

Applying for a Grant – General Guidance

Purpose of the Trust

The Ulysses Trust (UT) is a registered Charity that encourages and provides financial assistance for challenging expeditions and adventurous activities by the Volunteer Reserve (VR) and Cadet Forces of the UK in order to:

- Enhance their morale, recruitment, retention, and public esteem; and to
- Help develop the characteristics of leadership, teamwork, confidence, initiative, self-discipline and judgement of their individual members.

By so doing, The Ulysses Trust seeks also to enhance the Reserve and Cadet Forces' contribution to community cohesion and society generally. It therefore places emphasis on inclusivity – determined that opportunities it supports are available and affordable to all – believing such opportunities can have the most transformational impact on units and individuals from otherwise disadvantaged environments.

The Ulysses Trust is also keen to encourage expeditions or projects that add to social cohesion, embrace social action and/or community service at home or abroad, and is a pledged supporter of the #iwill campaign of the charity *Step Up To Serve*.

Eligibility

All Volunteer Reserve (including University Units) and Cadet Forces are eligible to apply for a grant to help with the financial cost of mounting an expedition. Expeditions must be sponsored by a Unit or HQ, but participants can be drawn from multiple units or other Services, and have JSATFA or appropriate Service authorisation.

The Ulysses Trust does not, as a rule, support competitive sports, package holidays, or expeditions whose principal objective is to fundraise for other charities. It will however consider exceptions where the challenge or adventurous component justifies this. What might be challenging for some may not be considered so for others. Thus, for example, the Trust is inclined to support resort-based Downhill Skiing and Diving trips for young Cadets, but not for VR applicants unless they have a clear and demonstrable expedition element to them. If in doubt, applicants are invited to discuss with the Trust's Operations Director.

Normally, an expedition will be distinct from Adventurous Training activity on Annual Camps. However, in the case of Cadets, such activity on Annual Camps may be considered for support, if not eligible for support by public funds and accompanied by a convincing case.

The Trust does not support civilian expeditions, but it may support participants in civilian expeditions, particularly where it can be shown that an appropriate unit expedition is not readily available and that there will be long term benefit to the unit, provided their participation has unit or HQ sponsorship with appropriate service authorisation. Where service authorisation is inappropriate or impractical, this should be explained, with additional information to cover the issues of insurance and legal liabilities. Examples of civilian organisations that might be approved are: British Exploring Society, Outposts, Raleigh International, and Trekforce.

Grants

Grants made range from a few hundred pounds for small or less ambitious expeditions to £5000 or more for major expeditions or involving larger numbers. Occasionally, significantly larger sums are made to particularly ambitious expeditions, though it is essential to discuss these with the Trust's Operations Director at the outset of planning, ideally a year ahead, before applying.

The Trust endeavours to provide the greatest support to those with the greatest need. The object of Trust grants is to reduce participant contributions to manageable levels for all. Grants are therefore made to the expedition, for the Leader to deploy in a manner that ensures optimum inclusivity.

Making an Application

Applications must be made through The Ulysses Trust Website. We have endeavoured to make the conditions and processes as simple and responsive as possible. Applicants should understand, however, that we are unable to meet all requests for our assistance, so we need sufficient information to ensure that our grants are distributed as effectively and fairly as possible, and aligned to the Trust's purpose and objectives.

It is important that applicants also read Advice to Units Applying for a Grant, before submitting an application.

Conditions of Grants

There are certain minimal conditions to grants. These are in order to:

- Demonstrate to the Trust's benefactors what is achieved with their support, and therefore to our ability to continue and grow our support for units in the future.
- Enhance the public esteem of Reserve and Cadet Forces.
- Encourage greater expedition activity through sharing of experience and knowledge.
- To satisfy the audit requirements of the Charities Commission that donations are put to best effect.

In accepting a grant from The Ulysses Trust, therefore, units agree to the following conditions:

Liability

Applicants should note that, in allocating a grant, The Ulysses Trust is unable to make any judgement on the risk management and safety aspects of an expedition, and accepts no responsibility for these or any other liabilities that might attach to the expedition. These remain the responsibility of the applicant/organiser of the activity and any approval authority.

Provision of an Expedition Report

Reports and pictures of completed expeditions are vital to the Trust, are an absolute condition of receiving a grant, and are required within 28 days of returning from the expedition. They are published on the trust's website and may be used for other publicity purposes, so should comply with the requirements of the EU General Data Protection Regulation (GDPR) and Copyright Law. [Click here for our Guide To Expedition Report Writing.](#)

Outcome Measurement Surveys

Units sponsoring an expedition are required to complete a short survey on outcomes from their expedition in respect of benefits to the unit, benefits to individuals, and support provided by The Ulysses Trust. Expedition Leaders are requested to bear this in mind when undertaking the expedition.

Publicity and Social Media

It is a condition of any grant that all successful applicants will publicise the support given to them by The Ulysses Trust both within print and online. This publicity is essential for generating future financial support for the Trust. Details of how this publicity will be organised are required on the Application Form. Feedback on the outcomes of any supported project is also expected from beneficiaries. Online publicity should be accompanied by links to The Ulysses Trust website at www.ulysses trust.org.uk. Expeditions should also copy The Ulysses Trust into their social media activities:

- Twitter: @UlyssesTrust
- Facebook: @UlyssesTrust
- Instagram: ulysses trust

Following the Trust on these accounts would also be helpful to further raise our visibility.

Joint Promotion of Expeditions

The Ulysses Trust works closely with a number of other charities, such as the Nuffield Trust for the Forces of the Crown and the RAF Charitable Trust in supporting expeditions. Sponsoring Units and Expedition Participants should also be prepared, before and after the expedition, to meet reasonable requests to help promote these, The Ulysses Trust and Reserve and Cadet Forces. This might take the form of a Presentation or if you have a good story to tell cooperating in the production of PR material. Where an

expedition or project involves an element of voluntary social action or community work at home or abroad, units might also be requested to help promote the #iwill campaign.

Expedition Procurement

The Ulysses Trust is registered with 'Give As You Live,' an on-line shopping gateway which contributes a percentage of all purchases made through the gateway to the purchasers nominated charity. Expedition leaders can help other grant applicants in future, by using this gateway for expedition procurement of travel, equipment insurance etc where possible. Click here to visit [Give As You Live](#) and help us to help you.

The Prince of Wales's Annual Best Expedition Awards Scheme

The Ulysses Trust presents The Prince of Wales's awards for the VR, UOTC and Cadet expedition each year which the Trustees consider best achieved the underlying objectives of the Trust. Trustees base their judgement primarily on the Expedition Report and accompanying imagery, and entry is automatic on its receipt. It's a great way to raise the profile of your unit, so follow up a good expedition with a good report!

What More Can You Do for The Ulysses Trust?

The Trust needs to raise funds year-by-year in order to provide grants to expeditions. In addition to the basic conditions of a grant, we ask recipients to make unit and expedition members aware of the help received from The Ulysses Trust, and promote ways in which their friends and families can help the Trust help others. The next section briefly explores what you can do for us.

How Grant Applicants Can Help The Ulysses Trust

Here are some simple actions you can take us to help to help others like you in the future:

Give As You Live

Every time you buy something online you could be supporting The Ulysses Trust at no cost to you through [Give As You Live](#). Visit the Give As You Live website and register as a supporter of The Ulysses Trust – it won't cost you a penny, but it means that thousands of online retailers will donate to us when you buy goods through their website.

Here's how you can help:

- When buying travel, accommodation or anything for your expedition on-line, use Give As you Live.
- Tell your Expedition members, and others in your unit, and get them to tell their friends and families to sign up and use Give As You Live for all their on-line shopping. If they do so via the link on our website, we'll get an additional £5 donation as soon as they register!

Fund Raising Events

If members of your unit or their friends and families are thinking of taking part in an event, such as running a Half Marathon, or any other activity which lends itself to sponsorship, encourage them to make The Ulysses Trust their chosen charity. It's easy to set up online donations using our preferred platform, Virgin Money Giving. For more guidance, click here to [visit our Fundraising Events page](#).

Corporate Sponsors

By advising the Trust of the main suppliers (for example travel, equipment, insurance) to your expedition, you can help us identify opportunities for discounts or sponsorship in the future.

Social Media

Please follow The Ulysses Trust on Twitter and Facebook, and be sure to copy The Ulysses Trust into your social media activities relating to your expedition.

If you think we have helped you, spread the word!

Advice to Units Applying for a Ulysses Trust Grant

Introduction

This advice complements and extends the brief information given in DIN Reference 2014DIN07-145 dated September 2014.

Criteria for Financial Support

The Ulysses Trust provides grants to expeditions in order to:

- Enhance morale, recruitment, retention, and public esteem of Reserve and Cadet Forces; and to
- Help develop the characteristics of leadership, teamwork, confidence, initiative, self-discipline and judgement of their individual members.

In completing the application form, applicants and sponsoring unit commanders should think carefully about and show how plans and proposals are aligned to these objectives, and how such outcomes will be assessed and demonstrated. The question applicants should address is: what difference will this expedition make to the participants, and to the unit? This will be the primary consideration in the appraisal of your bid by the UT Applications Committee.

The secondary factor is Need. The Trust is particularly focused on making opportunities it supports affordable to all, regardless of means or backgrounds. Applications which show a clear commitment to this inclusivity, and can demonstrate cases of special need, will receive more sympathetic consideration.

Recording, in the Application Form, whether any Cadets on the expedition are in receipt of Free School Meals is therefore obligatory. It is appreciated that this can be a sensitive matter, and information not always forthcoming, in which case the *Don't Know* field should be used.

The following factors are also considered:

- The originality and degree of challenge in mounting and undertaking the expedition.
- The value for money derived from the Grant. The Trust is keen to encourage aspiration, ambition and the particular benefits to be gained from expeditions to exotic places, but it also recognises that UK-based expeditions can also deliver great value at lower cost.
- The contribution of expedition members to its leadership, planning and execution. The Trust recognises that sometimes 3rd Party support is essential, but keen to encourage self-sufficiency.
- Whether it includes an element of voluntary social action or community service, and to what extent that reflects the six principles of the #iwill campaign.
- The degree of broader scientific, educational or developmental content which may enhance the value of an expedition and benefit individual participants.
- The environmental value or impact of the expedition.
- Other benefits accruing, such as training potential for future leaders for VR and Cadet Force expeditions, or the gaining of qualifications (by way of example, these might include specific Adventurous Training (AT) skills, Duke of Edinburgh Award qualifications or ILM certification).
- The public interest value, with particular emphasis on scale, objectives, locations and characteristics of expeditions which can claim to be unique and thus attract media interest; or what, why or how local interest can be generated.
- The number of VR and/or Cadet Force members on the expedition.

- The potential of the unit to fundraise, the effort made to acquire other funds, and the difficulty of so doing.
- Whether adult participants are paid and in receipt of CILOR or not, the reasons for this, and the level of commitment and contributions of the sponsoring unit.
- The level of essential personal contributions as a proportion of the overall costs. *Note: Grants are not normally more than 33% of overall expedition costs.*
- The Commanding Officer's statement on his reasons for supporting the expedition, and outcomes expected. This should consider, inter alia, the overall impact or return from the grant to the individuals, unit, the VR or Cadets, The Ulysses Trust, and local communities /society generally.

Expedition Report Writing – Guidance Notes

Reports are vital to the Trust and providing us with an Expedition Report is a condition of any grant. The report is to be identified by the UT Expedition Grant number, and submitted as an email attachment to the Report Reviewer (report@ulyssesrust.co.uk) not later than 28 days after completion of the expedition.

The report will be used for publicity purposes, the public face of your expedition, so should:

- Describe how individuals, your group and unit have benefitted from the experience, particularly in the context of the objectives of The Ulysses Trust. What difference has the experience made? Give examples and quotes. This is the most important part of your report, and explains to readers the true value of the expedition. (In the case of Cadet expeditions, also consider input from teachers and parents).
- Be succinct, informative and engaging as it will be published on The Ulysses Trust website.
- Be written by a member of the expedition in a journalistic style avoiding service format, abbreviations and jargon. Assume that readers have no prior knowledge about your expedition.
- Outline objectives, location: dates, participating unit(s), and numbers participating.
- Explain the challenges that particular individuals and the group faced, highlighting key achievements and interesting incidents. Strong individual stories and quotes are invariably of interest and help bring the report to life.
- Please highlight any individual stories that we could follow-up as a case study to attract/secure future funding. We are particularly interested in Cadets who face disadvantage and have benefitted from the expedition experience.
- Be supported by pictures, to bring the report to life. There should be at least 4 (preferably more) sharp action photographs, with captions explaining what is going on, and including one group shot. Remember: faces bring photos to life. They should be high definition and preferably accompany the report as attached image files (NOT embedded in an email or the report).
- Video is also encouraged, preferably uploaded to YouTube, with the link to it included in your report. Alternatively, the video can be burned onto DVD and delivered by post.

Any questions on format or requests for further guidance should be emailed to the Report Reviewer before the report is submitted.

Failure to submit an appropriate report could affect the response to future grant applications.

All reports and photographs received on time are entered into the annual competition to recognise the best VR, Cadet and UOTC expedition.

Notes:

1. As reports will be used by the Trust for publicity purposes, to comply with the Data Protection Acts and Copyright Law, you should ensure that individuals featuring in a report are content to be identifiable, parent/guardian/local authority consent given (if relevant), and that those taking photographs are content for them to be used unless they have assigned copyright to the expedition. This will be assumed by The Ulysses Trust, unless advised otherwise.

2. The Trust also welcomes other material for publicity purposes, such as video diaries, journal or other work which may have formed part of the expedition objectives.