

**The Foreshore Trust Events Grants Fund**  
**Level One Application Funding Guidance**  
**2013-14 Round 1**

**To make an application for funding please contact:**

Events Grants Mailbox (To be set up)

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

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## **Introduction**

### **1. Aim of the Events Grants Fund**

The Foreshore Trust Events Grants Fund is a small grants scheme to increase public enjoyment of the Foreshore Trust's land by encouraging a year-round programme of events

### **2. Help with application completion**

Comprehensive Guidance Notes are provided on the following pages 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, please 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 One Application – Grants up to £2,000**

The Level 1 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 1 Application form. For more information on the form completion please refer to notes on the application form.
- Monitoring - this is based on simple quarterly reporting with a final claim, on which the project expenditure is evidenced and outcomes of the project delivery are recorded. A simple annual equalities profile and case studies will also be required to be submitted with the final claim.
- Payment – 90% of the funding will be advanced once the project has been approved and the agreement has been signed, with 10% retained until the final claim, including expenditure and outcome evidence and equalities profile for that year, have been received, checked and verified.

- Monitoring visits - organisations will be offered Project Engagement Visits at the start of the project.

## Funding

Around £20,000 is available in the Round 1 2013-14 programme for events grants of up to £2,000 each.

### 1. Grant funding period

The grant funding period is **May 2013 to March 2014**

## Foreshore Trust Events 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
Events that attract a wide range of residents and visitors and extend the seafront season
Events that support charitable causes
Events that extend activity throughout the length of the Foreshore Trust seafront

## Deadline for application submission

The deadline for submission of Level One Applications is [REDACTED]. Completed applications should be emailed to **Events Grants Mailbox**.

## Notification of approved projects

Decisions will be notified to applicants by [REDACTED]

## Application appraisal process

The procedure for allocating funding comprises three stages:

1. The applicant must meet the eligibility criteria on page 2 of the Application Form in order to be considered.
2. The application form will be scored by an independent panel of assessors, which is drawn from the community and with experience of grant giving, 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 the independent panel. 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 and makes any adjustments as necessary.

At the panel stage the following criteria will be used:

- How well your event will meet the Trust's objective to promote public enjoyment of the seafront.
- How well your event addresses one or more of our priorities.
- How closely you meet our eligibility criteria.
- Whether your organisation is properly organised to receive and to spend money.
- Whether the aims of your event are aligned with the aims of your organisation and the objectives of the Foreshore Trust
- Whether you can show us clearly how your project will be financed and what you will do with the grant
- Which bids offer the best value for money

- When all scores have been reviewed & agreed, the Charity Committee will approve or reject the appraisal panel's recommendations.
- The available funds will be distributed to the highest scoring applications. The panel may, at their discretion, decide to recommend part funding of a bid. In the event of a tie between bids for the final allocation, the decision of the Charity Committee 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.

## **Appraisal Criteria**

Applications will also be assessed and scored against the following:

- How well your event will meet the Trust's objective to promote public enjoyment of the seafront
- How well your event addresses one or more of our priorities
- How closely you meet our eligibility criteria
- Whether your organisation is properly organised to receive and to spend money
- Whether the aims of your event are aligned with the aims of your organisation and the objectives of the Foreshore Trust
- Whether you can show us clearly how your project will be financed and what you will do with the grant
- How clearly you can explain who will benefit from your event and how you will involve a wide range of people

## **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 an agreed period from the date of approval. The Foreshore Trust Charity Committee 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 Events Grants Fund exclusions**

Grants will not be considered to pay for:

- Events that take place on land other than the Stade Open Space or land owned by the Foreshore Trust will not be eligible for grant assistance under this programme.
- Political rallies and religious gatherings will not be eligible for grant assistance.

### **4. Specific requirements**

- Admission to your event must be free to the public.

- All events must be adequately insured, with a minimum of £10m public liability insurance for anything involving mechanical equipment (including cars, lorries, motor bikes) or heat sources, and an absolute minimum of £5m for events involving no mechanical equipment or heat sources (e.g. traders' market).
- A risk assessment must be carried out for all events taking place on Foreshore Trust land.
- Adequate security must be provided for all events, with particular care being taken to ensure that all large events (over 499 people) are properly marshalled and stewarded.
- All HBC licensing conditions must be fully complied with, as appropriate.
- Adequate provision must be made for cleaning the area and clearing rubbish arising from the event.

## 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 Small 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 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.