

BHSCT Charitable Trust Funds Grant Application

Amalgam Fund Name & Number	
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For official CTF office use only		
CTF Unique Approval Ref	Date	Initialled

Details of anticipated expenditure (list all expected itemised costs) additional information can be provided on a separate sheet

There are no capital costs.

The revenue costs associated with the monthly Welcome Event are set out below. Costs are based on 14 events per year, reflecting typical delivery patterns, as there are usually at least two months each year where demand requires two events due to the volume of new starters.

1. Venue Hire – Belfast Castle

- Cost per event: £1,355
- Number of events per year: 14

Annual cost:

$£1,355 \times 14 = £18,970$

2. Media / Technical Support

Media support is required to support the digital elements of the programme and ensure consistent delivery across plenary and breakout sessions.

- Cost per event: £936
- Number of events per year: 14

Annual cost:

$£936 \times 14 = £13,104$

3. Catering

Catering costs vary month to month depending on attendance numbers. Final numbers are confirmed with caterers in advance of each event to avoid excess provision and minimise waste.

- Average catering cost per event: £2,200
- Number of events per year: 14

Annual cost (extrapolated):

$£2,200 \times 14 = £31,920$

Summary of Annual Revenue Costs

Cost Category	Annual Cost
Venue Hire	£18,970
Media Support	£13,104
Catering	£31,920
Total Revenue Cost	£63,994

Please note the Committees decision can range from anywhere between 2-6 weeks to be relayed so please ensure your application is submitted well in advance. Once a decision has been made, the CTF team will update you

I have reviewed the attached request and I am content it meets the Public Benefit Test, it fits with the fund objectives, Trust objectives, values and is in line with the CTF Handbook & Guiding Principles

**Committee Member 1
Signature & Date**

**Committee Member 2 or Chair
Signature & Date**

Category of Spend Please Select one

Building & Refurb		Medical Research		Patient Education & Welfare	
Purchase of New Equip		Staff Education		Other	
Other- Please Specify					