

The Foreshore Trust Grants Fund

Level Two Application Guidance

2013-14 Round 3

Funding Guidance

To make an application for funding please contact:

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Introduction

1. Aim of the Grants Fund

The Foreshore Trust Grants Fund is a scheme for voluntary and community groups offering a service within Hastings & St. Leonards. The -main aim of the fund is to support voluntary and community groups in carrying out activities that enhance the quality of local residents' lives and increase their involvement in the community. The fund can also help with capacity building of voluntary and community groups so as to strengthen their ability to carry out their work.

Priority will be given to projects aimed at generating or sustaining activity run on a voluntary basis for the benefit of groups often excluded from mainstream activity or communities experiencing the effects of multiple deprivation. This can apply to certain neighbourhoods in the borough or communities of identity such as people with disabilities or Black and Minority Ethnic (BME) groups.

2. Help with application completion

Comprehensive Guidance Notes are provided on the application to help you complete the form. Please read them carefully to maximise your chance of success.

If you need further advice or help with your application, contact Kevin Stower on 01424 451339 or Karen Hopkins on 01424 451788.

Applicants are encouraged to submit applications well ahead of the deadline where possible, to allow the administrator sufficient time to assess them thoroughly. Where 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.

Level Two Application – Grants from £5,001 up to £50,000

The Level Two application form enables the Grants Advisory Panel to assess the eligibility of your organisation or consortium and whether your proposed activities will directly address the funding priorities. Applications from organisations that do not meet the eligibility criteria or that do not directly address the funding priorities will be declined.

A proportionate approach to the application, grant claims and monitoring process has been established. For this level of funding the following will apply:

- Application - applicants need to complete a Level Two Application form. For more information on the form completion please refer to notes on the application form.
- Monitoring – this is based on quarterly reporting of both expenditure and outcomes, with the evidence for these being supplied with the final claim for the project. Each quarter, the project will also be asked to supply a simple case study. An equalities profile will also be required to be submitted with the final claim.
- Payment – projects will be paid quarterly in advance, with quarter 2 payments onwards being based on forecast expenditure recorded on the quarterly claim form. Only 90% of the final quarter's advance will be paid; the 10% retention will be paid once the final quarter's claim form, evidence and equalities profile have been received, checked and verified.
- Monitoring visits - organisations will receive Project Engagement Visits at the start of the project. Project re-profiling may be carried out if projects run over into a second year of funding to ensure that satisfactory and appropriate levels of activity have been set. A verification visit may be carried out at the end of each funding year depending on the level of evidence supplied with the Quarter 4 claim, with a project closure visit carried out at the end of the project lifetime.

Funding

Around ? is available in the Round 3 2013-14 programme for grants between £5,001 and £50,000.

Foreshore Trust Grants Fund 2013-14 funding priorities

Applications can be submitted that meet any aspect of the priorities, however those that specifically address the priorities and have clear links to organisation aims will be scored higher than proposals that are less directly linked.

| 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 |

Deadline for application submission

The deadline for submission of Level Two Applications is ?. Completed applications should be emailed to Kevin Stower (kstower@hastings.gov.uk) or Karen Hopkins (khopkins@hastings.gov.uk).

Notification of approved projects

Decisions will be notified to applicants by ?

Application appraisal process

The procedure for allocating funding comprises three stages:

1. The applicant must meet the eligibility criteria on page 4 in order to be considered.
2. The application form will be scored by the fund administrator or an independent assessor using clear guidance. The fund administrator will then compile a report, along with full details and notes to allow detailed scrutiny of all bids, which is circulated to all members of an independent panel drawn from the community and with experience of grant giving. The panel's role is to act as an independent and objective appraisal and recommendation group.
3. The panel then meets to discuss and consider the applications. The panel will review the scores awarded by the administrator and makes any adjustments as necessary.

At the panel stage the following questions will be asked:

§ Which bids offer the best value for money?

§ Are there any relevant factors which the scoring process fails to take account of?

When all marks have been reviewed & agreed, the available funds will be distributed to the highest scoring applications. The panel may, at their discretion, decide to part fund a bid. In the event of a tie between bids for the final allocation, the decision of the panel will be final.

All applicants will be notified about the outcome - we will notify unsuccessful applicants of the principal reasons for not awarding a grant, and where practical, offer to discuss any particular points.

Eligibility Criteria

Applications will undergo an appraisal that will assess suitability to deliver a funded project using the criteria below.

1. Who can apply?

To deliver a funded project, organisations must meet the following requirements:

- The scheme is open to small voluntary and community organisations.
- We will also consider bids from larger organisations in respect of local projects, so long as they can demonstrate local delivery, and the ability to produce financial records specific to the local project.
- The funded project must be based in and be of benefit to the residents of Hastings and St Leonards and address one or more of the priorities as described on Page 3 above.
- The organisation must have a recognised legal and constitutional status, which lays out aims and objectives and states how the organisation will operate.
- In all cases, applicants must either hold their own bank account or have a written arrangement under which an established group sponsors the applicant by agreeing to hold the funds on the applicant's behalf.
- The organisation must be able to provide independently audited or examined income and expenditure records relating to its activities.
- In the case of new groups, where some of the requirements cannot be met yet, a supporting declaration may be made by an existing group who will agree to hold the funds on behalf of the applicant and provide us with the necessary accountability.
- The organisation or consortium must have a clear management structure and have principles of operation for employees, volunteers and service users which accord with legislation on employment, health and safety, and equalities.
- The organisation must have public liability insurance to the value of £10,000,000. If the level of insurance the organisation holds is less than this or is not held at all a detailed explanation must be provided.

Assessment Criteria

Applications will also be assessed and scored against the following:

1. Funding priorities

Applications will need to identify how the proposed activities will directly address the funding priorities.

2. Capacity

The applicant must demonstrate that it has sufficient and suitable infrastructure, management, staffing and knowledge to deliver the project. The organisation should be able to show that it is financially sound, well managed and the proposed budgets are realistic.

3. Value for money

The applicant must show that the funding will be used effectively to deliver a high quality service to the maximum number of beneficiaries. The appraisal will also evaluate whether the proposal offers any added value.

4. Impact

The application must identify the scale and nature of the impact of the project on targeted beneficiaries; how that impact relates to the priorities must be clearly demonstrated.

5. Experience

The appraisal will assess whether the organisation or consortium has delivered a comparable service before. Inexperience would not necessarily mean that a proposal would not be funded if the application rated highly in other areas.

6. Quality

The applicant must demonstrate that the service delivered will not only meet the Priorities but also offer a high and, ideally, improved quality of service.

Conditions of grant funded projects

1. Main Conditions

There are usually two main conditions to be met:

- Grants are normally required to be spent and accounted for within 6 months of the date of approval. The Foreshore Trust Grants Panel reserves the right to amend this requirement, and the agreed final accountable date together with any conditions applicable to the grant will be reflected within any Service Level Agreement.
- On completion of the project/activity a monitoring form should be completed and returned confirming that the grant money has been spent for the purpose originally specified. This should include any information and supporting evidence to demonstrate to what extent the project/activity successfully achieved its intended outcomes. Diversity information will also be required including the number of people involved, ages, ethnicity and disabilities.
- Occasionally, additional conditions may be imposed.

2 Multiple applications

Groups may make only one application in any one round.

If, in future rounds, you have had an application rejected previously, please do not be discouraged from applying again, as all previous applicants are welcome to reapply.

3 Grants Fund exclusions

Grants will not be considered to pay for:

- Activities that are for non charitable purposes
- Core costs e.g. staffing

- Activities designed to specifically promote party political or religious causes (although applications from faith groups involved in local community work are welcomed)
- Monies already spent or liabilities incurred before the signing of any agreement.
- Activity which would appear to be more appropriately funded by a statutory body.

4 Proposals eligible for the Grants Fund

Grants (capital as well as revenue grants applications will always be considered) can be used to pay for things like new equipment, repairs/ refurbishment, transport, newsletters, website design, promotion, events etc. In other words, things that might help you to:

- set up a new group
- keep a small group running
- improve or develop your premises
- improve or develop your activities
- train group members
- raise awareness of your group's activities
- recruit new volunteers/members to your group

Agreements

Every successful organisation will receive an agreement that will set out the specific terms for delivery. A number of general terms will feature in all agreements and these are likely to include the following:

- Funding must only be used for the purpose set out in the agreement. The Foreshore Trust Grants Fund advisory panel must agree any changes to delivery or other significant deviation from the agreement.
- The project must have a base in Hastings or St Leonards.
- You must maintain adequate evidence and records of all income received and expenditure incurred and have sound financial procedures in place. As a minimum these must include:
 - A bank account in the organisation's or, in the case of a consortium, Lead Organisation's name requiring two signatures
 - The maintenance of a cashbook for recording all expenditure and income
 - All expenditure being supported by invoices, receipts and vouchers
 - Regular monitoring of expenditure comparing actual performance to budget
 - Deductions for tax and National Insurance from salaries
- You must keep adequate records regarding the monitoring of the service delivery and these must be available for inspection.
- You will be required to provide financial accounts showing how the grant was spent. The accounts must be subject to outside scrutiny but organisations or may choose either independent examination by a suitable qualified person or audit by a registered auditor.
- You are required to make proper arrangements for the recruitment and employment of staff. These should include:
 - Recruitment and selection of staff against a job description and person specification.
 - Written contracts of employment, which meet legal requirements
 - Clear written discipline and grievance procedures
 - Adequate training for the duties they have to perform
- You must comply with the monitoring requirements specified in a timely manner. Please be aware that failure to provide this information on a timely basis may be considered non-delivery and constitute a breach of the funding agreement.

Monitoring and Evaluation

Monitoring and evaluation are essential to assess the effectiveness of the funded service and its delivery. Monitoring is the process of gathering and recording information on a regular basis. It keeps account of the progress against agreed targets, anticipated outcomes and other relevant indicators.

Evaluation is the process of looking at that information and judging the quality of the work and its success against stated aims. It looks at outcomes and results in order to assess the effectiveness of the service and inform future decisions.

The monitoring and evaluation arrangements form part of the contractual obligations but the following general principles will be observed:

- Monitoring will be relevant and proportionate to the size, nature and value of the project, whilst being consistent with the need for effective protection of, and proper accountability for, public money.
- The requested monitoring information will be collectable.
- The learning from evaluation should be shared to inform future policy, funding etc.