



Airfield
Development
Advisory Fund



Department
for Transport



UK
Civil Aviation
Authority

Airfield Development Advisory Fund

Frequently Asked Questions

29/10/2020

1. What is the Airfield Development Advisory Fund (ADAF)?

The ADAF makes available £2 million worth of ‘in kind’ support for eligible UK airfields and associated businesses, meaning they can access professional and business advice to support their future development. The advice offered will include (for example) bespoke, specialist assistance on things such as planning and conservation policy, accountancy, business model development and innovation.

The fund is designed to support the future growth of the aviation sector by making available advice to UK airfields and associated businesses.

2. Will I receive any money directly from the ADAF?

No, no cash will be granted under this fund. The £2 million allocated to this fund is to fund advisory services for UK airfields and associated businesses, who can apply to receive this support. This fund is made available by the UK Department for Transport (DfT), and managed by the Civil Aviation Authority (CAA).

3. How can I get support from the ADAF? Who do I ask?

You have to apply to qualify for support. An application form including eligibility criteria is available online [here](#).

4. Who can get support? Who can apply?

The fund is open to airfield owners, operators and airfield-associated businesses across England, Scotland, Wales and Northern Ireland. Military airfields in receipt of Ministry of Defence funding cannot apply for support under this fund.

To qualify for support, an application must relate to a UK airfield that:

- Is licensed or unlicensed
- Handled fewer than 200,000 passengers on average during the last two financial years (Apr 2018 to Mar 2019, Apr 2019 to Mar 2020), and the annual passenger traffic for this financial year (Apr 2020 to Mar 2021) is not expected to exceed 200,000 passengers.

Applicants need to demonstrate how the advice can help protect or expand the applicant’s business and aviation use.

Further details can also be found in the [Applicant Guide](#). We recommend you read this in full before submitting an application.

5. Can I submit more than one application for my business?

No, one application only is allowed per individual business. However, individual businesses associated with the same airfield can apply individually given their needs may differ.

Several businesses associated with the same airfield can submit a joint application if there is a common need/interest.

6. What kind of support is provided by the fund?

The fund offers in-kind support to UK airfields and associated businesses in the form of access to professional and business advice to support their future development. The advice offered will include bespoke, specialist assistance on areas such as:

- Accounting and finance
- Town Planning and heritage grants
- Marketing, communications & branding
- Business strategy and commercial development
- The application of technology and innovation

Illustrative examples of the type of support you could receive include:

- A review or improvements to an existing business plan (business report)
- Review current budgets and suggest ways of reducing operational/fixed costs (business report)
- Review of existing financial models or advice on construction of an appropriate model to aid in business planning and/or fundraising (financial modelling)
- Advice on a planning application (high-level report)
- Provide advice on communications and marketing strategies
- Evaluation of planning policy, class use or changes (high level planning report)
- Advice around maximising asset utilisation and land use to diversify and increase revenue to support aviation use
- Suggesting new potential revenue sources and evaluate their likely impact on the airfield
- Develop a high-level green aviation strategy (outline report)
- Advise on employment uses for current buildings on airfields (work-place demand study)
- Advice on potential reduction of business rate liability (rates assessment)

Further details can also be found in the [Applicant Guide](#). We recommend you read this in full before submitting an application.

7. Is there a limit to how much support I can receive?

Yes. Pending a review of applications, each applicant could be eligible for up to five working days of consultancy advice from a pool of advisers pre-selected and approved by the CAA.

8. How can I apply?

You can apply by filling out an application form online. The link to the application form is clearly marked on the application page. You can also access it directly [here](#).

However, if you are not able to complete the application form online for technical or accessibility reasons, you can download the application form in Word, complete it, and send it to airfields@icf.com by the deadline for applications.

9. How long will it take me to complete the application?

The application will take you 30-45 minutes to complete in one sitting. You can take a look at the application form in advance by downloading a copy in Word [here](#). We recommend you complete the application in one sitting.

10. When is the deadline to apply?

Applications must be submitted by 17.00 on Thursday 3 December 2020. No applications will be processed and assessed after this time.

11. What happens after I submit my application?

After you submit your application, you will receive an email to confirm that we have received your application. This is what will happen afterwards:

- **November to mid December 2020:** Applications are reviewed and assessed. A member of our team may contact you to clarify any details regarding your application, if necessary.
- **Mid December:** Award to qualifying applicants. We will inform you by email if you have qualified to receive advisory services under this fund. We will organise specific dates to start engaging with you.
- **December 2020 to March 2021:** Engagement with successful applicants (the advisory services are carried out).

12. When will I receive advice/support?

Support is scheduled to start from late December 2020 and continue through to March 2021.

13. Will it cost me to apply and receive the support?

No, this is completely free advice and will only require your time.

14. Who can I contact for more information or if I have specific questions?

The ADAF support team is happy to assist you in any way. You can contact us at airfields@icf.com or you can call 0121 233 6990 if you have any questions about your application.

You should also read the Applicant Guide which contains further information that you may find useful as you plan an application. The guide is available [here](#).

Please visit www.caa.co.uk/airfieldadvice for more information.

If you have any questions or need any support to complete the application, please get in touch.

Phone: +44 (0)121 233 6990

Email: airfields@icf.com