

# Personal Health Budget Application Process for Core Arts

Hackney/Tower Hamlets/Newham

## 1 Referral to Core Arts

Initially, please contact the Core Arts team on 02085333500 to ensure PHB is the most suitable option for your client.

- If your client would like to view the centre as part of the application process, please book in a tour (call or email Caitlin on [cbostoningham@corearts.co.uk](mailto:cbostoningham@corearts.co.uk)).
- Please specify the amount of funding that you will be applying for using this costing guidance [www.corearts.co.uk/personalisation](http://www.corearts.co.uk/personalisation).

Once the client confirms they would like to become a member, please then make a referral to [www.corearts.co.uk/eligibility-referrals](http://www.corearts.co.uk/eligibility-referrals) using **Option 3**.

## 2 Referral to Advocacy Project

At this point, make a referral to the Advocacy Project [www.advocacyproject.org.uk/home/phb/personal-health-budget-phb-for-mental-health-recovery-referrals](http://www.advocacyproject.org.uk/home/phb/personal-health-budget-phb-for-mental-health-recovery-referrals).

- Please make sure to apply for online, one-off payment in your application and the total amount you are applying for using our fees information.
- Add [cbostoningham@corearts.co.uk](mailto:cbostoningham@corearts.co.uk) to the 'Any other professional involved' in your submission – Core Arts will then receive a copy of the submission and be linked into ongoing correspondence, or send us a copy of the submission.

## 3 Practical steps: PHB activation/payment

You will be required to sign a DPA with the client once the support plan is agreed. Please return this to the Advocacy Project and cc Core Arts in correspondence.

- Once online payment details are supplied, please support your client to log into their online account and make the payment to Core Arts.  
Account Name: Core Arts / Sort Code: 40-03-19 / Account Number: 31213687
- Notify [cbostoningham@corearts.co.uk](mailto:cbostoningham@corearts.co.uk) that the payment has been made. As soon as this is confirmed, the client will be invited in for an induction and will be able to start with us!

### Core Arts

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[corearts.co.uk](http://corearts.co.uk) |  [coreartshackney](https://www.facebook.com/coreartshackney) |  [coreartshackney](https://www.instagram.com/coreartshackney)

