



# HASSRA Development Scheme

Notes to Applicants  
and Application Form



 **HASSRA**  
Bringing leisure to life

**Applicants are asked to read this guidance carefully before completing and submitting their application.**

## About the scheme

The HASSRA Development Scheme provides financial support to individual members (not teams) who want to develop their skills where this would involve an expense they would find difficult to meet.

The scheme is administered by the HASSRA Awards Committee, which is allocated funds annually from the Association to make awards in respect of personal development and sporting or other activities. Funding for applications from members who consider themselves to be disadvantaged or to have a disability is provided by the CSiS charity fund.

## Criteria

### Applicants must:

- have been a HASSRA member for at least one year
- provide evidence demonstrating how they support or participate in HASSRA activities, either local, regional or national
- specify their particular need or project in order to develop their skills and itemise the estimated costs
- be willing, where appropriate, to pass on skills and experience to others
- tell the Awards Committee about their progress so that the scheme's success can be monitored. This may involve publicity to promote the scheme to other members.

## Categories

**Personal development** – to develop your potential to serve HASSRA and your local community where there is evidence of some achievement and the potential for development.

**Sport** – to develop skills in your chosen sport or activity, where there is evidence of some achievement and the potential for development.

**For members** – who consider themselves to be disadvantaged or to have a disability who wish to take up or develop skills in a sport, pastime or recreational activity.

## Considerations

The Awards Committee aims to be as flexible as possible in their decision making. However, the following considerations will usually be taken into account to ensure fairness and consistency for everyone.

### **For personal development applications the Committee will look for:**

- evidence of aptitude and potential to develop further. It will also consider the applicant's achievements and whether development would benefit HASSRA and/or the local community.

### **For sport applications the Committee will look at:**

- the applicant's achievements and at what level, and whether there is potential to participate above that level. However, participation in that sport alone will not be enough.

### **For recreational applications the Committee will look at:**

- a demonstration of some success and the potential to perform with greater distinction at a higher level. Enthusiasm alone will not achieve an award.
- those seeking qualifications as a coach, judge or umpire to have, for example, a basic qualification in that area. The Committee will consider existing qualifications and whether there is potential to achieve a higher level.

Help is not normally given to fund the basic equipment needed to pursue a sport or recreational activity. However funding may be awarded to help with the purchase of an expensive or specialised item of equipment or clothing which, if not available would hamper the applicant's development.

The Committee will take into account the specific annual cost of participation as well as the specific costs for which assistance is requested. Sponsorship and awards from other sources will also be borne in mind to ensure awards from the HASSRA Development Scheme are not duplicated.

Awards will not normally be made to applicants who pursue their sport or activity in a professional or semi-professional capacity, or where prize money or other substantial rewards are available.

Awards are not normally made where the sole objective is to raise money for a charitable cause, for example taking part in a sponsored run. However, each application is judged on its merits, so if it is part of the applicant's on-going development an award may be considered.

The Committee will always take into account the amount of money a member has previously received from the HASSRA Development Scheme and will not normally make more than one award in any twelve month period.

## Process

All applications must be made on form HDS1 at the back of this guidance.

Applications should be submitted by post, but NOT faxed.

Applications will be acknowledged within ten working days with the aim of making a decision within four weeks (sooner if possible, where there is an urgent need).

Successful applicants will receive their award by BACS, within 7 working days of providing their bank details (we will contact you for those details upon successful application).

The decision of the Committee will be confirmed in writing. The decision is final and correspondence would not normally be entered into.

# The HASSRA Development Scheme

helped Tim Adamson participate in  
the 19th World Transplant Games

Tim Adamson from Norwich JCP qualified to take part in the 2013 World Transplant Games in Durban, South Africa after having a life-saving kidney transplant. But he needed more than £2,000 to fund his travel, accommodation, meals and Team GB kit. HASSRA awarded him £500 from its Development Scheme to enable him to book his place at the 19th World Transplant Games. Forty-four year old Tim had

previously competed in HASSRA badminton competitions at national level. This time he was up against opposition from the rest of the world. And didn't he do well, winning a gold medal in the men's badminton doubles and silver medals in the men's singles and the mixed doubles. The GB badminton team came 4th, just missing out on a medal. The British team was also presented with the 'Best Team' Award.

“ *This was my fourth World Transplant Games representing Great Britain. It was a fantastic way of celebrating the gift of a life-saving organ transplant and gives transplant athletes from all over the world the opportunity to compete against each other and raise the profile of organ donation and transplantation. Without our donors, none of us would be taking part. I was delighted to come away with three medals in badminton having faced some tough competition on the way to all my finals. South Africa was an amazing country to visit and compete in, and I am immensely grateful to HASSRA and CSIS for helping me fund my participation as part of the GB team through their award from the Development Scheme.* ”



# CSIS Charity Fund support HASSRA Development Scheme

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 & 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 granted a yearly donation of £5,000 to the HASSRA Development Scheme since 2009.**

This grant 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.

**Kevin Holliday**, Chief Executive of CSIS and Trustee of the CSIS Charity Fund said:

*"CSIS is proud to be a HASSRA Business Partner and sponsor of the HASSRA Awards event for 2015. The CSIS Charity Fund is equally proud to support the Development Scheme enabling members to pursue and enjoy their chosen sport."*

 **HASSRA**  
Bringing leisure to life

Supported by:

**CSIS Charity Fund**   
Helping Public Service Communities

SUPPORTERS OF HASSRA...

# No Gimmicks! No Confusion!



**Just Great Value Motor & Home Insurance  
for HASSRA Members and their partners**

- No fees or admin charges
- Interest free direct debit scheme (0% apr)



Call our UK-based Sales Team today on:

**01622 766960** Or visit: **[www.csis.co.uk/hassra](http://www.csis.co.uk/hassra)**

CSIS is authorised and regulated by the Financial Conduct Authority. Home insurance is underwritten, and finance provided, by Royal & Sun Alliance plc. (No93792). Motor insurance is underwritten, and finance provided, by Zurich Insurance plc.

Civil Service Insurance Society

# APPLICATION FORM

Form HDS1

Before completing this form please read the HASSRA Development Scheme 'Notes to Applicants' which give details of the scheme and information we require from you. When completing the form, please answer all the questions.

If you require additional space, please continue at Section 4

If you require any advice or assistance on the completion of this form, contact your regional HASSRA business partner.

## SECTION 1

Please complete this section in full using **BLOCK CAPITALS** (Incomplete forms may cause delay).

Surname .....

First Name(s) .....

Region .....

Grade or Pay Scale Title .....

Staff/Payroll/Pension Number .....

HASSRA Membership Number .....

Full Address Details (Home or Office) .....

.....

.....

Telephone .....

Email .....

Is there a date by which you need to have a decision on your application?

Yes

No

If 'Yes', please specify the date and reason(s):

Ref:

**Official Use Only**

**1a** Have you previously received any financial assistance, awards, prize money or sponsorship from HASSRA or any other source? e.g CSSC.

Yes  No If 'Yes', please provide details.

Amount(s)	Source	Date(s)
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**1b** Have you applied to any other source in respect of the specific project/need for which you are making this application?

Yes  No If 'Yes', please provide details.

Amount(s)	Source	Date(s)
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## SECTION 2

**2.1** When did you join HASSRA? month ----- year -----

**2.2** Do you take part in any HASSRA events, teams or activities or fulfil any role as a HASSRA organiser or official?

Yes  No If 'Yes' please provide details.

**2.3** Under what criteria are you applying for funding from the HASSRA Development Scheme?  
(delete those not applicable)

Personal Development (please specify what you are seeking to develop)

Sport (please specify your chosen sport or activity)

CSiS – for disabled or disadvantaged members please also complete section 3, and any other sections that may apply to you

**2.4 Achievements, plans and goals:**

When did you first become involved in your chosen activity?

What have you achieved in the last three years?

If you are seeking help with a coaching or similar course, include details of what courses you have you already taken and at what level.

What is your goal and how do you plan to achieve it?

If you are applying for an award to attend a course or improve your qualifications, would you subsequently be able to make a charge for your services?

Yes    No      If 'Yes', please provide details.

If 'Yes' please give brief details

**2.5** Please specify the particular need or project for which you are seeking assistance and itemise your estimated costs:-

	£	-----	<b>Explanations / Notes (as appropriate)</b>
Equipment	£	-----	
Clothing	£	-----	
Hire of facilities	£	-----	
Travel	£	-----	
Coaching/tuition	£	-----	
Other expenses	£	-----	
Accommodation	£	-----	
<b>TOTAL</b>	<b>£</b>	<b>-----</b>	

## **2.6 Annual costs**

In order to provide the Awards Committee with a full picture of your outgoings, please estimate and itemise the annual costs of pursuing your development activity. If necessary please provide an explanation to clarify your listed costs.

	£	-----	<b>Explanations / notes (as appropriate)</b>
Equipment	£	-----	
Clothing	£	-----	
Hire of facilities	£	-----	
Travel	£	-----	
Coaching/tuition	£	-----	
Other expenses	£	-----	
Accommodation	£	-----	
<b>TOTAL</b>	<b>£</b>	<b>-----</b>	

## **Transfer of skills**

**2.7** Do you train, coach, or pass on your skills to other people, whether or not they are HASSRA members?  Yes  No

If 'Yes' please give brief details

**2.8** It is HASSRA policy that, where a development award has been made, relevant services should be provided free to HASSRA members. In the event of an award, do you agree to accept this condition?

Yes  No

If 'No' please state why not

### SECTION 3

If you consider yourself to be disadvantaged, or you have a disability and you wish to take up, or develop skills in a sport, pastime or recreational activity please complete this section to provide as much information as possible to support your application.

**Note:** Please enclose copies of any documentary evidence to support your application.

**Email:** HASSRA.DEVELOPMENTSCHHEME@DWP.GSI.GOV.UK for further enquiries.

## **SECTION 4**

Please use this space to complete any of your previous answers or to tell us anything else that may support your application:

## **SECTION 5**

**Applicants should ensure that they have:**

Read the 'Notes to Applicants'

Been a HASSRA member for at least one year

Outlined and costed a specific development need for which they are seeking assistance.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print, complete and sign this form and post to:

**Private and Confidential**  
**HASSRA Development Scheme**  
**Oswestry Jobcentre Plus**  
**27 Oswald Road**  
**Oswestry**  
**Shropshire**  
**SY11 1DZ**