



# **Workplace Activity Fund Guidance Notes**

The Workplace Activity Fund aims to support the costs involved in trialling a new sports or physical activity opportunity for CSSC members and prospective members. Whether it's assistance with start-up costs, venue costs, equipment or even a coach or instructor, this fund is designed to assist you with funding to help set up an activity with your friends and colleagues.

### **What can CSSC fund?**

- An activity that directly benefits both CSSC members and potential members.
- Start-up costs.
- The purchase of non-personal equipment.
- Venue hire costs.
- Coach/instructor fees (we will need to see a copy of the instructor's valid public liability insurance certificate).

### **What can't CSSC fund?**

- Ongoing running costs of an activity already existing or has previously taken place in your workplace, area or region.
- An activity designed for individuals or where the benefit is for one person only. Each application will be assessed on several factors including participant numbers in relation to the amount of funding requested.
- An activity that has already been tried and tested in your workplace in the last 2 years.
- Travel or accommodation costs for participants
- food or beverages.

### **How much can I claim?**

We can fund anywhere between £50-£500 maximum per application, dependent upon circumstances and member participation numbers.

### **How often can I claim?**

You may claim once every year but not for the same activity, it must be for something new.

Please be aware that funding could be limited due to budget restrictions and popularity at certain times and may not be available all year round.



## How do I apply?

- All applications must be applied for via the online Workplace Activity Fund application form and send to [active@cssc.co.uk](mailto:active@cssc.co.uk)
- Please provide as much detail as you can on your proposed activity. Applicants are urged to identify specific items for which assistance would be beneficial.
- You will be required to provide information on key dates, equipment required, numbers of interest, location and more.
- All applicant's information will be held in the strictest confidence and in accordance with our Data Protection Statement which can be found on the application form.

## Decision

Your application will be assessed in the strictest of confidence within 21 days. Please be aware that we may need to ask for additional information in support of your application.

We will send a funding agreement which will need to be signed and returned to accept terms of funding.

Payments will then usually be made within 10 working days of conditional funding agreements being signed and received by us (unless we are paying an instructor or venue invoice which could take longer).

## Terms and Conditions

- Applicants would be required to sign and return a funding agreement – which outlines the expectations of funding
- Receipts for purchase of equipment/clothing etc will need to be emailed to [active@cssc.co.uk](mailto:active@cssc.co.uk)
- You are required to assist in facilitating a CSSC membership recruitment visit by CSSC's Recruitment Team.
- Provide an attendance report after the event so we can see how many members and non-members attended the event, or participated in the activity.
- You must abide by the funding agreement and its expectations in connection with PR and marketing.
- Funding awarded will be solely used for the purposes set out in this application.
- You will be responsible for any overspend on the activity and CSSC will not be liable for any costs in excess of the fund awarded.
- Either the venue or the instructor must provide proof of public liability insurance to ensure that participants will be insured for your activity, in case of any incidents.