

Fulfil your potential with the  
**HASSRA**  
Development Fund



**HASSRA**  
Living Life 

# Notes to applicants

## Here to help

The HASSRA Development Fund (HDF) is here to help individual HASSRA members achieve their best in their chosen activity. The Fund can assist individual development and awards will be considered to help towards accessing a specific activity and making progress.

Members who consider themselves to be financially disadvantaged or to have a disability can also access funds provided by the CSiS Charity Fund through the HDF.

## Things you need to know

### To apply to the HDF you should:

- be a HASSRA member
- be able to fully describe your specific activity and needs, and outline the costs you require help with
- keep us informed of your progress and achievements so that we can monitor the Fund's success and promote it to other members.

## What the HASSRA Development Fund can help with

### The HDF can help with a wide range of activities in the following categories:

**Sports & Leisure** – developing skills in your chosen activity where **you can show you have a sound base and potential to go on and do more**. Examples in this category include sports (including coaching and refereeing), arts and crafts.

**Volunteering** – developing your individual potential to serve HASSRA and your local community where you can show **you have an existing interest and potential to go and develop your skills in a specific area**.

**Members who consider themselves to be financially disadvantaged or to have a disability** – may apply under the above categories for help towards **taking up a new activity, or to realise their potential in an existing activity**.

## Getting the best from your application

HASSRA welcomes all applications to the HDF. The following guidance aims to help you give us the information we need to understand your needs and make an award.

### For Sports & Leisure applications you need to tell us about:

- your achievements, current level of skill and how support from HASSRA would help you raise your game or take you in a different direction (e.g. transition from player to coach).

### For Volunteering applications you need to tell us about:

- your current contribution – whether to HASSRA or to a local organisation – and how support from HASSRA would help you improve your skills, effectiveness and contribution in that activity.

### For applications made under the Financially Disadvantaged/Disabled category you may need to provide:

- some additional information about your circumstances. This will be the very minimum we need to make a decision and will be treated in the utmost confidence.

### There are some other things you should know about how we assess applications:

- In all categories we look for commitment in your chosen field rather than a passing interest. We can't help with things like taster days, but your HASSRA local club or region may be able to help with these.
- We will also take into account sponsorship and awards from other sources where they would overlap with help from HASSRA. This is so we can get a rounded picture of your circumstances and needs.

If you have any questions, talk to us to find out more.



Read how the HASSRA Development Fund has provided assistance to some of our members.

[Click here to visit our HDF News page.](#)

### The HASSRA Development Fund and CSiS Charity Fund

The Civil Service Insurance Society (CSiS) Charity Fund helps serving, former and retired civil and public servants and their families in hardship or distress by working with and supporting other charitable organisations within the civil and public sector.

The CSiS Charity Fund is an independent charity funded by an annual donation from the Civil Service Insurance Society. **The CSiS Charity Fund has made an annual donation to HASSRA since 2009.**

This has enabled HASSRA members to pursue a variety of sports and hobbies such as wheelchair pool, baton twirling, sign language, competing in the World Transplant Games, creative writing, and specially adapted equipment for scuba diving.

HASSRA wishes to acknowledge the generous support given by the CSiS Charity Fund and for its ongoing commitment to HASSRA and its members.



# Application form

Please read **The Notes to Applicants** above before completing this form. Try to answer all the questions. Contact us at [hassra.developmentfund@dwp.gov.uk](mailto:hassra.developmentfund@dwp.gov.uk) 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 6.

## 1. PERSONAL DETAILS

Surname	First Name(s)
Full Address (Home or Office)	
Telephone	Email
HASSRA Region	HASSRA Live Membership Number

## 2. HELP BEING APPLIED FOR

**2.1** Which category of help are you applying for:

Sports & Leisure

Volunteering

**2.2** Do you consider yourself to be financially disadvantaged or to have a disability:

**No** [now continue to section 3]

**Yes** [now go straight to section 4]

## 3. SPORTS & LEISURE AND VOLUNTEERING & COMMUNITY

Complete this section if you **do not** consider yourself to be financially disadvantaged or to have a disability.

### About your chosen activity

**3.1** Describe your chosen activity:

**3.2** Tell us how long have you been involved in this activity and describe the sound base you have already attained?

**3.3** Tell us about your achievements in this activity, including dates.

**3.4** Tell us about any formal coaching/training you have undertaken and qualifications achieved in this activity.

**About the help you are applying for now**

**3.5** Tell us about any formal coaching/training you have undertaken and qualifications achieved in this activity

**3.6** Please provide an exact breakdown of the costs you are seeking help with:

Items	Cost	Explanation / Notes
Equipment	£	
Clothing	£	
Coaching / tuition	£	
Hire of facilities	£	
Travel	£	
Accommodation	£	
Other expenses	£	
<b>Total</b>	<b>£</b>	

**3.7** Tell us how you think assistance from the HDF will help **you** develop and progress in **your chosen** activity.

**3.8** Tell us how this will benefit HASSRA, any other organisation or your local community.

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

**Now go straight to Section 5**

## 4. FINANCIALLY DISADVANTAGED OR DISABLED

Complete this section only if you consider yourself to be financially disadvantaged or to have a disability.

### About You

**4.1** Tell us why you consider yourself to be financially disadvantaged and/or to have a disability. Include sufficient detail for us to understand the nature of your circumstances and how the HDF may be able to help you.

### About your chosen activity

**4.2** Describe your chosen activity:

**4.3** Tell us if this activity is new to you or, if not, for how long have you been involved in this activity.

**4.4** If the activity is new to you, tell us what has inspired you to get involved.

**4.5** If the activity is not new to you, tell us about your achievements in this activity, including dates..

**4.6** If this activity is not new to you, tell us about any coaching/training you already have undertaken and qualifications achieved.

### About the help you are applying for now

**4.7** Tell us specifically about the assistance you are now seeking from the HDF:

**4.8** Please provide an exact breakdown of the costs you are seeking help with.

Items	Cost	Explanation / Notes
Equipment	£	
Clothing	£	
Coaching / tuition	£	
Hire of facilities	£	
Travel	£	
Accommodation	£	
Other expenses	£	
<b>Total</b>	<b>£</b>	

**4.9** Tell us how you think assistance from the HDF will help you develop and progress in your chosen activity.

**4.10** Tell us how this will benefit HASSRA, any other organisation or your local community:

**4.11** Is there a date by which you need to have a decision on your application? If so, what is it and why?



## 5. OTHER THINGS WE NEED TO KNOW

**5.1** Have you applied to any other source (e.g. CSSC) for the help you are seeking in this application?  
If so, please provide as much detail as possible.

## 6. ANYTHING ELSE YOU THINK WE SHOULD KNOW

Use this space to provide any other information you think may be helpful to your application.  
You can also append any documentary evidence you may wish us to see.

## 7. WHAT TO DO NOW

### 7.1 Declaration:

I have read and understood the Notes to Applicants and declare that all questions have been answered to the best of my knowledge. I understand that limited information relating to my application may be shared with regional and national officials within HASSRA. I agree to provide proof of expenditure, where required.

Name:	Date:
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**7.2 If you have any queries about this application or anything connected with the HASSRA Development Fund, please contact:**

[hassra.developmentfund@dpw.gov.uk](mailto:hassra.developmentfund@dpw.gov.uk)

**7.3 Save your application and email it, along with a copy of all supporting information, to:**

[hassra.developmentfund@dpw.gov.uk](mailto:hassra.developmentfund@dpw.gov.uk)

**Finally, good luck!**

### 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 Notice](#).

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