

1066 Anniversary Community Grants Fund 2016 Application Guidance

To make an application for funding please contact:

cchitty@hastings.gov.uk

The closing date for applications is 1200 Thursday 30th June 2016

Introduction

1. Aim of the 1066 Anniversary Community Grants Fund 2016

The 1066 Anniversary Community Grants Fund 2016 is a small grants scheme set up to help communities living in the most disadvantaged parts of Hastings, outside of the town centres, to mark the 950th anniversary of the battle that bears its name.

A particular focus for this one-off grants programme will be to support activities in more isolated and disadvantaged communities where the main 950th anniversary programme of events will not be staged.

The Fund is aimed at helping voluntary and community sector groups who want to hold their own events or develop their own projects as part of the town's anniversary activities.

The fund would like to support a diverse range of projects, which enable people to mark the anniversary in any way, and might include cultural or community events, educational activities or more permanent memorials.

The events or activities must be developed by or with the communities who will benefit. Events must take place during 2016 and take place within Hastings borough.

Examples of activities and events which would be welcomed for consideration are themed mini-festivals, street parties, performances, local community tours, displays, talks and storytelling, art installations, etc.

2. Help with application completion

Guidance Notes are provided on the following pages to help you complete the form. Please contact Cheryl Chitty on 01424 451391 or Pranesh Datta 01424 451784 if you need further advice or help with your application. 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.

3. **PLEASE NOTE: A SUCCESSFUL GRANT APPLICATION DOES NOT GIVE YOU PERMISSION TO HOLD YOUR EVENT. THIS IS SUBJECT TO A SEPARATE PROCESS, AND IT IS VERY IMPORTANT THAT YOU COMPLETE THE COUNCIL'S "REQUEST TO HOLD AN EVENT" FORM (where appropriate) AND COMPLY WITH ALL THE TERMS AND CONDITIONS ASSOCIATED WITH HOLDING AN EVENT. This form and the terms and conditions will be sent to you, however, should you require further information regarding this process please contact Aaron Woods, HBC Facilities Development Officer – email awoods@hastings.gov.uk or phone 01424 451334.**

Appendix 1

Grants up to £3,000

The application form enables the Grants Panel to assess the eligibility of your organisation and whether your proposed activities will directly address the funding priorities. Applications from organisations that do not meet 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 – please refer to the notes on the application form which are designed to help you complete it and to ensure that you have provided all the information required to fully score your request.
- Monitoring – successful applicants will be required to complete a monitoring and evaluation form after their event to enable the Council to evaluate the impact of their contribution to the outcome of the event.
- Payment – 90% of the funding will be advanced once the application has been approved and the agreement has been signed. The remaining 10% will be paid on satisfactory completion of the event and the monitoring and evaluation process.

1066 Anniversary Community Grants Fund Priorities

Events or activities that most closely meet the following priorities will be scored higher than proposals that are less directly linked.

Priorities
Events that help local people explore, engage and connect with the history and legacy of the Battle of Hastings.
Events and activities that attract a wide range of residents to directly participate
Events or activities that provide learning opportunities about the significance of the 950 year anniversary of the Battle of Hastings.
Events and activities which take place in the most deprived wards of the borough (as according to Index of Multiple Deprivation), outside of the main centres of the town.

Who can apply?

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

- Be a voluntary or community group involved in carrying out activities that enhance the quality of local residents' lives and increase their involvement in the community.
- Demonstrate that residents of Hastings and St Leonards will mainly benefit from the project.
- 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 deprivations.

Deadline for application submission

The **1066 Celebrations Community Grants Fund** will be open on 6th May 2016 and the deadline for submission of applications is midday on Thursday 30th June 2016. Completed applications should be emailed to cchitty@hastings.gov.uk.

Notification of approved projects

We aim to notify all applicants of the decisions by the end of July 2016

Application appraisal process

The procedure for allocating funding comprises three stages:

Appendix 1

1. The applicant must meet the eligibility criteria in Section 2 of the application form.
2. The application forms will be examined by the Grant Panel and will be subject to an assessment process. The panel's decision will be final and all applicants will be notified of the result by the end of July 2016.
3. In general, applications will be assessed on how well they meet the priorities of the grant programme, their actual proposal, the likely beneficiaries, value for money and the difference the project will make (see below).
4. All applicants will be notified about the outcome of the panel's decision as soon as possible - we will notify unsuccessful applicants of the principal reasons for not awarding a grant, and where practical, offer to discuss any particular points.

Assessment Criteria

Applications will be assessed on how well they meet or provide supporting evidence against the following criteria:

1. Eligibility: have a constitution, bank account, and an eligible body
2. Project Idea: including how well your idea will meet the grants objective and priorities.
3. Project Delivery: organisation capacity and if it is able to deliver the event & spend the funds
4. Project Budget: budget profile, explanation and value for money
5. Difference the project makes: identification of beneficiaries, promotion, and access
6. Project Evaluation: monitoring arrangements and providing feedback on success or failure

The decisions of the grant panel will be final. All applicants will be notified about the outcome. Unsuccessful applicants will be advised of the principal reasons for not awarding a grant.

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 Council 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 may 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.

3 Grant Fund exclusions

Grants will not be considered for:

- Events or activities that take place outside of Hastings and St Leonards.
- Political and religious events will not be eligible for grant assistance, but projects that promote religious or racial harmony, or equality and diversity are permissible.
- Events and activities that charges residents to participate or view the event
- Projects that have already applied for ROOT 1066 Festival funding

Agreements

Appendix 1

Every successful organisation will receive an agreement that will set out the specific terms for grant. 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.
- 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 or
 - 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 event 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

The monitoring and evaluation arrangements form part of the contractual obligations. 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.