to those serving, preparing, or returning from operations, plus those living in isolated or arduous conditions. Funds may also be available to support other requirements for those in the home base, which contribute to military efficiency and operational effectiveness by enhancing morale and developing personal attributes. This fund is accessed by the RNRMC Head of Grants, on behalf of units, for audio visual and entertainment and recreational amenities.

- c. **Contact Details.** For applications forms and further advice contact:

Royal Navy & Royal Marines Charity Grants Administrator  
Building 29  
HMS EXCELLENT  
Whale Island  
Portsmouth  
PO2 8ER

Phone: 023 9254 8191  
Email: [Michelle.midgley@rnrmc.org.uk](mailto:Michelle.midgley@rnrmc.org.uk)

Web address: [www.rnrmc.org.uk](http://www.rnrmc.org.uk)

**SECTION 9 - ROYAL NAVY & ROYAL MARINES CHARITY PAYROLL GIVING SCHEME****3233. RNRMC Payroll Giving Scheme**

a. **Background.** The RNRMC Payroll Giving Scheme is the Royal Navy's own Charity payroll giving scheme. Money raised through deductions from pay is donated to the RNRMC to distribute to each of the component charitable elements. Each of these elements relies heavily on the income derived from payroll giving to continue their charitable activity at current levels. Donations benefit both serving and ex-serving members of the Naval Service from the day they join, throughout their service and beyond. The money donated is distributed to each of the component charitable elements along the following funding routes:

(1) **Amenities.** Support to RN & RM for activities, recreation and amenities not publicly funded.

(2) **Benevolence.** Both for serving and ex-serving members and their dependants.

(3) **Naval Service Dependants' Fund.** Death in Service payment to dependants.

(4) **Sport.** Supporting Naval Service men and women, their clubs and associations and the payroll giving scheme now includes sports insurance in place of the Voluntary Sports Subscription Scheme (VSSS).

b. **How much is it?** Personnel can donate anything from as little as One Pound a week, or a fixed amount per month, which is deducted "before tax" from pay each month. Every pound donated therefore in reality only costs the basic rate tax payer 80 pence per week or for the higher rate tax payer only 60 pence a week.

c. **How are Donations Started?** Application forms may be obtained via the RNRMC website at [www.nrmc.org.uk](http://www.nrmc.org.uk), under payroll giving or from the RNRMC Payroll Giving Manager, RNRMC, Building 29, Whale Island, Portsmouth, PO2 8ER Phone BT 023 9254 8417 or 07714306178

d. **Contact Details.** For further information and payroll giving arrangements, contact:

Charitable Payroll Giving Manager  
The Royal Navy & Royal Marines Charity  
Building 29  
HMS EXCELLENT  
Whale Island  
Portsmouth  
Hampshire  
PO2 8ER

Phone: BT 023 9254 8498 or 07714306178  
Email: [team@nrmc.org.uk](mailto:team@nrmc.org.uk)

## SECTION 10 - ADVICE AND SUPPORT: OTHER ASSOCIATIONS AND BENEVOLENT ORGANISATIONS

### 3234. Introduction

Many Service/Ex Service Charities and Associations assist serving and former military personnel and their families, in times of need or crisis. The list of charitable organisations offering specific help to Service personnel is extensive, therefore this section can only give brief details on a few of them. Further details on the help and support available to serving and former serving personnel and their dependants can be found at:

- a. [www.seafarersupport.org/self-help](http://www.seafarersupport.org/self-help) (A guide to the Maritime Charity Sector);
- b. [www.cobseo.org.uk](http://www.cobseo.org.uk) (Confederation of Service Charities (COBSEO));
- c. [www.ctp.org.uk/](http://www.ctp.org.uk/) (Career Transitional Partnership); or
- d. By searching the internet for Armed Forces, military, Royal Naval, or naval charities.

### 3235. Annington Trust (Registered Charity No: 1068749)

This is a charitable trust to promote the efficiency of the Armed Forces of the Crown by providing for the recreation and general needs of Service personnel who live in family quarters. In addition, it promotes the welfare of the Armed Forces by providing for the general needs of those Service families in particular for the improvement of their recreational facilities. Further information can be found at [www.anningtontrust.org](http://www.anningtontrust.org).

### 3236. Association of Royal Navy Officers

- a. **Background.** The Association is the principal association which unites the officer corps of the Naval Service, both serving and retired. For a modest annual subscription members are provided with a number of opportunities to maintain contact with each other through social activities, a website and a secure, on line membership database. Additionally, the Association provides a wide range of key benefits.
- b. **Contact Details.** Further information can be obtained from:

The Membership Manager  
ARNO  
70 Porchester Terrace  
London  
W2 3TP

Phone: 020 7402 5231  
Email: [asec@arno.org.uk](mailto:asec@arno.org.uk)  
Web address: <http://www.arno.org.uk>

**3237. Blind Veterans UK (St. Dunstan's) (Registered Charity No: 216227)**

a. St Dunstan's changed its name to Blind Veterans UK in early 2012, to make its purpose and activities clear to the general public. Blind Veterans help blind ex-Service men and women lead independent and fulfilling lives by supporting them with a lifetime's practical and emotional support, expertise, experience and full range of services regardless of when or how they lost their sight. Blind Veterans UK aims to give veterans much-needed support to adjust to sight loss, overcome the challenges of blindness and enjoy daily life.

b. **Contact Details.** For further information contact:

Blind Veterans UK  
12-14 Harcourt Street  
London  
W1H 4HD

Phone: 020 7723 5021  
Fax: 020 7262 6199  
Web address: <http://www.blindveterans.org.uk>

**3238. British Limbless Ex-Servicemen's Association (Registered Charity No: 1084189)**

a. The Association promotes the welfare of all serving and former Servicemen and women who have lost a limb or limbs, or one or both eyes as a result of service in any branch of HM Forces or Auxiliary Forces, and to assist their dependants.

b. **Contact Details.** Further information can be obtained from:

Blesma, The Limbless Veterans  
185 – 187 High Road  
Chadwell Heath  
Romford  
Essex  
RM6 6NA

Phone: 0208 5901124  
Fax: 0208 5992932  
Email: [ChadwellHeath@blesma.org](mailto:ChadwellHeath@blesma.org)  
Web address: [www.blesma.org](http://www.blesma.org)

**3239. Combat Stress (Ex-Services Mental Welfare Society) (Registered Charity No: 206002)**

a. The society is the only organisation which specialises in helping former members of the Armed Forces, the Merchant navy and Allied Forces who suffer from mental health problems including psychological trauma attributable to, or associated with their Service. The society's activities include:

- (1) Limited financial help;
- (2) Assistance with claims and appeals for War Disability Pensions;
- (3) Domiciliary and hospital visits.

b. **Contact Details.** Further information can be obtained from:

Tyrwhitt House  
Oaklawn Road  
Leatherhead  
Surrey  
KT22 0BX

Phone: 01372 587000  
Helpline: 0800 138 1619  
Email: [contactus@combatstress.org.uk](mailto:contactus@combatstress.org.uk)  
Web address: [www.combatstress.org.uk](http://www.combatstress.org.uk)

**3240. Commonwealth War Graves Commission**

The Commission was established by Royal Charter in 1917. Its duties are to mark and maintain the graves of the members of the forces of the Commonwealth who were killed in the two World Wars. The Commonwealth War Graves Commission aims to ensure that 1.7 million people who died in the two world wars will never be forgotten and cares for cemeteries and memorials at 23,000 locations, in 153 countries. Further information can be found at: [www.cwgc.org](http://www.cwgc.org).

**3241. Confederation of Service Charities (COBSEO)**

Formerly known as the Confederation of British Service and Ex-Service organisations, the membership consists of Service and ex-Service Charities and Organisations, working to promote and further the interests of serving and ex-serving personnel and their dependants. HRH The Prince of Wales is the Patron. Over 100 Armed Forces charities and associations belong to COBSEO and further details on these can be found on the COBSEO website <http://www.cobseo.org.uk> (see member-organisations). The stated objectives of COBSEO are to represent, promote and further the interest of the Armed Forces Community by:

- a. Exchanging and coordinating information internally.
- b. Identifying issues of common concern and coordinating any necessary and appropriate action.

- c. Acting as a point of contact for external agencies to the members of COBSEO.
- d. Representing and supporting the needs and opinions of its member organisations, individually and collectively at central & local government levels and with other national and international agencies.

**3242. Conference of Naval Associations (CONA)**

CONA is a loose federation of like-minded naval associations who believe in working together for the benefit of their members. The Second Sea Lord is the ex officio President of the Conference. Further details on the activities and membership of CONA can be found by visiting their website: [www.cona.org.uk](http://www.cona.org.uk).

**3243. Erskine Hospital (Scottish Registered Charity No: SC006609)**

Erskine Hospital is an independent charity providing a modern care facility for ex-Service men and women in Scotland. It provides an unrivalled level of residential, nursing and dementia care in purpose-built homes. Further information can be found at [www.erskine.org.uk](http://www.erskine.org.uk).

**3244. Forces Pension Society**

The Forces Pension Society is governed as a non-for-profit limited company and exists to ensure that serving and retired members of the Armed Forces, their widows, widowers, surviving partners, civil partners and dependants receive the pension to which they are entitled and which they deserve. Further information can be found at [www.forcespensionsociety.org](http://www.forcespensionsociety.org)

**3245. Greenwich Hospital**

- a. **Background.** Greenwich Hospital is an ancient Crown Charity whose beneficiaries include serving and former Naval Service personnel and their dependants. Support, help and services are provided through regular charitable payments, charitable grants both directly and via the RNRMC to Naval and other charities having Naval beneficiaries, sheltered housing and education bursaries at the Royal Hospital School at Holbrook, Ipswich and the University of Greenwich.
- b. **Contact Details.** For further information contact:

The Clerk-in-Charge  
Greenwich Hospital  
1 Farringdon Street  
London  
EC4M 7LG

Phone BT: 02073 960150  
Web address: [www.grenhosp.org.uk](http://www.grenhosp.org.uk)

**3246. The Douglas Haig Memorial Homes (Registered Charity No: 207318)**

a. The Douglas Haig Memorial Homes provides rental accommodation for letting for former Service personnel and their families. They have over 1,300 properties in over 47 locations throughout UK.

b. **Contact Details.** For further information contact:

The Secretary  
Alban Dobson House  
Green Lane  
Morden  
Surrey  
SM4 5NS

Phone: 020 8685 5777  
Email: [haig@haighomes.org.uk](mailto:haig@haighomes.org.uk)  
Web address: [www.haighomes.org.uk](http://www.haighomes.org.uk)

**3247. Help for Heroes (Registered Charity No: 1120920)**

a. Help for Heroes (H4H) works with the Armed Forces, other Service charities and organisations to provide direct, practical support for those who have been wounded. The current focus is for capital grants to create a series of regional Recovery Houses, built across the UK to serve as the last stage of rehabilitation before a Service person returns to their unit or transits back into civilian life. H4H have also established quick reaction funds to be distributed via the main Service charities, to meet the urgent and most immediate needs of injured Service personnel affected by the current conflicts i.e. since 9/11.

b. **Contact Details.** For further information contact:

14 Parkers Close  
Downton Business Centre  
Downton  
Salisbury  
Wiltshire, SP5 3RB

Web address: [www.helpforheroes.org.uk/](http://www.helpforheroes.org.uk/)

**3248. Houses for Heroes Scotland (Registered Charity No: SC003174)**

a. The principal activity of Houses for Heroes Scotland is to construct and maintain houses for selected individuals, and their dependants, who have served in the British Armed Forces, Merchant Navy, Police or Fire Brigade and who, whilst serving or after completion of service, have been partially or totally disabled, or have been discharged through ill health. Although the houses are in Scotland, tenants are considered and welcomed from the Veteran's community across the United Kingdom. The aim of Veterans Scotland housing is to provide one simple application point, which will allow a veteran to register for all the ex-Service housing charities operating in Scotland, dependent on meeting the individual housing charities' specific criteria. Houses for Heroes Scotland operate this application process known as the Central Housing Register on behalf of Veterans Scotland.

**b. Contact Details:**

Houses for Heroes Scotland  
Scottish Veterans' Garden City Association Inc  
New Haig House  
Logie Green Road  
Edinburgh  
EH7 4HQ

E mail: Mail@svgca.org.uk  
Phone BT: 0131 557 1188  
Web Address: [www.housesforheroes.org.uk/index.html](http://www.housesforheroes.org.uk/index.html)

**3249. King Edward VII's Hospital Sister Agnes (Registered Charity No: 208944)**

King Edward VII's Hospital Sister Agnes is a registered charity governed by Royal Charter, a member of COBSEO and a private hospital. It is committed to ensuring that as many serving and ex-Service personnel as possible can receive swift access to an exceptional standard of healthcare with little or no cost to themselves by the provision of subsidies and grants. Financial assistance is available to all ranks. Further information can be found at [www.kingedwardvii.co.uk](http://www.kingedwardvii.co.uk)

**3250. King William IV Naval Foundation (Registered Charity No: 210392)**

a. The Foundation provides homes (at RN Cottages, The Drove, Southwick, Hants) for the needy widows or orphan daughters of Officers of the RN or RM (or Reserve Officers who have given mobilised service).

**b. Contact Details.** For further information contact:

Rose Cottage  
Chalk Hill  
Soberton  
Southampton  
SO32 3PH

Phone: 01489 877800

**3251. Lady Grover's Hospital Fund for Officers' Families**

a. Lady Grover's Fund is a Friendly Society which supports officers' spouses, widows, widowers and children by making contributions towards hospital fees, home nursing, and domestic home help following illness or injury. The Fund gives financial assistance to dependants of officers of all three services, whether serving or retired. Widows or widowers can continue their membership at the same rates and with the same benefits. The officer members themselves cannot benefit from the Fund. Membership is open to any Officer of the UK Armed Services, who holds or has held a regular commission for a minimum of five years.

b. **Contact Details.** For annual subscription fees and further details contact:

The Secretary  
Lady Grover's Fund  
Mountbarrow House  
6-20 Elizabeth Street  
London SW1W 9RB

Phone: 020 7808 4180 or 0845 873 7161  
Email address: [secretary@ladygrover.org.uk](mailto:secretary@ladygrover.org.uk)  
Web Address: [www.ladygrover.org.uk](http://www.ladygrover.org.uk)

**3252. Lloyd's Patriotic Fund**

a. The Lloyd's Patriotic Fund was established in 1803 by the Lloyd's market. The Fund works closely with armed forces charities to identify the individuals and their families who are in urgent need of support. Lloyd's Patriotic Fund works with a number of long-standing partners through which funds are administered. Individuals wishing to apply for a special grant should contact their local branch of SSAFA Forces Help.

b. **Contact Details.** For further information contact:

The General Secretary  
Lloyd's Patriotic Fund  
Lloyd's  
One Lime St  
London  
EC3M 7HA

Phone: 020 7327 5921  
Email: [communityaffairs@lloyds.com](mailto:communityaffairs@lloyds.com)  
Web address: [www.lloyds.com/lloyds/corporate-responsibility/charity/patriotic-fund](http://www.lloyds.com/lloyds/corporate-responsibility/charity/patriotic-fund)

**3253. Missions to Seafarers**

- a. The Mission to Seafarers, a charity and part of the Anglican church, is represented in over 250 ports around the world offering emergency assistance, practical support and a friendly welcome to crews. Whether caring for victims of piracy or providing a lifeline to those stranded in foreign ports, the Missions to Seafarers offer support to merchant seafarers of all ranks, nationalities and beliefs.
- b. **Contact Details.** For further information contact:

The General Secretary  
St Michael Paternoster Royal  
College Hill  
London  
EC4R 2RL

Phone: 020 7248 5202  
Web address: [www.missiontoseafarers.org](http://www.missiontoseafarers.org)

**3254. National Gulf Veterans and Families Association (NGVFA)**

The NGVFA supports those who served in the 1990-91 and 2003 to date Iraqi/Gulf conflicts. The aim of the NGVFA is to enhance and improve the quality of the day-to-day lives of all veterans of desert conflicts and their families, partners and carers, through support, information, advocacy and counselling. The NGVFA is open to the Armed Forces and civilians as well as their dependants. Further information can be obtained from NGVFA The national Gulf Veterans and families association.

**3255. Naval Families Federation (NFF)**

- a. The Naval Families Federation (NFF) was established in 2003 to give Naval Service families an independent voice. The NFF works with the Chain of Command, service providers and the Government in order to make them fully aware of the consequences their policies and decisions have on the Naval Service family as a whole. This representation ensures that Naval Service families' differences are acknowledged and understood and is in line with the other two Services. The NFF produce a free magazine called 'Homeport', which contains useful information for Service families.
- b. **Contact Details.** For further information contact:

Naval Families Federation  
Castaway House  
311 Twyford Avenue  
Portsmouth  
PO2 8RN

Phone: BT 023 9265 4374  
Email: [admin@nff.org.uk](mailto:admin@nff.org.uk)  
Web address: [www.nff.org.uk](http://www.nff.org.uk)

**3256. “Not Forgotten” Association**

a. **Background.** The Not Forgotten Association is a national tri-Service charity which provides entertainment, leisure and recreation for the serving wounded, injured or sick and for ex-Service personnel with disabilities. The Association provides a wide and varied program of activities including outings, concerts, holidays, events and the provision of televisions and television licenses. Events and activities are open to anyone, whether currently serving or ex-Service, whose life has been affected by conflict or by subsequent injury.

b. **Beneficiaries.** Individuals who may be eligible for support should apply through one of the Service benevolent charities or through their regimental/military association.

c. **Contact Details.** For further information contact:

4th Floor  
2 Grosvenor Gardens  
London  
SW1W 0DH

Phone: 020 7730 2400  
Fax: 020 7730 0020  
Web address: [www.nfassociation.org](http://www.nfassociation.org).

**3257. Officers’ Association**

a. **Background.** The Officers’ Association is a charity dedicated to assisting officers who have retired or are about to retire from Her Majesty’s Armed Forces, by providing advice and help to officers and their dependants. The services provided include employment and residential homes advice and financial help.

b. **Contact Details.** For further information contact:

The General Secretary  
The Officer’s Association  
Mountbarrow House  
6 – 20 Elizabeth Street  
London  
SW1W 9RB

Phone: 0207 808 4160  
Web address: [www.officersassociation.org.uk](http://www.officersassociation.org.uk)

**3258. Queen Alexandra Hospital Home (QAHH)**

a. QAHH is a registered charity, providing permanent and short term accommodation for former members of HM Armed Forces and their spouses who are in need of such accommodation due to age, sickness or disability and who require medical or nursing care. Anyone who has served in HM Forces at any time or in any capacity and also immediate family members of someone who has served in HM Forces are eligible for admission.

b. **Contact Details:** For further information contact:

The Queen Alexandra Hospital Home  
Boundary Road,  
Worthing,  
West Sussex  
BN11 4LJ

Phone: 01903 213 458  
Web address: [www.qahh.org.uk](http://www.qahh.org.uk)

**3259. Regular Forces Employment Agency (Registered Charity No. 1061212)**

a. The aim of the Regular Forces Employment Agency (RFEA) is to help those leaving the regular Armed Forces to find and to remain in employment throughout their working lives. This is done as part of the Career Transition Partnership (CTP) for up to two years after discharge and thereafter is done on behalf of the Service Benevolence Funds.

b. **Contact Details.** For further information and details of branch offices, contact their Head Office at:

RFEA  
First Floor  
Mountbarrow House,  
6 - 20 Elizabeth Street  
London  
SW1W 9RB

Web address: [www.rfea.org.uk](http://www.rfea.org.uk)

**3260. Royal British Legion (RBL) (Registered Charity No: 219279)**

a. Caring and campaigning for the serving and ex-Service community. The RBL provides financial, social and emotional support to millions who have served and are currently serving in the Armed Forces, and their dependants. The legion was founded in 1921 as a voice for the ex-Service community. Although the needs of ex-Service people have changed over the years, they are still there to safeguard their welfare, interests and memory.

- b. The RBL offers advice and support about a wide range of topics, including:
- (1) War pensions, inquest and compensation claims.
  - (2) Benevolent / welfare help.
  - (3) Care homes.
  - (4) Poppy Breaks, Family Holiday Breaks and Adventure Breaks.
  - (5) Remembrance travel (pilgrimages, school and group tours).
  - (6) Tracing advice. (Note - \*RBL does not hold or have access to, any official records, but can advise where to get hold of information for tracing purposes.)
- c. **Contact Details.** For further information contact:

The Royal British Legion  
199 Borough High Street  
London  
SE1 1AA

Phone: 0808 802 8080 (free from UK landlines and main mobile networks)

From overseas: +44 (0)20 3207 2100 (full rate)

(Lines are open from 0800 - 2000 hrs 7 days a week)

Web address: [www.britishlegion.org.uk](http://www.britishlegion.org.uk) (includes Live chat)

### **3261. Royal Naval Association (RNA) (Registered Charity No: 266982)**

- a. **Background.** The Royal Naval Association is the principal Naval Association recognised by the Admiralty Board. The RN and RNA have agreed a Memorandum of Association. Membership is open to all who served or have served in the Royal Navy, Royal Marines, QARNNS, WRNS and Reserves of all ranks. In addition, anyone who is in sympathy with the objects of the Association may join as an Associate Member.
- b. With over 20,000 members across 385 branches in the UK and overseas, the RNA is a family of current and former Naval Service personnel, relatives and supporters of our country's Royal Navy. The RNA considers that, whether its activities involve catching up with friends at its regular social events, fundraising, advising on welfare and employment matters, or just providing an arm around the shoulder, the natural willingness to help others stems from the tradition and camaraderie that only Naval Service life can instil.

- c. The RNA's core values are:
- (1) **Unity.** Shared backgrounds and equality in rank. Naval personnel share the same bonds, the same mindset, and even the same language. All members are equal and are the heart and soul of the RNA.
  - (2) **Loyalty.** To other members and their dependants. The RNA believes in supporting and looking out for each other. The RNA is loyal to the personnel and dependants of the Naval Service, along with other charities or organisations with naval connections.
  - (3) **Patriotism.** The RNA is proud to serve and proud to represent our country and honoured to remember and represent (on a national and international level) those who have fallen for our country or who fight now.
  - (4) **Comradeship.** Friends in fun, fellowship and need. Your RNA shipmates will always be here for you and will never leave you or your dependants in despair.
- d. **Contact Details.** For further information contact:

The General Secretary  
The Royal Naval Association  
Room 209  
Semaphore Tower  
PP70  
HM Naval Base  
Portsmouth PO1 3LT

Tel: 02392 723747  
E Mail: [admin@royalnavalassoc.com](mailto:admin@royalnavalassoc.com)  
Web address: [www.royal-naval-association.co.uk](http://www.royal-naval-association.co.uk)

**3262. Royal Sailors' Rests (also known as Aggies and RSR ) (Registered Charity No: 238748)**

- a. **Background.** Dame Agnes Weston's Royal Sailors' Rests (RSR) is dedicated to supporting serving Naval Service personnel, and their families. RSR works closely with Naval Welfare and Chaplaincy. The RSR has Centres in Gosport (Rowner) and Helensburgh that support the local naval bases.

- b. **Contact Details.** For further information contact:

RSR Executive Director  
Castaway House  
311 Twyford Avenue  
Portsmouth  
PO2 8RN

Phone: BT 023 9265 0505  
Email: [admin@rsr.org.uk](mailto:admin@rsr.org.uk)  
Web address: [www.rsr.org.uk](http://www.rsr.org.uk)

**3263. Royal Star & Garter Homes (Registered Charity No: 210119)**

- a. The Royal Star & Garters Homes' priority is to promote independence and enjoyment of an active lifestyle, ensuring individuals are supported in living life to the full. Its aim is to ensure that ex-personnel of any age, and their spouses, widow(er)s or civil partners will benefit from the Charity's care long into the future.

- b. **Contact Details.** For further information contact:

The Royal Star & Garter Homes  
15 Castle Mews  
Hampton  
Middlesex  
TW12 2NP

Tel: 020 8481 7676  
Fax: 020 8481 7677  
E-mail: [general.enquiries@starandgarter.org](mailto:general.enquiries@starandgarter.org)

**3264. Seafarers UK (Registered Charity No: 226446)**

- a. Seafarers UK is an umbrella charity that gives grants to other charities which help seafarers or ex-seafarers (including their families and dependents). Seafarers UK defines seafarers as those who are, or once were, in the Royal Navy, Merchant Navy or fishing fleets.

- b. **Contact Details.** For further information contact:

Seafarers UK  
8 Hatherley St  
London SW1P 2QT

Phone BT: 0207 932 0000  
Fax: 0207 932 0095  
Email: [contact@seafarers-uk.org](mailto:contact@seafarers-uk.org)  
Web address: [www.seafarers-uk.org](http://www.seafarers-uk.org)

**3265. SSAFA Forces Help (Registered Charity No: 210760)**

a. **Background.** The Soldiers, Sailors, Airmen and Families Association (SSAFA) is a national charity providing financial, practical and emotional assistance to anyone that is currently serving or has ever served in the Army, Navy or RAF, and their families. SSAFA Forces Help's motto is "One day's service: a lifetime of support", with the offer of support no matter how your life circumstances may have changed.

b. SSAFA's Range of Services includes the provision of practical support, help with financial difficulties and emotional support with social and family issues. The list below highlights some of the assistance offered by SSAFA.

- (1) Financial support and advice, including state benefits and war pensions
- (2) Housing facilities at, SSAFA Norton Homes, Stepping Stone Homes, St Vincent's Residential Care Home and the Royal Homes (Wimbledon).
- (3) The London Homeless Division (working with ex-Service rough sleepers).
- (4) Adoption service (available to all those in the UK Serving community).
- (5) Mentoring service to support wounded, injured and sick Service personnel.
- (6) Health and social work services on behalf of the MOD in most overseas establishments.
- (7) Backing, encouragement and advice for parents of children with additional needs or disabilities, serving personnel with a disability and their partners and carers.
- (8) Service Community volunteers work on bases, stations and garrisons around the world to improve the quality of life for Serving personnel and their families.
- (9) Assistance with immediate and practical needs for ex-Service personnel (and members of their immediate family) who are serving a prison sentence, or been recently released.
- (10) Support Groups e.g. for the Families of Injured Service Personnel (FISP), bereaved families, bereaved siblings and the Forces Additional Needs and Disability Forum.

c. **Forcesline.** Forcesline is a free and confidential helpline that is completely independent of the military chain of command. The experienced civilian staff provides a non-judgemental, supportive, listening, and signposting service for serving personnel and their families, as well as former members of the Armed Forces. You can talk about anything including personal concerns, worries and problems. Wherever possible Forcesline will provide factual information or 'signpost' possible ways forward. Forcesline is available Mon-Fri, including Bank Holidays, and can be accessed from anywhere in the world. The line is open from 10.30am - 7.30pm (UK local time) and the numbers are:

- (1) From the UK (Main Line): 0800 731 4880;
- (2) From Germany: 0800 1827 395;
- (3) From Cyprus: 800 91065;
- (4) From the Falkland Islands # 6111;
- (5) From anywhere in the world (Call-back) +44 (0)1980 630854;
- (6) From Operational Theatres, to enable access through Paradigm's phone system, dial the appropriate access number then enter \*201 at the PIN prompt.
- (7) AWOL Support Line: 01380 738137

d. **Branch Network.** Alternatively, if you are seeking assistance from their network of branches working with the ex-Service community, you may wish to contact your local branch directly, via the branch locator on the website or by telephoning (local numbers are in the appropriate area Telephone Directories). Note that as volunteers staff the branches, the office hours vary, and you may not receive a reply immediately.

e. **Post.** If you prefer to write to Forcesline, their address is:

Forcesline  
FREEPOST  
PO Box 1312  
Pewsey  
Wiltshire, SN9 6NN

f. **Online Form.** To email Forcesline, visit <http://www.ssafa.org.uk> and select "how we help", Forcesline and access the online form.

- g. **Central Office.** You can also contact the Central Office at:

4 St Dunstan's Hill  
London  
EC3R 8AD

Phone BT: 020 7403 8783  
Email: info@ssafa.org.uk  
Web address: www.ssafa.org.uk

### **3266. Union Jack Club**

a. The Union Jack Club is a private members club for serving and ex-serving military personnel of HM Armed Forces close to London's Waterloo Railway Station. All serving men and women below Commissioned Rank are automatically members of the club and do not pay any membership fees. Commissioned Ranks are Temporary Members who do not pay membership fees, but do pay a higher rate for accommodation. The club is situated close to many of London's top attractions and offers an excellent base for the family group. It has over 260 bedrooms ranging from singles, twins, and doubles, along with bars and a restaurant, plus conference facilities.

- b. **Contact Details.** For further information contact:

The Union Jack Club  
Sandell Street  
London  
SE1 8UJ

Phone: 24 Hour Switchboard: 020 7928 6401  
Fax: 020 7902 6060  
E-mail: members@ujclub.co.uk  
Web: www.ujclub.co.uk

### **3267. Veterans Aid (Registered Charity No: 1095308)**

Formerly known as the Ex-Service Fellowship organisation, Veterans Aid is primarily involved in supporting homeless and vulnerable veterans who have served in the British Armed Forces. Its services include the provision of accommodation, social work, alcohol counselling, and advocacy. Further information can be found at [www.veterans-aid.net](http://www.veterans-aid.net).

### **3268. Victory Services Club**

a. The Victory Services Club is a Military Club for serving and ex-serving military personnel of HM Armed Forces in the heart of London's West End. Serving members of the Armed Forces are automatically members of the club, and pay no subscription fees and annual charges. The club provides accommodation, event and conference facilities at competitive rates.

- b. **Contact Details.** For further information contact.

Victory Services Club  
63 - 79 Seymour Street  
London  
W2 2HF

Phone: 020 7723 4474  
Fax: 020 7402 9496  
E-mail: [info@vsc.co.uk](mailto:info@vsc.co.uk)  
Web: [www.vsc.co.uk](http://www.vsc.co.uk)

**3269. War Widows Association**

This is essentially a pressure group that exists to improve the conditions of war widows and their dependants in Great Britain. Its work encompasses those who have suffered bereavement as a result of World War II and all conflicts since then including Iraq and Afghanistan. The WWA also represents those who have suffered the loss of their partner and in peacetime, when the death was attributable to their Service life. Further details can be found at [www.warwidows.org.uk](http://www.warwidows.org.uk).

**3270. White Ensign Association**

- a. The mission of the White Ensign is to inform and provide guidance to all serving and former members of the Royal Navy, Royal Marines, their Reserves and also to their families on Employment, Finance, Resettlement and Personal Administration. The White Ensign offers unbiased, confidential and free advice service. White Ensign staff visit establishments throughout the United Kingdom on a regular basis to provide support, guidance and advice in the form of Lectures and personal interviews

- b. **Contact Details.** For further information contact:

HMS BELFAST  
Tooley Street  
London  
SE1 2JH

Phone BT: 020 7407 8658  
FAX: 020 7357 6298  
E-mail: [office@whiteensign.co.uk](mailto:office@whiteensign.co.uk)  
Web: <http://www.whiteensign.co.uk>

## ANNEX 32A

### NAVAL SERVICE ASSISTED PASSAGE SCHEME (NSAPS)

#### 1. Principles

- a. Naval Service Assisted Passage Scheme (NSAPS) loans are provided from the NSAF primarily for the purpose of assisting service personnel with the cost of flights for relatives to and from ports where deployed ships are on standoff. Hotel costs may be included in the loan if they are part of a package holiday.
- b. JSP 752 Chapter 6 Section 3 details the allowances and advances of pay available through Families Assistance for Visits Abroad (FAVA) to married service personnel deployed for 182 days or more. To assist those personnel who do not qualify for FAVA, RN Charities introduced SPAPS (Single Persons Assisted Passage Scheme), and the Short Deployment Fund (SDF). Following the formation of the RNRMC SPAPS and SDF have now been replaced by NSAPS administered through the NSAF. In certain circumstances FCO personnel may also be eligible.

#### 2. Criteria

- a. There is no minimum length of deployment for NSAPS as there is for FAVA, but the FAVA allowance cannot be claimed at the same time as NSAPS. Eligibility is subject to block leave being available in the foreign port and Commanding Officer's approval being given. Personnel who qualify for FAVA are not permitted to apply for a NSAPS loan either as well as or instead of FAVA. There is no limit to the amount of the loan or to the number of persons on whose behalf an individual can apply for a loan, but they must have a significant link to the applicant such as blood or marital relationship or long term partnership.
- b. FCO personnel who have not settled their family in the UK may apply for a loan to visit financially dependent family or a home maintained by them in their country of origin – see eligibility table below.
- c. The NSAPS loan is made to the Ship's Central/Welfare Fund for the use of the individual and not to the individual direct. In certain circumstances the Fund will pay the Travel Agent direct or reimburse the individual for flights purchased on-line, provided that the Ship acknowledges responsibility for the loan in advance.
- d. Repayment is by way of monthly instalments to the RNRMC. The maximum period for repayment is 12 months. Normally only one loan per person is permissible in any 12 month period.

**3. Procedure for submitting an application**

- a. Unit to identify window in programme which will allow for block leave to be taken (usually in line with a FAVA application) and obtain CO's approval.
- b. Ship's Company to be informed of opportunity for NSAPS.
- c. Obtain application form and at earliest opportunity to forward it by e-mail to RNRMC Assistant Accountant, (See [para 3211](#))
- d. Details of the proposed loans should be given to the Ship's Welfare Committees and approval sought if appropriate.
- e. RNRMC Assistant Accountant to approve application and arrange payment to the ship/travel agent/individual (in exceptional cases only) and record the debt.
- f. RNRMC Assistant Accountant to send draft repayment schedule and bank mandate to unit.
- g. Debt to be recorded in Ship's Sage Accounts, repayment schedule confirmed and repayments made in accordance schedule until cleared.

**Table 32A -1. NSAPS - Eligibility Table**

<b>Scheme</b>	<b>Regular Service Married</b>	<b>Regular Service Unmarried</b>	<b>FCO unmarried with home maintained in country of origin</b>	<b>FCO married or unmarried with financially dependent family in country of origin</b>	<b>FCO married with family in UK</b>	<b>FCO unmarried with family in UK</b>
<b>FAVA - Advance of pay for return fares (not hotel) for family from UK to foreign port + Allowance</b>	Eligibility - deployed away from UK waters continuously for 182 days or more	Not eligible	Not eligible	Not eligible	As Regular Service Married	Not eligible
<b>NSAPS - Loan for return fares for family from UK to foreign port while Ship deployed (inc hotel if package deal) - no Allowance</b>	Eligibility - deployed away from UK waters continuously for less than 182 days	Eligibility - No minimum length of deployment	Not eligible	Not eligible	As Regular Service Married	As Regular Service Unmarried
<b>DOMCOL - return fare paid for self from UK to Country of origin</b>	Not eligible	Not eligible	Once every 5 years	Not eligible	Not eligible	Not eligible
<b>NSAPS (FCO) - Loan for FCO for return fare (not hotel) for self from UK to country of origin - no Allowance</b>	Not eligible	Not eligible	Once in every year that not entitled to DOMCOL	Once in every year	Not eligible	Not eligible