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CSSC



Civil Service

Active Wellbeing 2023

Workplace Funding Terms and Conditions

- Funding requests must be received during the working week, Monday 23 January to Friday 27 January.
- Forms must be completed in full, you may be contacted if more information is required,
- Decisions will be made by Friday 15 February by the Active Wellbeing panel and you'll be notified if successful by 17 February.
- We'll send a funding agreement which will need to be signed and returned to accept terms of funding.
- Payments will usually be made within 14 days of conditional funding agreements being signed and received by us.
- Every effort should be made to hold workplace events by June 2023.
- Hosts should provide a participation report for CSSC to detail how many members and non-members took part in the activity.
- Please provide feedback and quotes from participants and photographs of your event for CSSC to share on our website and social media channels. (Please confirm that all individuals included in the photographs are happy for their images to be shared).
- 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 overspending on the activity and CSSC will not be liable for any costs in excess of the fund awarded.
- If relevant to your activity, proof of public liability insurance must be obtained if using a venue or instructor. This ensures participants are insured for the activity, in the case of any incidents.
- You must consider whether your event is suitable for all ages and abilities in order to appeal to a wide audience and be fully accessible.