

Application for a Retired Members Grant from **HASSRA**



HASSRA
Living Life 

Notes to applicants

Here to help

Are you a retired HASSRA member?

Do you want to organise a social, cultural or recreational activity amongst like-minded retired members?

Did you know that HASSRA can give you funding?

We understand that many retired members want to remain connected to the HASSRA community but find financial barriers to getting involved in office club activities. We want retired members to remain active participants in HASSRA's social network and we encourage interaction which supports mental and physical health.

The Retired Members Grant supports social activities aimed specifically at retired HASSRA members.

Events should promote wellbeing, inclusivity, and lifelong engagement with HASSRA values. Activities may include venue hire, refreshments, activity costs, and reasonable travel/subsistence.

Although it's aimed at retirees, members who aren't yet retired may also participate in events funded from a Retired Members Grant. Non-members are permitted to take part/participate but may be required to pay a guest price. This will allow retired members to bring along their spouse, friend or other family member. It also allows staff in the office who are non-members to take part.

Anyone who wishes to take part and is not a member may be eligible to join. If you wish to join [**click here**](#) to sign up.



Notes to applicants

Things you need to know before applying

To qualify for a Retired Members Grant you must:

- Be a current retired HASSRA member or a local HASSRA committee member or current member applying on a retired member's behalf.
- Be able to fully describe the details of the specific activity you would like funding for.
- Be able to provide a breakdown of the costs you require help with.
- Demonstrate alignment with HASSRA's objectives.
- 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 prior to the event for onward re-distribution to one or more recipients].
- Provide feedback after the event has taken place to say how it went, which may include photos for publicity.

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.
- HASSRA National will also advise of any participation costs payable by members (and guests, where applicable).
- If your application is unsuccessful HASSRA National will explain why and if appropriate any amendments could be made that would make it successful. E.g. changes to the prize structure of a competition.
- Please note that a BACS payment cannot be issued to one individual prior to the event 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 will be issued separately to the intended recipients. e.g. Prize winners will each be paid separately by BACS.
- Reasonable travel and subsistence costs should be claimed by individual members via the usual expenses claims procedure on HASSRA Live.

Application form

Please read the Notes to Applicants 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 4.

1. PERSONAL DETAILS

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

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

2. DETAILS OF THE ACTIVITY

2.1 Please describe the event/activity that you are applying for funding for?
Please provide as much information as possible to support your application

2.2 When and where is the activity going to take place?

2.3 How many people will be taking part in the activity?
If you do not know the exact number, please provide a rough estimate.

2.4 Will this activity be open to both working-age members and retired members, or is it intended exclusively for retirees?

2.5 How much funding are you requesting?

2.6 What will the money be spent on? Please provide a full breakdown of costs.

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

3. PROMOTING WELLBEING, ENGAGEMENT AND HASSRA

3.1 How will this activity promote wellbeing and social interaction among retired members?

3.2 How does this event align with HASSRA's objectives?

4. ANYTHING ELSE YOU THINK WE SHOULD KNOW

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

5. DECLARATION

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

Name:	Date:
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6. WHAT TO DO NOW

Save your application and send it by email, along with any other 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	