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**UKHIH Responsive Fund**

**Application Form**

**Guidance for Applicants**

Please complete each section of this form, providing clear and concise information. Refer to the accompanying guidance document for detailed instructions on how to fill out each section. This form is intended to capture essential information about your project proposal and organisational capacity.

Applications should be written in Ariel pt 11. Please do not adjust the margins of the template.

## Section 1: Applicant Information

|  |  |
| --- | --- |
| **Main contact and position:** |  |
| **Contact email:** |  |
| **Organisation(s):** |  |
| **Address:** |  |
| **Website:** |  |
| **Type of Organisation:** |  |
| **Aims and Objectives (100 words max):**  Briefly describe the main aims and objectives of your organisation. If partners are involved, include their aims and objectives as well. |  |

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## Section 2: Project Proposal

|  |  |
| --- | --- |
| **Project Title:**  Provide a concise title that reflects the essence of your project. |  |
| **Start date, key milestones and end date (200 words max):**  Project can start from at least one month prior to applying to allow for decision making, due diligence and contracting. Project should be completed by end of March 2025. |  |
| **Problem Definition (200 words max):**  Clearly outline the problem you aim to address, including context and any relevant background information. |  |
| **Results (100 words max):**  Explain what the project will achieve, including how it will address the problem. |  |
| **Project Activities (200 words max):**  Detail the activities that will be undertaken by the project. |  |
| **Stakeholders (100 words max):**  List key stakeholders or partners involved in the project and their roles. |  |
| **Communications and Engagement (100 words max):**  Briefly outline your plan for sharing the project’s progress and/or results with relevant stakeholders. |  |
| **Project Team (200 words max):**  Provide brief bios for key team members, highlighting their relevant experience and/or qualifications. |  |

## Section 3: Budget and Funding

|  |  |
| --- | --- |
| **Total Project Costs (GBP):** | £ |
| **Total Funding Request:** | £ |
| **Match Funding:**  If relevant, highlight additional funding secured for the project. | £ |
| **Overhead Cost:**  Specify the total overhead cost and the percentage of the total project costs they represent. | £  % |
| **Value for Money (100 words max):**  Briefly explain how your project offers a cost effective way of addressing the problem. |  |