

Fulfil your potential with the
HASSRA
Development Fund



HASSRA
Living Life 

Notes to applicants

Here to help

The HASSRA Development Fund (HDF) is here to help you achieve your best in your chosen activity and has funds to help you overcome financial barriers to accessing your activity and making progress. Members who consider themselves to be disadvantaged or to have a disability can also access funds provided by the CSiS Charity Fund through the HDF.

Things you need to know

To apply to the HDF you should:

- be a HASSRA member
- be able to show how you currently or could support HASSRA or community activities
- be able to describe your needs and outline the costs you'd like help with
- keep us informed of your progress and achievements so that we can monitor the Fund's success and promote it to other members.

What the HASSRA Development Fund can help with

The HDF can help with a wide range of activities in the following categories:

Sports & Leisure – developing skills in your chosen activity where you can show **you have an existing interest and potential to go on and do more.**

Examples in this category include sports (including coaching and refereeing), arts and crafts.

Volunteering & Community – developing your potential to serve HASSRA or your local community where you can show **you have an existing interest and potential to go on and do more.**

Examples in this category include life skills coaching, youth worker, scout or guide leader, and so on.

Members who consider themselves to be disadvantaged or to have a disability – may apply under the above categories for help either to **take up a new activity or to realise their potential in an existing activity.**

Getting the best from your application

HASSRA welcomes all applications to the HDF. The following guidance aims to help you give us the information we need to understand your needs and make an award.

For Sports & Leisure applications you need to tell us about:

- your achievements, current level of skill and how support from HASSRA would help you raise your game or take you in a different direction (e.g. transition from player to coach).

For Volunteering & Community applications you need to tell us about:

- your current contribution – whether to HASSRA or to a local organisation – and how support from HASSRA would help you improve your skills, effectiveness and contribution in that activity.

For applications made under the Disadvantaged/ Disabled category you may need to provide:

- some additional information about your circumstances. This will be the very minimum we need to make a decision and will be treated in the utmost confidence.

There are some other things you should know about how we assess applications:

- In all categories we look for commitment in your chosen field rather than a passing interest.
We can't help with things like taster days, but your HASSRA local club may be able to help with these.
- We will look at the annual cost of participation as well as the specific costs for which help is requested. We will also take into account sponsorship and awards from other sources where they would overlap help from HASSRA.

This is so we can get a rounded picture of your circumstances and needs.

- We cannot usually help with basic kit or equipment, but we may be able to help with particularly expensive or specialised kit or equipment without which your participation or progress would be impeded.

But don't be afraid to ask, because we want to help.

- We cannot usually help where your activity is professional or semi-professional or where prize money is available.
But if in doubt, talk to us to confirm your position.
- We cannot usually help with costs associated with charity work unless they are part of your on-going development. So, for example, a charity fun run may not be accepted whereas a charity run as part of a structured training schedule may be accepted.

If in doubt, talk to us to find out more.



Read how the HASSRA Development Fund has provided assistance to some of our members.

[Click here to visit our HDF News page.](#)

The HASSRA Development Fund and CSiS Charity Fund

The Civil Service Insurance Society (CSiS) Charity Fund helps serving, former and retired civil and public servants and their families in hardship or distress by working with and supporting other charitable organisations within the civil and public sector.

The CSiS Charity Fund is an independent charity funded by an annual donation from the Civil Service Insurance Society. **The CSiS Charity Fund has made an annual donation to HASSRA since 2009.**

This has enabled HASSRA Members to pursue a variety of sports and hobbies such as wheelchair pool, baton twirling, sign language, competing in the World Transplant Games, creative writing, and specially adapted equipment for scuba diving.

HASSRA wishes to acknowledge the generous support given by the CSiS Charity Fund and for its ongoing commitment to HASSRA and its members.



Application form

Please read **The Notes to Applicants** above before completing this form. Try to answer all the questions. Contact us at hassra.developmentfund@dwp.gov.uk if you are unsure about what is being asked. If you require additional space to answer questions or wish to add other information to your application, please continue at Section 6.

1. PERSONAL DETAILS

Surname	First Name(s)
Full Address (Home or Office)	
Telephone	Email
HASSRA Region	HASSRA Membership Number

2. HELP BEING APPLIED FOR

2.1 Which category of help are you applying for:

- Sports & Leisure
- Volunteering & Community

2.2 Do you consider yourself to be disadvantaged or to have a disability:

- No** [now continue to section 3]
- Yes** [now go straight to section 4]

3. SPORTS & LEISURE AND VOLUNTEERING & COMMUNITY

Complete this section if you do not consider yourself to be disadvantaged or to have a disability.

About your chosen activity

3.1 Describe your chosen activity (e.g. football, music, scout leader, etc.):

3.2 For how long have you been involved in this activity?

3.3 Tell us about your best achievements in this activity, including when.

3.4 Tell us about any formal coaching/training you have undertaken or qualifications achieved in this activity.

About the help you are applying for now

3.5 Tell us about the help you are now seeking from the HDF (e.g. funding for training, equipment, to attend a special event, etc.)

3.6 Please provide a breakdown of the costs you are seeking helping with:

Items	Cost	Explanation / Notes
Equipment	£	
Clothing	£	
Coaching / tuition	£	
Hire of facilities	£	
Travel	£	
Accommodation	£	
Other expenses	£	
Total	£	

3.7 Tell us about the kinds and amounts of annual costs you usually incur in following your chosen activity (this will help us understand your needs more generally).

Items	Cost	Explanation / Notes
Equipment	£	
Clothing	£	
Coaching / tuition	£	
Hire of facilities	£	
Travel	£	
Accommodation	£	
Other expenses	£	
Total	£	

3.8 Tell us how you think help from the HDF will help you develop and progress in this activity.

3.9 Tell us if you think this will benefit HASSRA or another organisation or community and if so how (e.g. by improving your contribution to an organisation, sharing your knowledge and skills with others, promoting the activity to others etc.)?

3.10 If you are applying for an award to attend a course and/or improve your qualifications, would you subsequently be able to charge for your services? If so, please provide details.

3.11 Is there a date by which you need a decision on your application? If so, what is it and why?

Now go straight to Section 5

4. DISADVANTAGED OR HAVE A DISABILITY

Complete this section only if you consider yourself to be disadvantaged or to have a disability.

About You

4.1 Tell us why you consider yourself to be disadvantaged and/or to have a disability. Include sufficient detail for us to understand the nature of your circumstances and how the HDF may be able to help you.

About your chosen activity

4.2 Describe your chosen activity (e.g. sport, community, personal development):

4.3 Tell us if this activity is new to you or, if not, for how long have you been involved in this activity.

4.4 If the activity is new to you, tell us what has inspired you to get involved.

4.5 If the activity is not new to you, tell us about your best achievements in this activity and when.

4.6 If this activity is not new to you, tell us about any coaching/training you already have undertaken and/or qualifications achieved.

About the help you are applying for now

4.7 Tell us about the help you are now seeking from the HDF (e.g. funding for training, equipment, to attend a competition or special event, etc.)

4.8 Please provide a breakdown of the costs you are seeking help with.

Items	Cost	Explanation / Notes
Equipment	£	
Clothing	£	
Coaching / tuition	£	
Hire of facilities	£	
Travel	£	
Accommodation	£	
Other expenses	£	
Total	£	

4.9 Tell us about the kinds and amounts of normal annual costs you currently incur or would expect to incur in following your chosen activity (this will help us understand your needs more generally).

Items	Cost	Explanation / Notes
Equipment	£	
Clothing	£	
Coaching / tuition	£	
Hire of facilities	£	
Travel	£	
Accommodation	£	
Other expenses	£	
Total	£	

4.10 Tell us how you think help from the HDF will help you develop and progress in this activity.

4.11 Tell us if you think this will benefit HASSRA or another organisation or community, and if so how (e.g. by improving your contribution to an organisation, sharing your knowledge and skills with others, promoting the activity to others etc.)?

4.12 If you are applying for an award to attend a course and/or improve your qualifications, would you subsequently be able to charge for your services? If so, please provide details.

4.13 Is there a date by which you need to have a decision on your application? If so, what is it and why?

5. OTHER THINGS WE NEED TO KNOW

5.1 When did you join HASSRA?

Month	Year
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5.2 Do you take part in any HASSRA events or teams or fulfil a role as a HASSRA organiser or volunteer? If so, please provide details.

5.3 Do you coach or pass on your skills to HASSRA members or people in other organisations or in the community? If so, please tell us to whom and how.

5.4 Have you previously received financial assistance (e.g. awards, prize money or sponsorship) from HASSRA, CSSC or any other source? If so, please provide details including dates and amounts.

5.5 Have you applied to any other source for the help you are seeking in this application? If so, please provide details of from whom and how much.

6. ANYTHING ELSE YOU THINK WE SHOULD KNOW

Use this space to provide any other information you think may be helpful to your application. You can also append any documentary evidence you may wish us to see.

7. WHAT TO DO NOW

7.1 Declaration:

I declare that all questions have been fully and truthfully answered to the best of my knowledge.

Name:	Date:
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By typing your name and date in the fields above, you are declaring that all questions have been fully and truthfully answered to the best of your knowledge. You are also agreeing to your name and email address being shared with regional officials who may contact you in future regarding your chosen activity, where required.

7.2 If you have any queries about this application or anything connected with the HASSRA Development Fund, please contact:

hassra.developmentfund@dpw.gov.uk

7.3 Save your application and email it, along with a copy of all supporting information, to:

hassra.developmentfund@dpw.gov.uk

Finally, good luck!

HASSRA Privacy Notice

HASSRA is committed to protecting the privacy of all personal data obtained from you in the course of your membership of HASSRA, whilst providing a personalised service that keeps you up-to-date with information, offers and services. We will at all times respect your privacy and comply with any data protection legislation in force in the UK.

You may request a copy of any information we may hold about you, or request any information to be removed from our databases and other records at any time, by contacting our **Data Compliance Officer**.

Full details of HASSRA's data protection policy and processes can be found at the following link: [HASSRA Privacy Notice](#).

FORM HDF1 The HASSRA Development Fund