

## **Foreshore Trust Event Grant Programme Round (no) (year) Application Guidance**

**For a funding application pack please email:**  
[Foreshore-Events@hastings.gov.uk](mailto:Foreshore-Events@hastings.gov.uk)

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

### **Aim of the Foreshore Trust Event Grant Programme**

The Foreshore Trust Event Grant Programme is a small grants scheme to increase public enjoyment of the Foreshore Trust's land and venues in Hastings and St Leonards by encouraging a year-round programme of events aimed at both residents of and visitors to Hastings and St Leonards.

### **Help with application completion**

Comprehensive Guidance Notes are provided on page 4 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 Pranesh Datta on 01424 451784 email [pdatta@hastings.gov.uk](mailto:pdatta@hastings.gov.uk) or Karen Hopkins on 01424 451788 e-mail [khopkins@hastings.gov.uk](mailto:khopkins@hastings.gov.uk)

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.

Please do not change any of the questions or alter any part of the form unless we state that you can. If you do make any unauthorised changes we will not accept your application.

**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 and comply with all the terms and conditions associated with holding an event on foreshore Trust land. 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](mailto:awoods@hastings.gov.uk) or phone 01424 451334.**

### **Event grants up to £2,000**

The Foreshore Trust Event Grant application form enables the appraisal panel to assess the eligibility of your organisation or consortium and whether your proposed event 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:

- Monitoring – successful applicants will complete an engagement process prior to the event start to discuss any approval conditions, the monitoring process and to sign the service level agreement. At the end of the event a simple monitoring and evaluation form will be issued for completion and the organisation will be subject to a closure process to assist with completing the form if needed, verification of the event expenditure, basic equalities profiling, feedback, case studies and to sign off of the project.
- 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.

### **Funding**

£20,000 is available in Round (no) (year) programme for grants of up to £2,000 each. The grant funding period is April (year) to March (year).

## **Foreshore Trust Event Grant Fund funding priorities**

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

<b>Priorities</b>
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

Areas of Foreshore Land where events must take place can be viewed by following the attached web link - [http://www.hastings.gov.uk/community\\_living/foreshore\\_trust/#land](http://www.hastings.gov.uk/community_living/foreshore_trust/#land)

A map is also available to view at Hastings Information Centre, Muriel Matters House, Breeds Place, Hastings.

Some examples of Foreshore land include: the Stade Space, Hastings seafront and promenade, Warrior Square Beach, St Leonards Lower Promenade and West St Leonards beach seafront.

### **Deadline for application submission**

The Foreshore Trust Event Grant Programme Round 3 will open on (date) and the deadline for submission of applications is midday (12pm) on (date). Completed applications should be emailed with any supporting evidence to [Foreshore-Events@hastings.gov.uk](mailto:Foreshore-Events@hastings.gov.uk) including the name of your organisation in the subject field of your email.

### **Notification of approved events**

Decisions will be notified to applicants by end of March (year).

### **Application appraisal process**

1. The applicant must meet the eligibility criteria on page 1 in order to be considered for grant.
2. The Programme Team and Grant Advisory Panel will assess the application form using these guidance notes. The panel's role is to act as an independent and objective appraisal and recommendation group.
3. 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 including appealing to a wide range of visitors and residents, extending the seafront season and supporting charitable causes.
  - 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 you can show us clearly how your event 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.
  - Which bids offer the best value for money
4. When all the applications have been reviewed the available funding will be allocated, pending final approval from the Charity Committee. The panel may, at their discretion, decide to part fund a bid.
5. The Chair of the Grant Advisory Panel will compile a report detailing the recommended bids, which will be passed to the Charity Committee for approval. In the event of a tie between bids for the final allocation, the decision of the Charity Committee will be final.
6. 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.

### **Conditions of grant funded projects**

- Grants are normally required to be spent and accounted for within a year 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.

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- On completion of the event 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 event 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.
- Organisations may charge for events and activities where appropriate but this must be affordable to most residents and used only to recover the costs of the event or activity. However, free events and activities using the grants are encouraged.

### Multiple applications

Groups may make only one application in any one round, and cannot apply for this and the Charity's Small Grants Fund for the same event. 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.

### Events Grant Programme exclusions

Grants will not be considered for:

- Events that take place on land not owned by the Foreshore Trust. Land included can be viewed on the web link attached:  
[http://www.hastings.gov.uk/community\\_living/foreshore\\_trust/#land](http://www.hastings.gov.uk/community_living/foreshore_trust/#land)
- Political and religious events will not be eligible for grant assistance, but events that promote religious or racial harmony, or equality and diversity are permissible in the criteria set by the Charity under the Small Grants Programme

### Proposals eligible for the Foreshore Trust Events Grant Programme

Grants will be considered for:

- Fundraising events to support applicant organisations as long as the event engages or raises people's awareness of 'good causes' for the benefit of residents in Hastings
- New equipment – proposals may include the purchase of small assets from the grant, however the benefit of the purchase for the event or activity will need to be justified in the application and also clearly state what will happen to the items once the activity etc. has finished.
- Core costs will only be classed as eligible where it is clearly needed to support the activity and involves additional expenses.
- Salary costs will only be classed as eligible where it is clearly needed to support the activity planned and additional to existing costs and must be clearly demonstrated in the proposal.
- Continuation of existing statutory services only where a clear need is demonstrated and the long-term sustainability of the service is clearly addressed.
- Individuals however they will need to work with existing local organisations to submit and oversee their application.
- The Foreshore Trust is likely to favour bids from new applicants, if there is considered to be equal benefit to the local community, over activities that have previously received funding.
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### 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 Grants Advisory Panel must agree any changes to delivery or other significant deviation from the agreement.
- The event beneficiaries must be resident 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

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- 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 as appropriate to your group. 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

1. Monitoring and evaluation are essential to assess the effectiveness of the event 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.
2. 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.
3. 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 event, 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.

## Guidance on completing the application form

### 1. About your organisation

- 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.
- Provide details for the main project contact – their position in the organisation, email address and landline and mobile phone numbers.
- Confirm the status of your organisation by putting a tick in the left hand column. Provide details of your group including company and/or charity registration numbers as appropriate.

### 2. 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.
- Please tick the checklist to verify that your group is eligible to apply for funding.
- Please confirm in the comments boxes that you have attached copies of supporting information as requested.
- If your organisation has previously applied for grant funding from the Foreshore Trust Small Grants Programme or any other programme supported by Hastings Borough Council (HBC), and your group has already submitted the supporting documents please tick the relevant cell in the 'Held by HBC' column.

### Criteria

- 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

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parent body is applying in respect of a local project, clarification must be given to demonstrate local governance and ownership of the project.

- B. Confirm that a bank account is held in the name of the organisation. Please note that the bank account signatories must not be related to each other.
- C. Confirm that the latest copy of the organisation's annual accounts is held by or has been emailed to the Council. 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. Where a larger parent body is applying in respect of a local project, financial information specific to the project must be made available.
- D. Please state if you have an Equality and/or Equal Opportunities Policy statement approved by your organisation. This may sometimes be contained in your governing document.
- 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.
- 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 DBS checked.

### Organisation account information

- From your last accounts please confirm the period covered by latest audited accounts or income/expenditure breakdown for new groups
- Specify the level of free reserves as a percentage of your annual turnover for the previous financial year or for the current year for new groups.

### 3. Priorities

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

### 4. Project

- Tell us where you found out about this funding programme.
- 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.
- Provide a brief project aim summarising your project idea. You may use up to 75 words.
- Please tell us in detail about your project idea, its aim, and the activities you plan to carry out using our grant. Be specific about what you will do and how you will do it. Your project aims must match those outlined in your constitution. You can write up to 300 words.
- Let us know the start date of your project/activity, where it will take place and how long it will last. You can write up to 100 words.
- Please tell us how your project relates to the funding programme priorities, and your organisation's expertise/capacity to deliver the project. Please note that direct links between your organisation's aims and the aims and priorities of the funding scheme will be assessed more highly. You can write up to 150 words.

### 5. Project Costs

- Tell us how much your project will cost. 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 the Foreshore Trust Event Grant Programme 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 £2,000 or less.
- Please ensure that your figures add up.
- Confirm any match funding for this project that your organisation has applied for or has secured detailing whether it is cash or in-kind match.
- If you are charging for your event you will need to include projections of the income from the charges in the match funding section.

## **6. The difference your project will make and to whom**

### **Section 6.1**

- Tell us who will mainly benefit from the project and explain 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. 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).
- Detail how you will ensure and demonstrate that the beneficiaries of the project are visitors to or residents in Hastings and St Leonards.
- You can write up to 300 words.

### **Section 6.2**

- Detail how and to whom you intend to market the project to, and how you will involve the wider community.
- 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.
- 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.
- Explain how you will make sure people from different backgrounds know about your project.
- You can write up to 150 words.

### **Section 6.3**

- 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 how your proposal meets equal opportunities, the venue or location including disabled access as appropriate. You can write up to 150 words.

## **7. 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.