Application for a Business Unit Grant from HASSRA



HASSRA Living Life

Notes to applicants

Here to help

Do you manage, or are you part of, a geographically dispersed team?

Do you want to organise an activity to build team spirit and promote wellbeing?

Did you know that HASSRA can give you funding?

The HASSRA Business Unit Grant is here to help fund activities to drive up engagement with HASSRA members and potential new members in geographically dispersed teams and Business Units.

Things you need to know before applying

To qualify for a Business Unit Grant you must:

- Be a current HASSRA member.
- Be part of a geographically dispersed team, i.e. you have staff located in various locations which meets virtually over Microsoft Teams.
- Be able to fully describe the details of the specific activity you would like funding for.
- Be able to outline the costs you require help with.
- Understand that all staff in the Business Unit, HASSRA members and non-members, can take part in your activity but you must be able to demonstrate how you will promote wellbeing and HASSRA.
- Understand that the amount of funding likely to be awarded is dependent on the number of people in your business unit and funds are limited based on this.
- Understand that this grant is not designed to be a substitute to fund activities that would normally be funded by DWP (e.g. Staff Conferences).
- Understand that this grant is not intended to subsidise meals, lunches, dinners, refreshments or similar hospitality costs where these are the primary purpose of the event. Any food or refreshment costs must be ancillary to a wider wellbeing, engagement or team-building activity.
- Understand that if a grant is awarded, you will need to provide details of payments to be issued and to whom and provide receipts/invoices as appropriate. [Please note that for governance reasons, a grant cannot be issued to one individual for onward re-distribution to one or more recipients].

Important information to applicants

- If your application is successful, we will contact you to say how much you have been awarded and request details of payments to be issued. HASSRA will then issue payments by BACS to recipients as appropriate.
- Please note that a BACS payment cannot be issued to one individual for onward re-distribution to one or more recipients.
- If funding is for goods/services, you will be requested to provide HASSRA with invoices, which HASSRA will pay directly to suppliers by BACS.
- If you are unable to supply HASSRA with invoices, you may pay for goods/services personally and be reimbursed from HASSRA upon production of a receipt(s).
- Payments to individual members of staff will be issued separately to the intended recipients. e.g. Prize winners will each be paid separately by BACS.
- If requested, funding may be awarded in the form of tickets from HASSRA's online shop.

Application form

Please read **The Notes to Applicants** above before completing this form. Answer all the questions. Contact us via the **HASSRA Helpdesk** 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 5.

1. PERSONAL DETAILS

Surname	
First name(s)	
Email address	
Your office location	
Your HASSRA membership number*	

* You can find this in the 'My Profile' section of your HASSRA Live account

2. YOUR BUSINESS UNIT

2.1 What is the name of your Business Unit/Team?

2.2 Are you the Business Unit/Team Manager?

2.3 If No, please state who the Manager is and confirm they endorse this application

2.4 Give details of the locations over which the Team is dispersed

2.5 How many staff are in the Business Unit/Team?

3. DETAILS OF THE ACTIVITY

3.1 What activity are you applying for funding for?
Please provide as much information as possible to support your application

3.2 When is the activity going to take place?

3.3 How many people will be taking part in the activity?

3.4 How much funding are you requesting?

3.5 What will the money be spent on?

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

4. PROMOTING WELLBEING, ENGAGEMENT AND HASSRA

4.1 How will this activity promote wellbeing and engagement in the team?

4.2 How will this activity promote HASSRA to non-members?

5. ANYTHING ELSE YOU THINK WE SHOULD KNOW

Use this space to provide any other information you think may be helpful to your application.

6. DECLARATION

I have read and understood the information to applicants.
All questions have been fully answered to the best of my knowledge.

Name:	Date:

7. WHAT TO DO NOW

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

HASSRA.MEMBERSHIPANDLOTTERYSERVICES@DWP.GOV.UK

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 policy

FOR OFFICIAL USE ONLY

Amount Awarded	
Date Awarded	
Notes	