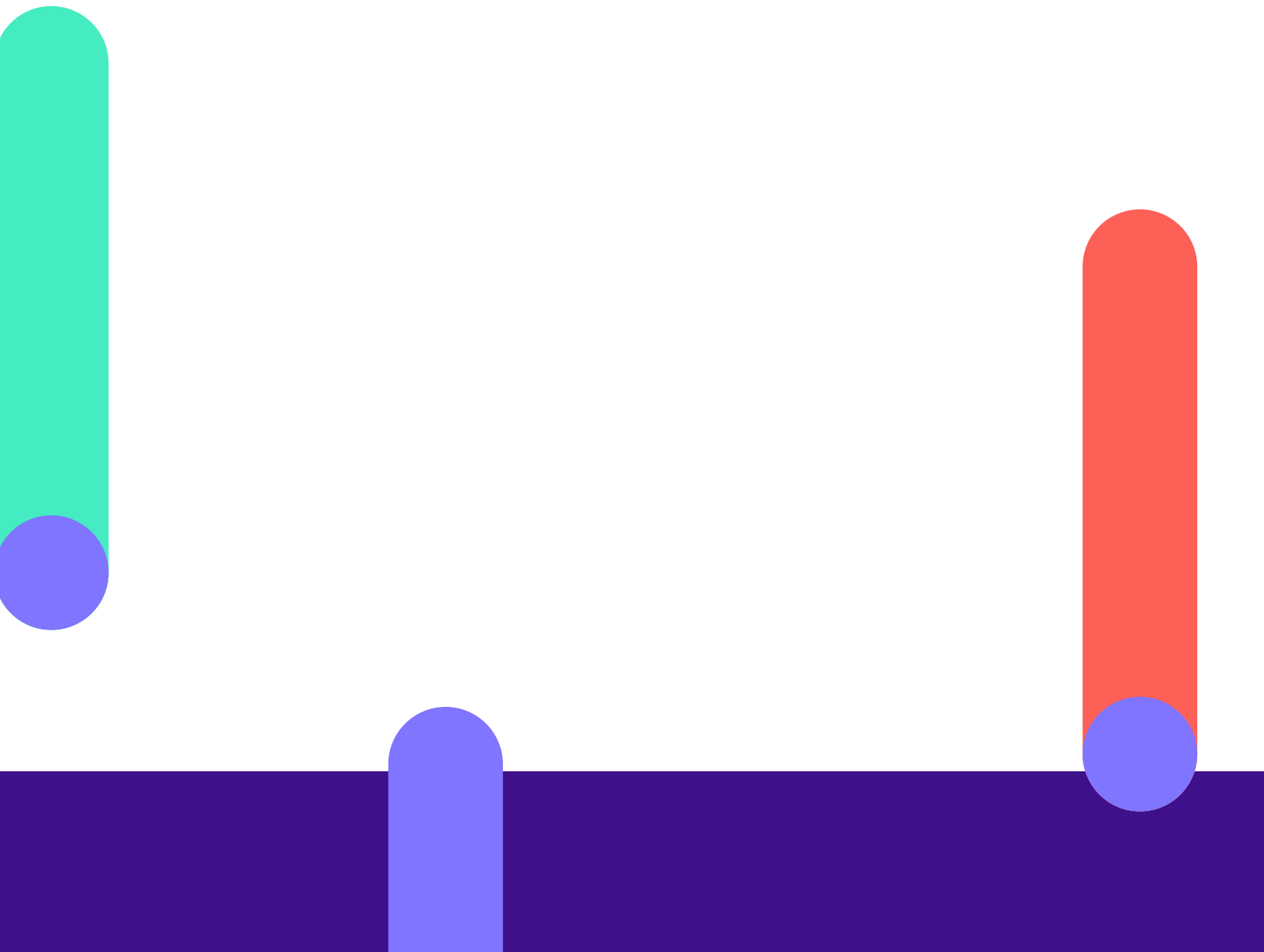




# Workplace Activity Fund

## Application Form



Before you complete the application form, please take the time to read through the guidance notes to confirm that this fund is appropriate for your requirements.

If you have any questions about your application or require further advice, please email [active@cssc.co.uk](mailto:active@cssc.co.uk) or call **01494 888413**

## Section 1 – Personal Details

**Name**

**CSSC Membership Number**

**Contact Number**

**Email Address**

**Place of Work/  
Company Name**

**Workplace Address**

**How did you hear about the  
Workplace Activity Fund?**

## Section 2- Activity Details

**Activity Name**

**Approximate Start Date**

**Location of Activity**

**Please provide as many details of your proposed activity as possible and indicate the benefits this activity will have on your local area/workplace/community.**

**Also, if possible, give examples of the demand, whether that has been requests from members, or research conducted using surveys or even feedback from your workplace.**

**Approximately how many CSSC members and potential CSSC members do you expect to participate in your proposed activity?**

CSSC members

Potential CSSC members

**What steps would you take to encourage potential members to join CSSC? I.e. handing out CSSC leaflets, signposting participants to CSSC's website or inviting CSSC's Recruitment Team to your workplace.**

**What steps are you taking to ensure your activity is inclusive and accessible to all?**

**How are you intending to advertise your activity to ensure as many colleagues can join as possible?  
I.e social media, internal email and posters.**

**How do you intend to continue supporting participants in their activities after your event?**

## Section 3 – Cost

### Total Amount of Funding Requested

(£)

Please provide a clear and accurate breakdown of costs and give as much detail as possible.

Expenditure	Expenditure Details	Amount (£)
Coaching		
Facilities		
Equipment		
Other		
		<b>Total Expenditure</b>

**Ideally CSSC members should be able to participate free of charge or for a minimal cost. We recommend non-members who participate in the activity pay a higher contribution. This would mean there is a clear advantage to becoming a CSSC member.**

**Any fees collected by the organiser should be used to pay towards future sessions once the agreed funding has run out**

<b>Income</b>	<b>Income Details: Please state how many sessions this is for</b>	<b>Amount (£)</b>
CSSC current member - price per session		
CSSC future member - price per session		
		<b>Total Income</b>

## **Section 4 – Additional Information**

Please add any additional information in support of your application below. Attach any additional documents, sample flyers, quotes from suppliers for equipment etc.

## Section 5 – How To Apply

Save your application and email it to [active@cssc.co.uk](mailto:active@cssc.co.uk) along with any relevant supporting information.

Your application will be assessed in the strictest of confidence, please be aware that we may need to ask for additional information in support of your application.

Please be aware that the funding could be limited due to budget restrictions and popularity at certain times and may not be available year-round. CSSC members are eligible to complete an application to the Workplace Activity Fund every year but, the application must be for an alternative activity.

Decisions will be made within 21 days of receiving the application and any associated documentation.

For any queries, please email [active@cssc.co.uk](mailto:active@cssc.co.uk) or call 01494 888413.

## Section 6 – Declaration

By signing the document below, I confirm and agree to the following:

- I have read the information provided in the guidance document.
- I have read and accept the Data Protection Statement below.
- I confirm that my application and supporting documentation can be passed onto CSSC internal panel members for decision making purposes.
- If successful, you would be expected to sign a condition of funding form to agree to :
  - Collect feedback/quotes, take photos
  - Record attendance from participants for the activity.
  - Article for the CSSC Podium magazine (if applicable).
  - Agree to facilitate a CSSC membership recruitment chat.
  - Assist with creating an article for the CSSC website (if applicable).
- The information contained in this application is true and accurate to the best of my knowledge.
- If any of the application information changes, I will inform CSSC immediately.

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

Signed

Date



## Data Protection Statement

The UK General Data Protection Regulations defines your rights as an individual in relation to the information held about you and how it may be used. CSSC takes its responsibilities in respect of data protection very seriously and takes the utmost care when using data related to members. We will use the information provided to help us assess your application and review the success of the project. We will also use this to contact you for updates on how your project is performing if successful.

CSSC share relevant information with a third party, if necessary, to review and process your application.

The information we hold may be updated by yourself, or by a third party working on your behalf, at any time.

We may also use the information for accounting, audit, statistical or research internally within CSSC or under contract for use exclusively by CSSC. We will not disclose any of your information outside CSSC, other than as mentioned above, unless you have given us your prior consent.

In line with our retention period your data will be kept for a period of four years, unless you request us to remove it sooner. To view CSSC's privacy policy please visit <https://www.cssc.co.uk/privacy-policy>