

**THE CREATIVE HEALTH TRUST UK GRANT APPLICATION  
FORM**

**Please complete the contact information page, grant application template and sign the funding agreement.**

**CONTACT INFORMATION**

Applicant/s name:	
Contact person/s	
Postal address	
Email address:	
Telephone no.:	
Position:	
Project title:	
Total projected cost:	£
Amount sought:	£

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## GRANT APPLICATION TEMPLATE

**Please address each of the following criteria in your application**

**1. Objective/purpose of the grant:** What do you aim to achieve and how does it fit within The Creative Health Trust UK charitable objectives?

**2. Summary** Describe the proposed project in simple terms in a way that could be publicised to a general audience. In your description please include an impact statement, which explains who will benefit from your proposal [no more than 3000 characters].

**3. Description of the proposed project in terms of any specific creative activities:**

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**4. Project approach/methodology:** Describe which method or approach you intend to use to deliver the project. Does the applicant or of member the delivery team have experience using the proposed project to improve well being?

- **5. Evidence of approval:** Please provide evidence that you/your organisation have engaged in the process to secure approval and evidence of need for the project.

**6. Timeframe:** Please provide a timeframe/timeline and milestones for your project – be realistic and demonstrate how you intend to achieve the objectives within the timeframe.

**7. Financial costs:** The Creative Health Trust UK is a charity, it receives no funding from the Government or other public bodies and relies purely on public donations for support. Therefore, all applications must demonstrate the very best value for money. Please ensure you justify the need for all aspects of your proposal. Provide an itemised budget including any other funding sources and any quotes you have received to support your budget.

**8. Your target audience:** Who/what is your target audience for this project ?

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- **9. Measure of achievements:** It is generally expected that results of the activity will be measured. Please provide details of the key measurements of success. SMART targets and numbers of people benefiting.

**10. Evaluation:** How will you measure/assess the success of your project (e.g. number of participants, media coverage etc.)?

**11. Previous track record:** Include a short summary of your previous track record. Outline the relevance of this project to your organisation and capacity to deliver the project. Have you or your organisation carried out work in this (or a similar) field? Do all stakeholders have committed time and resources to complete the project?

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**12. Further information for the Board of Trustee's consideration.** Is there anything additional you'd like to convey to the Board of Trustees?

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13. References cited - please provide any references which highlight the evidence of your project's benefits ( Research reports/ previous projects )

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## FUNDING AGREEMENT

In accordance with the requirement that all funds provided by The Creative Health Trust UK are expended on activities which further its charitable objectives, I agree that as a condition of accepting grant funding from The Creative Health Trust UK, I will provide to the Trustees of The Creative Health Trust UK with the following:

1. Acknowledgement of The Creative Health Trust UK provision of funding on any publicity to do with the research/project, including your organisation's website;
2. Permission for The Creative Health Trust UK to promote the project publicly, via our own website, social networks, and other means appropriate, as full or part funded by The Creative Health Trust UK;
3. Before the project begins, evidence that need has been proved;
4. A quarterly report (for projects of between 6 and 12 months) or interim report (half way through the funding period if project is for less than 6 months) outlining progress and outcomes of the project to date and any revised time schedules as appropriate;
5. At least 2 weeks advance notice of any publication or publicity relating to the project;
6. Within 2 weeks of publication, copies of any publications including journals, national/local newspaper reports relating to the project to which funding from The Creative Health Trust UK has contributed;
7. Within 6 weeks of completion reconciliation showing how The Creative Health Trust UK funding was spent (including supporting documentation e.g.: copies of receipts and budgets);
8. Within 6 weeks of completion a brief evaluation report summarising the activities funded by the The Creative Health Trust UK grant (Your report should include how your activities met your objective; how your activities reached the target audience; what publicity was achieved);
9. Any further information requested by the The Creative Health Trust UK Trustees in relation to the application.
10. I also acknowledge that should the application for funding be successful, The Creative Health Trust UK reserve the right to withhold up to 20% of the funding requested until such time as they are satisfied that the conditions above have been adhered to.

Certified by: \_\_\_\_\_ IN MEMORY OF \_\_\_\_\_ (NAME)

\_\_\_\_\_ Sofiya Patel \_\_\_\_\_ (POSITION)

\_\_\_\_\_ (SIGNATURE)

\_\_\_\_\_ (DATE)

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**Reg. Charity No: 1200977** in England & Wales

**Reg. Address:** The Creative Health Trust UK, Stoneacre, Witherslack, LA11 6RW