

# CSSC Sponsorship Scheme

## 'Notes to Applicants'

**Applicants are asked to read these 'notes to applicants' carefully before completing and submitting their application.**

### **Aims of the Scheme**

1. Whilst most CSSC members are able to access a broad range of sport, leisure and recreational activities, some members find it that bit harder either because of disability or because they are faced with particular financial hardship. The CSSC Sponsorship Scheme aims to provide a helping hand to assist members with disabilities and members facing hardship to achieve their sporting, leisure or recreational ambitions.
2. The CSSC Sponsorship Scheme is itself sponsored by the CSIS Charity Fund and, without their generous support, the assistance being made available to members under the scheme would not be possible.

### **How to apply**

3. All applications must be on the CSSC Sponsorship Scheme application form which you can download via CSSC website [www.cssc.co.uk](http://www.cssc.co.uk). After completion, applications should be either emailed to [linda.irwin@cssc.co.uk](mailto:linda.irwin@cssc.co.uk) or sent to Sponsorship Scheme, CSSC Sports & Leisure, Compton Court, 20-24 Temple End, High Wycombe, HP13 5DR. All applications will be acknowledged and the final outcomes notified in writing.
4. If you have a specific date by which you need a decision please make this clear in the space provided on your application.

### **Criteria**

5. All applicants must have been a continuous **member of CSSC for at least one year prior to the date of application.**
6. There is no restriction on which sports or activities can be considered but, in all cases, CSSC wishes to ensure that the money available is applied to the benefit of individual members who genuinely aspire to realising their sporting or recreational ambitions, be that as a player, official, coach, instructor or in any other capacity.
7. In all cases CSSC is seeking to establish how any financial assistance will benefit a member's development and progression in their chosen activity.
8. Applicants are urged to identify specific items for which assistance would be beneficial. This might include an item of equipment, attendance at a particular competition or event, or completion of a course or qualification related to their chosen activity.
9. Successful applicants must only use any approved grants for the purpose stated and CSSC may request verification that any payment has been used correctly and for the area of expenditure to which it was granted.
10. The scheme seeks to assist members in two defined groups; those with disabilities and those that are experiencing financial hardship. In both cases, it is not CSSC's intention to unnecessarily pry into the personal circumstances of applicants. Members are asked within their

application to outline the scope of their financial difficulty or disability and the extent to which this impacts on their ability to pursue their activity ambitions. (See also paragraphs 13 - 18).

11. CSSC exercises discretion in this process and does not apply rigid rules. A combination of factors are relevant and, amongst others, include: -

- a. How achievable is the stated ambition?
- b. How realistic is the applicant's plan to achieve that ambition?
- c. What costs does the applicant normally incur in pursuit of their interest?
- d. Has the applicant a specific need e.g. help towards the purchase of an expensive or specialist item of kit or equipment, attendance at an event or competition or attendance on a course or training event?
- e. What costs are related to the specific need?
- f. To what extent will the activity for which assistance has been requested help the applicant with their ambition?
- g. Is the applicant seeking to acquire some form of qualification e.g. as a participant, coach, official, umpire, referee, instructor?
- h. Does the specific objective show determination to pursue self-development and personal achievement in the applicant's activity e.g. in overcoming substantial barriers, achieving competitive success or by achieving accreditation as a volunteer or official?
- i. To what extent does the financial hardship that the applicant is facing act as a barrier to them achieving their ambition?
- j. To what extent does the applicant's disability act as a barrier to achieving their ambition and/or to what extent does CSSC's existing programme cater for the needs of the member?
- k. Will the available level of assistance be sufficient to enable the member to fund the specific request they have applied for help with?

### **Applications based on Disability**

13. Section 4. of the application form invites applicants applying for sponsorship because of disability to explain the nature of their disability and the ways in which this impacts on their opportunity to pursue their sporting or recreational ambition. Applicants should note that such information will be held in the strictest confidence.

14. To assist in the determination of the application, members should outline their disability (ies) and how these impact on their opportunity to achieve their sporting or recreational ambitions. Please be as specific as possible providing examples or additional information if you consider this will help.

15. In terms of this scheme, it makes no difference whether you have always been disabled or have become disabled recently. What is important is the impact the disability has on your sport or activity and how help with your specific request will assist you in reaching your personal ambition.

16. If a member is blind or partially sighted, CSSC would be pleased to help with the completion of the application form on the member's behalf. In such circumstances, please call **01494 888 444** for assistance.

### **Applications based on Financial Hardship**

17. Section 5. of the application form invites applicants applying for sponsorship because of financial hardship to outline their current problems or difficulties and the ways in which these impact on their ability to pursue their sporting or recreational ambition. Applicants should note that such information will be held in the strictest confidence.

18. To assist in the determination of the application, members should outline the background to their current difficulties and how these have impacted on their ability to achieve their sporting or recreational ambitions. Please be as specific as possible to avoid follow up questions being necessary. This might include a brief summary of your income and outgoings, an overview of any debts (e.g. loans, credit cards etc) and/or savings and an indication of how long you have faced these difficulties or consider that you might now be faced with them.

### **Amount of Grants**

19. The amount of each award will be dependant on the circumstances contained in the application. The scheme will operate to an annual budget and should the total sum available be granted to successful applications, no further applications will be considered until the following year. Other than in the most exceptional circumstances, grants from the scheme will reflect a **contribution** towards the required costs rather than the full cost. The level of that contribution will depend on the circumstances of the member, the costs of the activity and the monies available from the scheme's annual budget.

### **Exclusions**

20. The scheme is not intended to assist members who already have other sources of financial support available to them (e.g. through commercial sponsorship or other funding sources), those engaged in their activity on a professional or semi-professional capacity, or those who are able to earn prize money or other substantial rewards for their efforts.

21. The scheme is also not intended to assist members whose sole objective is to raise money for a charitable cause e.g. by taking part in a sponsored run. However, members who do so as part of their regular commitment to their sport or activity may apply. Each application will be judged on its merits.

### **Repeat Applications**

22. CSSC works to an annual budget and seeks to spread its benefits widely. This does not rule out repeat applications but, other than in the most exceptional circumstances, not more than one award will be made to the same member in any twelve month period.

### **Publicity**

23. Successful applicants will be invited to participate in publicity of the scheme and their sporting or activity achievements via such media as the CSSC website and Leisure Scene magazine. Whilst such publicity is not compulsory, it is hoped that members will co-operate with reasonable requests to profile their activities to the wider membership.

### **Consideration & Correspondence**

24. All applications will be considered by members of CSSC's Sports & Leisure Committee (SLC) who are bound by the organisation's Ethics and Confidentiality Policy. Application outcomes will be confirmed in writing. Once an application is decided, all original paperwork will be returned to CSSC's Head Office at High Wycombe or disposed of sensitively via departmental confidential waste processes. The decision of the SLC is final and correspondence will not be entered into.

End  
May 2016