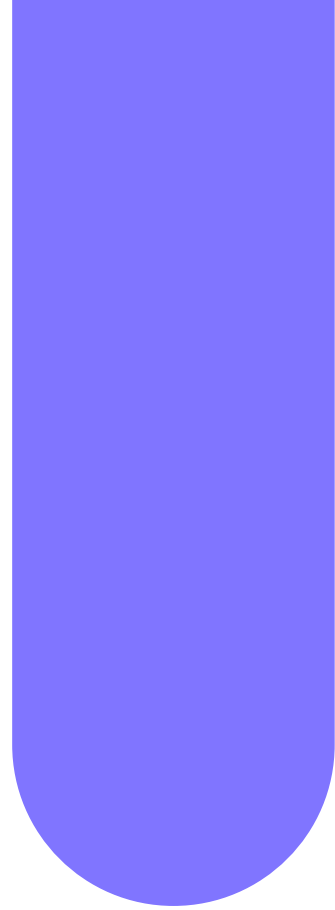
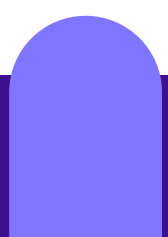




Workplace

Activity Fund

Guidance Notes



The Workplace Activity Fund supports CSSC members in setting up new sports or physical activity opportunities for colleagues, friends, and wider communities.

Funding is intended to help you trial a new group activity that can continue beyond the initial set-up phase. It can be used for costs such as venue hire, equipment, or instructor fees, helping you create inclusive activities that benefit both current and potential CSSC members.

Eligibility

To apply for funding, you must:

- Be a CSSC member for at least 12 months or have paid for 12 months in advance
- Deliver an activity that benefits a group of participants, including both CSSC members and potential members

CSSC Can Fund

We can support reasonable start-up costs for new activities, including:

- Venue hire
- Non-personal equipment (e.g. shared sports equipment)
- Coach or instructor fees (a valid public liability insurance certificate will be required)
- Other essential start-up costs directly related to launching the activity

CSSC Can't Fund

We are unable to fund:

- **One-off events (activities must have the potential to continue)**
- Activities designed for individuals or where only one person benefits
- Travel or accommodation costs
- Food and beverages
- Prizes
- Personal equipment

How much can I claim?

- **As a guide the typical successful application receives approximately £50–£250**
- Funding is limited. We encourage early applications and clear, well-planned proposals to give your activity the best chance of success

How to Apply

- Complete the online Workplace Activity Fund application form
- You may apply once per year, each application must be for a different, new activity

All applicant information will be handled in strict confidence in line with CSSC's Data Protection Statement.

Decision Process

- We may contact you for additional information to support your application
- In most cases we make decisions within 21 days of receipt of your application
- If successful, we will send a funding agreement which will need to be signed and returned to accept terms of funding

Terms and Conditions

If your application is approved, you will be required to:

Funding Use

- Use the funding only for the purposes outlined in your application
- Cover any costs that exceed the amount awarded

Evidence and Documentation

- Provide receipts for all funded purchases
- Ensure either the venue or instructor holds valid public liability insurance

Participation and Reporting

- Provide an attendance report showing the number of CSSC members and non-members who participated
- Support a CSSC membership recruitment visit if requested

Promotion and Compliance

- Follow CSSC guidance on PR and marketing where applicable
- Comply with all terms outlined in the funding agreement

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 two years, unless you request us to remove it sooner.

To view CSSC's privacy notice please visit <https://store.cssc.co.uk/privacy-notice>