

Internal Grant Application Form

Contact Details

Name:

Job Title:

Name and Address of Project:

Email:

Phone Number:

Do you have banking facilities? Yes No

The Grant

Please describe the gardening project you would like to develop

To be successful in your application, at least **two** of the set criteria must be met.

Criteria	Example
Co-Production	Planning and delivery of the event/activity by services.
Social Engagement with Local Communities	Involvement with the local community and establishing new partnerships or building on existing links.
Promoting Health and Wellbeing	Events and activities to encourage health and wellbeing amongst service users.

How will the event/activity be co-produced?

How will the event/activity improve social engagement with local communities?

How will the event/activity promote health and wellbeing?

Please tick the statements that apply to your gardening project:

- This application was filled out by or with a service user
- A tenant's/service user meeting was held to discuss what kind of gardening project they would like to develop
- The project will involve volunteers
- The project will be coproduced
- The project promotes health and wellbeing
- The project encourages social engagement with the local community
- The project will include fundraising activities
- The project will create a positive impression of Creative Support and could be used in positive news stories
- The project involves multiple services

Money

How much money is required?

Please give a full breakdown of where this money will be spent.

Where will the money be kept?

Who will be responsible for the money?

What happens next?

1. Once you have completed the application form, it will need to be signed by your Manager/Senior.

Signed.

Printed Name.

Date Signed.

2. Please return the form to internal.grants@creativesupport.co.uk
3. The Internal Grants Team will contact you to arrange a phone call, to talk through your application.
4. Your application will be reviewed and graded against criteria.
5. You will receive a letter/email about the outcome of your application (Successful/Unsuccessful) approx. two weeks after you received your first phone call from the grants team.
6. Once your grant has been approved, you will be expected to complete a 'Grant Outcome Form' and send the Marketing Team photographs and information about the event/activity.

Thank you for completing your Internal Grant Application Form.