

**HASSRA Livelife Challenge 2019 – Grant Application**

|  |  |
| --- | --- |
| Applicants Name: |  |
| Applicants Contact Details: |  |
| Office/HASSRA Club Name\*: |  |
| Office Wellbeing Champion ( if known): |  |
| Area of Business (DWP/DHSC/FSA/PHE etc.): |  |
| HASSRA Region: |  |
| Please provide a brief description of your activity, highlighting how it meets the objectives of the **2019 Livelife Challenge.**  |  |
| Please provide a breakdown of how the money will be spent – including any items that will be purchased. |  |
| How many HASSRA members will be taking part\*\* |  |

\*Grants will be paid via your local HASSRA club. Please indicate the local HASSRA club you are attached to. If you do not know this information, email DWP Contact HASSRA

\*\*Please note we need to know how many people are going to take part in the activity and not how many people are based in the office.

**Payment Information**

Grants will be paid to your local HASSRA club, even if you are not applying on behalf of a local club. This is for audit purposes and is in line with DWP policy. If you are not applying as part of a HASSRA club, you will still need to liaise with the club treasurer to obtain the bank account details required below and (who will be informed when payment has been made) to release funds. As the applicant it will be your responsibility to provide receipts in relation to all expenditure in respect of this application.

|  |  |
| --- | --- |
| Account Name |  |
| Account Number |  |
| Sort Code |  |

For any queries, or to submit this application form, please email ann.cook2@dwp.gov.uk

You will receive a response to your application within 10 days, and if successful funds should be available within 28 days.

**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 Manager (link sends e-mail)**.

Full details of HASSRA’s data protection policy and processes can be found at the following [**HASSRA Privacy Notice**](https://intranet.dwp.gov.uk/page/hassra-privacy-notice). Please read it carefully before proceeding.

By accessing this site, signing our forms, etc. you hereby agree to the terms of HASSRA’s privacy policy.