

<b>Defence Instructions and Notices</b> (Not to be communicated to anyone outside HM Service without authority)	
<b>Title:</b>	Berlin Infantry Brigade Memorial Trust Fund (BIBMTF)
<b>Audience:</b>	All Army Personnel
<b>Applies:</b>	1 Jan 17
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<b>Channel:</b>	10 Sports and Social Events
<b>Content:</b>	Procedure to be followed when applying for a BIBMTF grant for Sport and Adventurous Training
<b>Sponsor:</b>	HQ Army Sport Control Board (HQ ASCB) and HQ Adventurous Training Group (Army) (HQ ATG(A))
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<b>Keywords:</b>	BIBMTF, Berlin Infantry Brigade
<b>Local Keywords:</b>	Grants, Sport, Non-public funding, Overseas Visits funding, winter sports funding, adventurous training, AT, expeditions
<b>Supplements:</b> (Please click on the links to access >>>> )	<a href="#">Annex A: Grant Application Form – Overseas Sports Visits &amp; Winter Sports Activity</a> <a href="#">Annex B: Grant Application Form – Adventurous Training Expeditions</a>
<b>Related Info:</b>	<a href="http://www.armysportcontrolboard.org">www.armysportcontrolboard.org</a> <a href="http://www.defencegateway.mod.uk">www.defencegateway.mod.uk</a>
<b>Classification:</b>	OFFICIAL

## **BERLIN INFANTRY BRIGADE MEMORIAL TRUST FUND (BIBMTF) – GRANTS FOR OVERSEAS SPORTS VISITS AND ADVENTUROUS TRAINING EXPEDITIONS**

References:

- A. 2016DIN07-123 Army European Winter Activity (or 2017 successor).
- B. AGAI Volume 1, Chapter 5 Sport.
- C. 2016DIN10-048 Army Overseas Sport Visits (or 2017 successor).
- D. AGAI Volume 1, Chapter 11 - Adventurous Training
- E. JSP 419 - Joint Services Adventurous Training (JSAT)

### **INTRODUCTION**

1. The BIBMTF is a charitable trust 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 soldiers will benefit from charitable grants.

2. The BIBMTF was established with 2 broad objectives:

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

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

3. 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 recruitment and 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.

4. The highest levels of the Army within the MOD are involved in the management of the Trust and grant funds to meet its two broad objectives. 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

5. The Managing Trustees have ruled they will consider awarding grants, at a level they deem to be appropriate, for Army personnel undertaking Adventurous training, overseas and domestic sporting activity, Winter sports activity<sup>1</sup> and CO's special projects, in accordance with References A to E. Consideration of applications will be based on the following principles:

a. The activity must be authorised at the appropriate level and all participants must be on duty.

b. The activity should represent a considerable challenge to the members.

c. The Trustees are likely to reject bids where individual contributions are not about one third of the total cost. They also require units to support the activity with a grant on the grounds that if the unit will not support it then why should they, the trustees, be expected to do so.

6. **Overseas Sport Visit Applications.** Applicants are to be realistic when applying for a sports visit grant and should plan on the basis of up to £100 per head. In the case of individual junior soldiers participating in activities of national sporting importance grants may be larger. The application procedure is as follows:

a. The Overseas Sports Visit must be authorised in accordance with Reference C by HQ Army Sports Control Board (ASCB).

b. **Priority Bids.** The Trustees prioritise bids where the majority of participants are junior soldiers and in the event there are insufficient funds to meet all

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

Adventurous Training, sports and CO's special projects 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, and often at minimum notice, to locations and activities that will stretch them whilst at the same time being 'fun'.

c. All Overseas Sports Visit applicants<sup>2</sup> are to complete the Application Form at Annex A and forward it electronically with a covering letter, Warning Order or Admin Instruction and nominal roll to the ACOS, HQ ASCB. ACOS, 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.

7. **Winter Sports Activity Applications.** Applicants are to be realistic when applying for a tour grant and for Winter 2016/17, grants will generally be at a rate of £20 per head for each junior rank participating, which will be allocated with the priority being determined by the Trustees from Oct onwards until the allocation is exhausted.

a. Winter Sports Activity must be authorised in accordance with Reference A.

b. Winter Activity bids are to be co-ordinated at unit level to avoid a plethora of bids from the same unit for different disciplines i.e. one bid per unit. Multiple applications from the same unit may be rejected. Applications are to be submitted electronically on the Application Form at Annex A direct to the Trust Secretary, copy to ACOS, HQ ASCB.

8. **Adventurous Training Expedition Applications.** Applicants should ensure that they have applied for public funds, unit grants and personal contributions before submitting a request. Advice on expedition funding can be found in Reference D.

a. Only AT activities listed in Reference E will be eligible for funding from the trust.

b. The aim of AT is the personal development of soldiers and officers in order to enhance the Army's operational capability. HQ Adventurous Training Group (Army) (ATG(A)) will only support those applications that seek to meet this aim.

c. All AT applications are to be submitted electronically using Annex B to the appropriate regional ATG(A) S02 Adventure Training Desk Officer. These will be forwarded to and co-ordinated by HQ ATG(A).

9. **CO's Special Projects Applications.** Other bids of a non-sporting or non-AT nature, to support activities at unit or sub unit level and signed by the unit Commanding Officer, may also be submitted direct to the Trust Secretary.

## GRANTS

10. Successful applicants will be informed in writing, with grants usually being paid approximately 3 weeks prior to the event. It follows that if applicants have not heard from BIBMTF by then, it is likely their bid has been unsuccessful but the position may be checked with the Trust Secretary

11. Grants are paid by cheque, thus it is essential that the applicant and bank account details are clearly given on the application form. Receipts are required and post exercise

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<sup>2</sup> Army, Corps, Unit teams and individuals are all to apply direct to HQ ASCB rather than through Bde PD Branches as conducted under previous direction (Sports Visits only).

reports or similar post event material written for military magazines should be forwarded to the Secretary to the Trustees.

## **CONTACT DETAILS**

### **12. BIBMTF Secretary (Mr Mike Adler)**

- a. The Independent Services Agency Ltd, PO Box 314, Woking, GU24 9FA;
- b. Tel Civilian 01276 855825;
- c. email: [isvcsagency@easynet.co.uk](mailto:isvcsagency@easynet.co.uk).

### **13. ACOS HQ ASCB**

- a. HQ ASCB, Mackenzie Building, Fox Lines, Aldershot, GU11 2LB;
- b. Tel Military 94 222 7058; Civilian 01252 78 7058;
- c. Email: [acos@ascb.uk.com](mailto:acos@ascb.uk.com)

### **14. HQ ATG(A)**

- a. SO3 EPA
- b. Tel Military 94 344 5655
- c. ATGA-HQ-SO3EPA

#### **Annexes:**

- A. BIBMTF Grant Application Form – Overseas Sports Visits and Winter Sports Activity
- B. BIBMTF Grant Application Form – Adventurous Training Expeditions.