

**The Foreshore Trust Grants Fund
2013-14 Round 3**

Level Two Application & Assessment Form

Administered on behalf of The Foreshore Trust (Charity No. 1105649) by Hastings Borough Council

Date Received		Reference Number	FT-
Assessment Date		Assessor Initials	

Organisation name					
Name of project					
Total funding requested	Option A		Option B		Option B
Section Scores				Maximum score	Score
Part One – Criteria				15	
Part Two – Your organisation				10	
Part Three – Your project				95	
Part Four – Difference the project will make				90	
Part Five – Beneficiary monitoring				55	
TOTAL				265	

About this form

- ✓ Before you start filling in this form please make sure you have read the Funding Guidance carefully.
- ✓ The Level Two application form is for applications in excess of £5,000 up to £50,000.
- ✓ It is important that you complete all questions on the form.
- ✓ There are help notes with each question that explain how to answer it.
- ✓ For some questions we have given a maximum number of words that you can use in your response. We will discount any narrative that exceeds the stated word count, and this may also count against you in the scoring process.
- ✓ **You must not change any of the questions or alter any part of the form unless we state that you can. If you do make unauthorised changes we will not accept your application.**
- ✓ Please submit the form and any supporting evidence electronically where possible. If your organisation does not have the facilities to complete the application form electronically, please contact us for information on how we can support you - our contact details are included in Part Seven.
- ✓ **The shaded areas of the form are for official use only.**

About this funding

- ✓ Your project application will need to meet at least one of the Foreshore Trust Grants Fund priorities listed below.
- ✓ Applications can be submitted that meet more than one of the priorities.
- ✓ Applications for core costs (staffing etc) will not be considered.

Which priorities will your project address?

- ✓ Tick those priorities your proposal will address. You will be asked to demonstrate how your project will contribute to these priorities later in the application.

Priorities	✓
The prevention or relief of poverty	
The advancement of education	
The advancement of health or the saving of lives	
The advancement of citizenship or community development	
The advancement of the arts, cultures, heritage or science	
The advancement of amateur sport	
The advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity	
The advancement of environmental protection or improvement	
Any other purposes currently recognised as charitable and any new charitable purposes which are similar to other charitable purposes	

Part One – Checklist

1.1 Eligibility Criteria

- ✓ It is important that you work through this checklist before you start completing the application form.
- ✓ This is so that you can decide if you think this funding is right for your project or organisation, and before you go to the time and expense of submitting an application.
- ✓ Section A – All groups must have a constitution or clear set of rules, which should describe the group’s aims and objectives, its members and details of how decisions are made. Where a larger parent body is applying in respect of a local project, clarification must be given to demonstrate local governance and ownership of the project.
- ✓ Section B – The two signatories to the bank account may not be related to each other.
- ✓ Section C – If your organisation has been running for less than 15 months, please provide a 12 month financial projection for the year when you will spend the grant. Please include the amount of Foreshore Trust Grants Fund you are requesting in your projection.
- ✓ Section C – Where a larger parent body is applying in respect of a local project, financial information specific to the project must be made available.
- ✓ Section E – The funders are keen to encourage all groups, regardless of size, to operate in a professional manner. In most cases this will include ensuring that the group has an appropriate level of public liability cover. If you feel that such cover is not necessary for your group, please include a note to explain why.
- ✓ Sections F & G – If your project involves either working with children or vulnerable adults an appropriate safeguarding policy must be in place. Relevant staff must be suitable trained and CRB checked.
- ✓ Please tick the Yes or No checklist below to verify that your group is eligible to apply for funding. ✓
- ✓ Please also tick to confirm you have attached copies of supporting information as requested.
- ✓ If your organisation has previously applied for grant funding from the Foreshore Trust Grants Fund or Hastings Borough Council (HBC) and your group has already submitted the supporting evidence for these applications please tick the relevant cell in the ‘Held by HBC’ column.

Eligibility Criteria	Yes	No	Copy Attached	Held by HBC
A We have a written set of rules, constitution, or other governing document, and confirm that the copy provided with this application or held by HBC is current and properly authorised.				
B (i) A bank account requiring at least two signatures for cheque transactions or cash withdrawals is held in the name of the group, or we have an agreement with another organisation (details below), which will support us and receive money on our behalf.			N/A	N/A
B (ii) Name of supporting organisation:				
C A copy of our latest annual accounts is enclosed, or for new groups that have been running less than 15 months, we enclose projection of income and expenditure plans.				
D We have an Equality and/or Equal Opportunities Policy (this policy may be contained within your constitution or other governing document) – copy attached.				
E(i) We have Public Liability Insurance to the value of at least £10 million. If you do not, please explain why in E(ii) below.				
E(ii)				
F We have a policy to ensure the safeguarding of children or vulnerable adults (where appropriate) – copy attached.				
G Relevant staff and volunteers are CRB checked.			N/A	N/A
H Our organisation complies with UK legislation on employment and health and safety.			N/A	N/A

Criteria	Notes (any exceptions or queries)			
All eligibility criteria ticked as yes confirmed.				
Constitution or other governing documents and management structure provided and checked.				
Copy of last year's annual accounts provided and satisfactory (or income / expenditure projections for new organisation).	Account year ending (dd/mm/yy)			
	Total income for the year			
	Total expenditure for the year			
	Surplus or deficit at the year end			
Total savings or reserves at the year end				
Equalities Policy provided.				
Public Liability Insurance schedule of at least £10 million provided.				
Safeguarding of children or vulnerable adults policy provided.				
All details provided		Score (max 15)		
Panel Comments				

Total Score for Part One (Maximum 15)	
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Part Two – About your organisation

2.1 Organisation – basic details

- ✓ Give the full name of your organisation as it appears on your governing document.
- ✓ Tell us your organisation's main or registered address, including postcode.
- ✓ Give us your website address if you have one.
- ✓ Tell us if there are any restrictions on who can join your organisation – if your organisation has a membership, we expect this to be open for all to join unless you can provide a good reason why not. If there are restrictions, please tell us what they are and why they are in place.
- ✓ Give us some brief details about the aims of your organisation and what it does.
- ✓ Use this section to provide a picture of the size and strength of the organisation and its capacity to deliver the proposed project successfully.
- ✓ You can write up to 100 words.

Applicant Organisation Name					
Address & Postcode					
Website Address					
What are the aims of the organisation and what does it do?					
				Word Count	
Are there any restrictions on who can join your organisation? ✓			Yes		No
If yes, what are they and why do you have them?					
All details provided				Score (Max 5)	
Panel comments					

2.2 Organisation - Status

- ✓ Tell us the status of your organisation – please enter ‘Yes’ in the relevant boxes.
- ✓ Enter the registration number(s) as appropriate.
- ✓ Enter the date your organisation started.
- ✓ Applicant groups must be voluntary or community i.e. not for profit.
- ✓ Voluntary organisations can be registered charities, companies limited by guarantee, community interest companies or associations, with the legal responsibility resting with a management committee. Their work may be done by volunteers and/or paid workers.
- ✓ Community groups are locally based groups or organisations, which include a substantial element of activity and control by their members in a voluntary capacity. They may also have paid staff but are usually more informal with no paid workers.

✓	2.2 Status	Date Started
	Company limited by guarantee	
	Registration No:	
	Community Interest Company	
	Registration No:	
	Registered Charity	
	Registration No:	
	Other form of Social Enterprise (please state which)	
	Friendly Society	
	Mutual Society	
	Part of a regional or national organisation	
	Residents Association	
	Partnership or Consortium (please list partner organisations below)	
	Other (Please describe)	
Status completed		Score (Max 5)
Panel Comments		

2.3 Organisation – People involved

- ✓ Give the numbers of people involved in your organisation or consortium in the appropriate boxes below.

Committee or Board Members		Paid staff: Full time		Paid staff: Part time		Volunteers		Membership	
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2.4 Organisation – Head office details

- ✓ Tell us if you are a branch of a larger organisation – if you are a branch of another organisation that has management and financial control over you, that organisation may have some legal responsibility if we award you a grant.
- ✓ If yes, please give us the name and address of that organisation

Are you a branch of a larger organisation?		Yes		No	
Organisation Name (if different to applicant organisation name)					
Organisation Address & Postcode					

2.5 Organisation – Bank account details

- Give details of the bank or building society account into which you would like us to pay the grant.

Name of the bank or building society the account is with			
Account name (the organisation name on the statements)			
Account number		Sort Code	
Building society roll number (if appropriate)			

2.6 Organisation – Main contact

- Tell us the main contact for this application – they must be a member of your group and the person authorised to submit the application. They should be someone from your organisation who we can talk to about your project and whom we can contact during office hours.

Title		Forename		Surname	
Position in organisation					
Applicant organisation address (if different from organisation address)					

2.7 Organisation – Previous funding

- Previous funding – tell us if your organisation or consortium partners have received any funding during 2012-13. (Include all types of financial support from external funders including grants, sponsorship, etc.)
- Identify other financial support that you will be seeking or has been committed in 2013-14 (including the value of other grants, sponsorship, etc).
- Please add rows if needed

Grant funding 2012-13			
Funder	Programme	Amount	Purpose
Total Amount			
Grant funding 2013-14			
Funder	Programme	Amount	Purpose
Total Amount			

Total Score for Part Two (Maximum 10)	
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Part Three – About your project

3.1 Project – Project name

- What is the name of your project – give us a short title that we could use for publicity purposes.
- Try to make it unique to your project.

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3.2 Project – Project aim

- ✓ Briefly describe the aims of your project and how long it will last.
- ✓ Your project aims must match those outlined in your constitution, although they may be summarised here.
- ✓ You can write up to 75 words. It is important that you are clear and specific about your aim(s).

Word Count		Score (Max 10)
1. The project aim clearly described.		
2. There is obvious alignment with the Foreshore Trust Grants Fund priorities.		
Panel Comments		

3.3 Project – Project description (Option A)

- ✓ Explain what services or activities you want us to fund.
- ✓ Describe your project fully. By project we mean the services or activities you plan to carry out using our grant.
- ✓ Be specific about what you will do and how you will do it.
- ✓ Demonstrate how the services or activities are aligned with your organisation’s aims, the aims of the scheme as described in the guidance and the Foreshore Trust Grants Fund priorities you have ticked.
- ✓ Please note that a strong link to the general aims will score more highly than an unconvincing link to any priorities you may have ticked.
- ✓ If your application is to support service costs include how you plan to fund this after the project has ceased.
- ✓ Please remember that applications to the Foreshore Trust Grants Programme for core costs (staffing etc.) will not be considered.
- ✓ You can write up to 1000 words.

Option A: Project description:		
Word Count		Score Max 30
1. The activities/services are clearly described.		
2. It is clear how the activities/services will be delivered.		
3. There are obvious alignments with the project aim(s).		
4. The services/activities are aligned to the organisation’s aims and the Foreshore Trust Grants Fund priorities.		
5. Additional value identified.		
6. There is evidence that the applicant has considered the local environment in shaping the service or activity.		
Panel Comments		

3.4 Project – Project description (Options B & C)

- ✓ Please briefly describe two reduced scale options, which should be a viable alternative that might be funded with lower levels of grant funding.
- ✓ Describe what activities/services would be cut or reduced. If they are to be reduced, in what way will this be done.

- ∇ Option B is delivery with approximately 75% of the funding required for Option A (max 200 words).
- ∇ Option C is delivery with approximately 50% of the funding required for Option A (max 200 words).

Option B		Option C	
Word Count		Word Count	
		Score (Max 20)	
1. There is a clear description of what could be funded with reduced funding.			
2. The project will still deliver meaningful results under Option B.			
3. The project will still deliver meaningful results under Option C.			
4. The reduced/cut services/activities for both options remain aligned to the organisation's aims and the Foreshore Trust Grants Fund priorities.			
Panel Comments			

3.5 Project – Continuation of existing service

- ∇ If your project is not a new service please tell us how it was funded previously.
- ∇ Please explain why this funding has now ended.
- ∇ Tell us specifically why you are asking for funding from the Foreshore Trust Grants Fund to continue the project's support.
- ∇ Describe how you plan to continue to support the project once this funding is at an end.
- ∇ You can use up to 100 words.
- ∇ This section is not scored.

Word Count

3.6 Project – Other information

- ∇ Let us know the start date of your project.
- ∇ Tell us whether this is a new project or not.
- ∇ Confirm that you would be able to spend and account for your full grant allocation by (date).
- ∇ If not, indicate when you would expect your project to end.
- ∇ List the venues where the project will be delivered – add more rows as required.
- ∇ Confirm if your project will be delivered by volunteers, paid staff or both, and whether paid staff members are full or part-time.

Project start date		New project	Yes		No	
Project spend achievable by DATE	Yes	No		If No expected project end date		
Project Venue(s)						

Paid staff only				Volunteers only				Both			
Yes		No		Yes		No		Yes		No	
Paid staff full-time (FT), part-time (PT) or both				FT				PT			

3.7 Project – Project costs

- ∇ Tell us how much your project will cost for Options A, B and C.
- ∇ Insert rows as necessary.
- ∇ Provide a breakdown for each item if necessary. For example, don't just put furniture; list the different items e.g. 5 tables, 30 chairs etc.
- ∇ Include everything you will need for the project even if you are not asking us to fund it.
- ∇ Give the total cost of each item or activity in the total cost column and how much you want from us in the Foreshore Trust Grants Fund (FT) column.
- ∇ There is no limit to how much the Foreshore Trust Grants Fund will pay for each budget item, provided that the total being requested from the Foreshore Trust Grants Fund is less than £5,000.
- ∇ Where possible please obtain and email quotations with your completed application in relation to the proposed purchase of goods or services.
- ∇ Please ensure that your figures add up.

Option A		
Budget item	Total cost	FT
Total		
Option B		
Budget item	Total cost	FT
Total		
Option C		
Budget item	Total cost	FT
Total		
If the Foreshore Trust Grants Fund is not the sole source of funding, please list the sources and amounts of other funding streams that will support your project activity. Please stipulate whether		

each will be cash or in-kind match-funding. Add rows as necessary.		
Source of match	Amount	Cash or in-kind Match
Total		
		Score (Max 20)
1. Other funding streams the applicant has tried to access or is planning to access to fund its proposed activity or service.		
2. The projected funding streams are sufficient to meet the projected costs.		
3. The project costs appear reasonable in view of the scope or scale of the activity.		
4. The applicant has demonstrated value for money		
Panel Comments		

3.8 Project – Risk management

- ✓ Please list the key risks to the project, particularly to the delivery of the benefits and impacts.
- ✓ Identify the mitigation you would reduce this risk or the impact.

Risk	Mitigation to reduce risk	
		Score (Max 15)
1. The applicant demonstrates a robust approach to identifying and mitigating risk.		
2. The identified risks are reasonable in terms of scope of activities, targeted beneficiaries and delivery mechanisms.		
3. The mitigating actions are appropriate and reasonable.		
Panel Comments		

Total Score for Part Three (Maximum 65)	
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Part Four – The difference your project will make

4.1 Difference – Project need

- ✓ Tell us why your project is needed and the problems or issues it aims to address.
- ✓ Include what evidence you have to show that your project is needed.
- ✓ Describe where a gap or shortfall in current provision is not meeting the needs of your organisation or target beneficiaries.
- ✓ If your application is to supplement or expand something that already exists, explain that here.

- ∇ If your project is similar to other existing services/activities, explain what difference your project will make to meeting the needs you describe.
- ∇ If applicable provide details of how you have consulted with the people who will benefit from your project and what the result of that was. This can include organising meetings, conducting surveys or keeping waiting lists for people wanting to access your service.
- ∇ Detail how your project has been influenced by what people have told you and how you know that the people you want to help will use your project.
- ∇ You can write up to 500 words.

Word Count		Score (Max 20)	
1. Clearly described and evidenced demonstrable need.			
2. Appropriateness of project in relation to need.			
3. Added value.			
4. Quality of service.			
Panel Comments			

4.2 Difference – Targets

- ∇ Identify specific targets your project will achieve to ensure that you deliver the benefits you have identified for your beneficiaries, and how you will measure these, as a result of your service or activities.
- ∇ For each target listed describe the methods and frequency you will use to measure the progress.
- ∇ The targets should show clear alignment with the service or activities you propose to deliver.
- ∇ Identify numbers supported if applicable.
- ∇ Please insert additional rows as needed.

Target	
Numbers	
Measure	
Method	
Target	
Numbers	
Measure	
Method	
Target	
Numbers	
Measure	
Method	
Target	
Numbers	
Measure	
Method	
Target	

Numbers	
Measure	
Method	
Target	
Numbers	
Measure	
Method	
	Score (Max 15)
1. Targets are reasonable and proportionate to proposed scale of service or activities.	
2. Measures and methods are appropriate and on a timely basis.	
3. Demonstrates alignment with intended benefits.	
Panel Comments	

4.3 Project - Benefits

- ∇ List the specific immediate benefits you want your beneficiaries to receive from your funded service or activity and how you will measure these – by benefits we mean what beneficiaries will specifically get from receiving the services or participating in the activities. Please be specific and clear about each benefit.
- ∇ Identify numbers of beneficiaries (if applicable).
- ∇ For each benefit listed describe the methods and frequency you will use to measure the progress.
- ∇ The benefits should show clear alignment with the service or activities you propose to deliver.
- ∇ Please insert additional rows as needed.

Benefit	
Numbers	
Measure	
Method	
Benefit	
Numbers	
Measure	
Method	
Benefit	
Numbers	
Measure	
Method	
Benefit	
Numbers	
Measure	
Method	
Benefit	
Numbers	
Measure	
Method	
Benefit	

Numbers	
Measure	
Method	
	Score (Max 20)
1. Benefits are clearly described and appropriate for the type of service/activity and targeted beneficiaries.	
2. Targets are achievable and realistic.	
3. Measures and methods are appropriate and on a timely basis.	
4. Alignment with Foreshore Trust Grants Fund priorities.	
Panel Comments	

4.4 Project - Impacts

- ∇ Please list the impacts and how you will measure these – there should be a direct correlation between the activity/service, the immediate benefits and the impacts.
- ∇ By impact we mean the lasting difference that your services/activities will make to the wellbeing of the beneficiaries/your project aims.
- ∇ Identify numbers (if applicable) of people benefiting from each impact.
- ∇ For each impact listed describe the methods and frequency you will use to measure the progress.
- ∇ The impacts should show clear alignment with the service or activities you propose to deliver.
- ∇ Please insert additional rows as needed.

Impact	
Numbers	
Measure	
Method	
Impact	
Numbers	
Measure	
Method	
Impact	
Numbers	
Measure	
Method	
Impact	
Numbers	
Measure	
Method	
Impact	
Numbers	
Measure	
Method	
Impact	
Numbers	
Measure	
Method	

	Score (Max 25)	
1. Impacts are clearly described and realistic.		
2. Targets are achievable and realistic.		
3. Measures and methods are appropriate and on a timely basis.		
4. Clear alignment with Foreshore Trust Small Grants Fund priorities.		
5. Clear links between activities or services, targets, benefits and impacts.		
Panel Comments		

4.5 Project – Equalities Impact Assessment (EIA)

- ✓ Please provide information about whether you have, or intend to carry out an EIA.
- ✓ Explain how you will use the information from this to shape or alter your project and/or service delivery.
- ✓ You can write up to 300 words.

Confirmation that you have or intend to carry out EIA	Yes	No
Word Count		Score (Max 10)
1. Confirmed that EIA is held or that this will be carried out.		
2. Clear explanation how information will be used to shape or alter project or service delivery.		
Panel Comments		

Total Score for Part Four (Maximum 20)	
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Part Five – Beneficiary Monitoring

5.1 Beneficiaries – Target groups and beneficiaries

- ✓ Tell us in detail who the beneficiaries of the project will be.
- ✓ Tell us about the needs of the people that will mostly benefit from your project.
- ✓ Subject to reasonable exceptions (i.e. youth clubs limited to a specific age group), projects must have an ethos of inclusivity.
- ✓ Explain how your project will actively seek to involve as wide a range of people as possible.
- ✓ If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to tackle it.
- ✓ If your project will involve the wider community, tell us how.
- ✓ If you plan to restrict who can take part in your project, you should explain why.
- ✓ Explain how you will specifically target residents from the most excluded communities or disadvantaged neighbourhoods.

- ∇ Identify how you will encourage people from these communities to take up your service or activities.
- ∇ You can write up to 500 words.

Word Count		Score (Max 25)	
1. Clearly defined and appropriate target beneficiaries.			
2. The needs of the people that will benefit from the project are fully described.			
3. Beneficiary engagement mechanisms are well considered and likely to be effective.			
4. Methods of targeting hard to reach groups fully explained.			
5. Likely to reach excluded communities and/or disadvantaged neighbourhoods.			
Panel Comments			

5.2 Beneficiaries – Project promotion

- ∇ Tell us how you will promote and publicise your project.
- ∇ Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.
- ∇ Detail how you will ensure and demonstrate that the beneficiaries of the project are residents in the Borough of Hastings.
- ∇ You can write up to 150 words.

Word Count		Score (Max 5)	
1. Clear and effective system or framework to publicise project and monitor beneficiary take-up.			
Panel Comments			

5.3 Beneficiaries – Equal Opportunities

- ∇ Please confirm your organisation's or consortium's willingness to monitor equal opportunities.
- ∇ If no, please give us an explanation as to why this is not possible.
- ∇ Comment on the venue or location including the availability of transport or disabled access as appropriate.
- ∇ You can write up to 150 words.

Confirmation of willingness to monitor equal opportunities ✓	Yes		No	
Word Count		Score (Max 10)		

1. Appropriate measures are in place to ensure equal opportunities for all who wish to take part.	
2. Adequate disabled access is available or transport is provided.	
Panel Comments	

5.4 Beneficiaries – Who will benefit?

- ∇ Tell us more about who will mostly benefit from your project.
- ∇ Please tick which equalities criteria is/are relevant ✓

Total number of people directly benefitting from this project						
Gender	Age	Sexual Orientation	Ethnic Origin	Disability	Religion	Employment Status

5.5 Beneficiaries – Closing the gap

- ∇ Explain how your activity or project will actively help to close the gap for disadvantaged residents, groups or areas of the Borough.
- ∇ You can write up to 150 words.

Word Count	Score (Max 5)
1. The applicant demonstrates how their proposal might or will close the gap.	
Panel Comments	

5.6 Beneficiaries – Project evaluation and feedback

- ∇ Tell us how you will know whether the project/activity has achieved its aims.
- ∇ Explain how you will show that your project has made a difference in terms of the planned activities and benefits.
- ∇ Describe the methods you have in place for monitoring and evaluating the project activity.
- ∇ This could include information about numbers and types of people helped, case studies and/or feedback from people involved.
- ∇ You may use up to 150 words.

Word Count	Score (Max 10)
1. Outcomes of the project activity have been clearly identified.	
2. Appropriate monitoring systems are in place to record and evaluate project activity.	
Panel Comments	

Part Six – Declaration

- ✓ We have answered all the relevant questions in this application form.
- ✓ We confirm that we are authorised to submit this application on behalf of our group, and that, to the best of our knowledge, all answers to the questions on this form are accurate.
- ✓ We understand that, if our application is successful, we will only use the grant for the charitable purpose specified.

Part Seven – Sending us your application

- ✓ We prefer to receive applications and supporting evidence by email. If your organisation does not have the facilities to complete the application form electronically please contact us for information on how we can support you.
- ✓ When you have completed this form please email it, with any supporting evidence, to kstower@hastings.gov.uk. Please put the name of your organisation in the subject field of your email.
- ✓ Applicants are encouraged to submit applications well ahead of the deadline where possible to allow the administrator sufficient time to prepare all cases thoroughly. Where technical deficiencies are identified at an early enough stage, feedback will be given to enable groups to address shortfalls and resubmit (where appropriate) ahead of the deadline.
- ✓ For any further information or advice, please contact:

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