

**The Foreshore Trust Events Grants Fund  
2012-13 Round 1**

**Level One Application & Assessment Form**

Administered on behalf of the Foreshore trust (Charity No. 1105649) by Hastings Borough Council

|                        |  |                          |            |
|------------------------|--|--------------------------|------------|
| <b>Date Received</b>   |  | <b>Reference Number</b>  | <b>FT3</b> |
| <b>Assessment Date</b> |  | <b>Assessor Initials</b> |            |

|  |                      |  |                 |
|--|----------------------|--|-----------------|
| <b>Organisation name</b>                     |                      |  |                 |
| <b>Name of project</b>                       |                      |  |                 |
| <b>Total funding requested</b>               | <b>Option A</b>      |  | <b>Option B</b> |
| <b>Section Scores</b>                        | <b>Maximum score</b> |  | <b>Score</b>    |
| Part One – Criteria                          | 15                   |  |                 |
| Part Two – Your organisation                 | 10                   |  |                 |
| Part Three – Your project                    | 65                   |  |                 |
| Part Four – Difference the project will make | 20                   |  |                 |
| Part Five – Beneficiary monitoring           | 40                   |  |                 |
| <b>TOTAL</b>                                 | <b>150</b>           |  |                 |

**About this form**

- ✓ Before you start filling in this form please ensure you have read the Funding Guidance carefully.
- ✓ The Level One application form is for applications up to and including £2,000.
- ✓ It is important that you complete the form as fully as possible.
- ✓ 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 you do 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 grants programme 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.

|  |   |
|--|---|
| <b>Priorities</b>  | ✓ |
| 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 Small 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 suitably 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 Small 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         |
| <b>Criteria</b>  | <b>Notes (any exceptions or queries)</b> |    |               |             |

|   |                                    |                       |  |
|---|------------------------------------|-----------------------|--|
| 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.  |                                    |                       |  |
| <b>All details provided</b>   |                                    | <b>Score (max 15)</b> |  |
| <b>Appraisal Comments</b>   |                                    |                       |  |

|  |  |
|--|--|
| <b>Total Score for Part One (Maximum 15)</b> |  |
|--|--|

## Part Two – About your organisation

### 2.1 Organisation – basic details

- ✓ Give the full name of your organisation or group 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/group – if it 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/group and what it does.
- ✓ Use this section to provide a picture of the size and strength of the organisation/group and its expertise and capacity to deliver the proposed project/activity successfully.
- ✓ You can write up to 100 words.

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

### 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.

|                           |   |                      |
|---------------------------|---|----------------------|
| ✓                         | <b>2.2 Status</b>   | <b>Date Started</b>  |
|                           | 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)   |                      |
| <b>Status completed</b>   |   | <b>Score (Max 5)</b> |
| <b>Appraisal Comments</b> |   |                      |

### 2.3 Organisation – People involved

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

|                                   |  |                              |  |                              |  |                   |  |                   |  |
|-----------------------------------|--|------------------------------|--|------------------------------|--|-------------------|--|-------------------|--|
| <b>Committee or Board Members</b> |  | <b>Paid staff: Full time</b> |  | <b>Paid staff: Part time</b> |  | <b>Volunteers</b> |  | <b>Membership</b> |  |
|-----------------------------------|--|------------------------------|--|------------------------------|--|-------------------|--|-------------------|--|

### 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

|  |            |  |           |  |
|--|------------|--|-----------|--|
| <b>Are you a branch of a larger organisation?</b>                      | <b>Yes</b> |  | <b>No</b> |  |
| <b>Organisation Name (if different to applicant organisation name)</b> |            |  |           |  |
| <b>Organisation Address &amp; Postcode</b>                             |            |  |           |  |

### 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.

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

### 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.

|  |  |                 |  |                |  |
|--|--|-----------------|--|----------------|--|
| <b>Title</b>   |  | <b>Forename</b> |  | <b>Surname</b> |  |
| <b>Position in organisation</b>  |  |                 |  |                |  |
| <b>Applicant organisation address (if different from organisation address)</b> |  |                 |  |                |  |

|                      |  |
|----------------------|--|
| <b>Phone Number</b>  |  |
| <b>Mobile Number</b> |  |
| <b>Email Address</b> |  |

## 2.7 Organisation – Previous funding

- ∇ Previous funding – tell us if your organisation or consortium partners have received any funding for this or a similar type of project/activity in the previous year. (Include all types of financial support from external funders including grants, sponsorship, etc.)
- ∇ Please add rows if needed

| Previous year's funding |           |        |         |
|-------------------------|-----------|--------|---------|
| Funder                  | Programme | Amount | Purpose |
|                         |           |        |         |
| <b>Total Amount</b>     |           |        |         |

|  |  |
|--|--|
| <b>Total Score for Part Two (Maximum 10)</b> |  |
|--|--|

## Part Three – About your project

### 3.1 Project – Project name

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

|  |
|--|
|  |
|--|

### 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 Small Grants Fund priorities. |                |
| <b>Appraisal Comments</b>  |                |

### 3.3 Project – Project description (Option A)

- ∇ Explain in more detail 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, and the objectives and priorities of the scheme as described in the funding programme guidance.
- ∇ Please note that direct links between your organisation's aims and the aims and priorities of the funding scheme will score more highly.
- ∇ Describe your organisation's expertise/capacity for achieving your project/activity.
- ∇ You can write up to 300 words.

| Option A: Project description:   |              |
|--|--------------|
| Word Count   | Score Max 20 |
| 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 funding programme objectives and priorities. |              |

**Appraisal Comments**

**3.4 Project – Project description (Option B)**

- ✓ Please briefly describe a reduced scale Option B, which should be a viable alternative that might be funded with a lower level of grant funding.
- ✓ Describe what activities/services would be cut or reduced. If they are to be reduced, tell us in what way this will be done.
- ✓ You can use up to 100 words.

|   |                       |
|---|-----------------------|
| <b>Option B</b>   |                       |
| <b>Word Count</b>   | <b>Score (Max 15)</b> |
| 1. There is a clear description of what could be funded with reduced funding.   |                       |
| 2. The level of reduced or cut services is meaningful.  |                       |
| 3. The reduced/cut services/activities remain aligned to the organisation's aims and the Funding Programme objectives and priorities. |                       |
| <b>Appraisal Comments</b>   |                       |

**3.5 Project – Continuation of existing project/activity (not scored)**

- ✓ If your project is not a new service/activity please tell us how it was funded previously.
- ✓ Please explain why this funding has now ended.
- ✓ Tell us specifically why need funding from this grants scheme.
- ✓ 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.

|                           |
|---------------------------|
| <b>Word Count</b>         |
| <b>Appraisal comments</b> |

**3.6 Project – Other information**

- ✓ Let us know the start date of your project/activity.
- ✓ 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 the Funding programme end date.
- ✓ If not, indicate when you would expect your project to end.
- ✓ List the venue (s) where the project will be delivered – add more rows as required.
- ✓ Confirm how many people will be involved in delivering your project/activity and whether they are volunteers and/or paid staff (and if they are paid staff whether they are full time or part time).

|  |            |                    |  |            |                    |            |
|--|------------|--------------------|--|------------|--------------------|------------|
| <b>Project start date</b>                        |            | <b>New project</b> | <b>Yes</b>                             |            | <b>No</b>          |            |
| <b>Project spend achievable by DATE</b>          | <b>Yes</b> | <b>No</b>          | <b>If No expected project end date</b> |            |                    |            |
| <b>Project Venue(s)</b>                          |            |                    |  |            |                    |            |
|  |            | <b>No.</b>         |  | <b>No.</b> |                    | <b>No.</b> |
| <b>Paid staff full-time (FT), part-time (PT)</b> | <b>FT</b>  |                    | <b>PT</b>                              |            | <b>Volunteers:</b> |            |

**3.7 Project – Project costs**

- ✓ Tell us how much your project will cost for Options A and B.
- ✓ 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 grant element column.
- ✓ There is no limit to how much the grant element should be for each budget item, provided that the total being requested 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.

| <b>Option A</b>   |              |               |                       |
|---|--------------|---------------|-----------------------|
| Budget item   | Total cost   | Grant element |                       |
|   |              |               |                       |
| <b>Total</b>  |              |               |                       |
| <b>Option B</b>   |              |               |                       |
| Budget item   | Total cost   | Grant element |                       |
|   |              |               |                       |
| <b>Total</b>  |              |               |                       |
| <b>If this funding programme 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 and whether it has already been secured/committed. Add rows as necessary.</b> |              |               |                       |
| Source of match   | Secured or N | Amount        | Cash or in-kind Match |
|   |              |               |                       |
| <b>Score (Max 20)</b>   |              |               |                       |
| 1. Other funding streams the applicant has obtained 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   |              |               |                       |
| <b>Appraisal comments</b>   |              |               |                       |

|  |  |
|--|--|
| <b>Total Score for Part Three (Maximum 65)</b> |  |
|--|--|

## Part Four – The difference your project will make

### 4.1 Difference – Project need

- ∇ Tell us why the service/activity is needed.
- ∇ Include what evidence you have to show that the service/activity is needed.
- ∇ Describe where a gap or shortfall in current provision is not meeting the needs of your organisation or your 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 the service/activity.
- ∇ 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 200 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.                                |                |
| <b>Panel Comments</b>                                 |                |

## Part Five – Beneficiary Monitoring

### 5.1 Beneficiaries – Target groups and beneficiaries

- ✓ Tell us 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), services/activities will be expected to be open to everyone in the wider community.
- ✓ Explain how your project/activity will actively seek to involve as wide a range of people as possible.
- ✓ If you have identified particular 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 actively involve the wider community, tell us how.
- ✓ If you plan to restrict who can take part in your project, you should explain why.
- ✓ If you plan to target particular groups or parts of the town, please describe them.
- ✓ You can write up to 150 words.

|  |  |                       |  |
|--|--|-----------------------|--|
| <b>Word Count</b>  |  | <b>Score (Max 15)</b> |  |
| 1. Beneficiaries of project clearly identified.                                    |  |                       |  |
| 2. The needs of the people that will benefit from the project are fully described. |  |                       |  |
| 3. Methods of targeting groups less likely to take part explained.                 |  |                       |  |
| <b>Appraisal Comments</b>  |  |                       |  |

### 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.

|  |  |                      |  |
|--|--|----------------------|--|
| <b>Word Count</b>  |  | <b>Score (Max 5)</b> |  |
| 1. Clear and effective system or framework to publicise project and monitor beneficiary take-up. |  |                      |  |
| <b>Appraisal Comments</b>  |  |                      |  |

### 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.

|   |  |                       |  |           |  |
|---|--|-----------------------|--|-----------|--|
| <b>Confirmation of willingness to monitor equal opportunities</b> ✓                               |  | <b>Yes</b>            |  | <b>No</b> |  |
| <b>Word Count</b>   |  | <b>Score (Max 10)</b> |  |           |  |
| 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.                                |  |                       |  |           |  |
| <b>Appraisal Comments</b>   |  |                       |  |           |  |

### 5.4 Beneficiaries – Who will benefit?

- ✓ Tell us more about who will mostly benefit from the service/activity.
- ✓ 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 – Project evaluation and feedback

- ✓ Tell us how you will know whether the service/activity has achieved its aims.
- ✓ Explain how you will show that your service/activity has made a positive difference to the beneficiaries.
- ✓ Describe the methods you have in place for monitoring and evaluating the service/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.

|   |  |                       |
|---|--|-----------------------|
|   |  |                       |
| <b>Word Count</b>   |  | <b>Score (Max 10)</b> |
| 1. Outcomes of the project activity have been clearly identified.                       |  |                       |
| 2. Appropriate monitoring systems are in place to record and evaluate project activity. |  |                       |
| <b>Appraisal Comments</b>   |  |                       |

|   |  |
|---|--|
| <b>Total Score for Part Five (Maximum 40)</b> |  |
|---|--|

## 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.
- ✓ We confirm that the funded activity/service will be planned and delivered in full compliance with the specific requirements set out in the Funding Guidance for this scheme.

## 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 **Kevin Stower**. 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:

Kevin Stower  
 External Funding Manager  
 Hastings Borough Council  
 1st Floor Aquila House  
 Breeds Place  
 Hastings TN34 3UY

Karen Hopkins  
 Senior Compliance Monitoring Officer  
 Hastings Borough Council  
 1st Floor Aquila House  
 Breeds Place  
 Hastings TN34 3UY

01424 451339  
[kstower@hastings.gov.uk](mailto:kstower@hastings.gov.uk)

Tel: 01424 451788  
 e-mail: [khopkins@hastings.gov.uk](mailto:khopkins@hastings.gov.uk)