

The Foreshore Trust
SMALL GRANTS FUND
2011 - 12

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

V1

APPLICATION GUIDANCE

1. What is the Small Grants Fund?

The Foreshore Trust Small Grants Fund is a small grants scheme for voluntary and community groups offering a service within Hastings & St. Leonards. Around £50,000 is available this year for small grants of up to £5,000 each.

2. What is the aim of the Small Grants Fund?

The main aim of the Small Grants Fund is to support smaller 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 smaller 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.

3. Can we get any help with making an application?

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, contact Kevin Stower on 01424 451339.

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.

Completed forms should be returned to

**Kevin Stower, Hastings Borough Council,
Aquila House, Breeds Place, Hastings, TN34 3YU**

Applications may be submitted by e-mail to kstower@hastings.gov.uk

Any applications submitted electronically must be followed up by signed copies along with relevant supporting documentation

Closing dates for applications

	Deadline (Midday)	Decisions advised by (latest)
Round 1	Friday 28 October 2011	Friday 16 December 2011

**If you need this information in larger print, or need help with
completing your application, please telephone
Kevin Stower on 01424 451339**

GUIDANCE NOTES

For the completion of The Foreshore Trust SMALL GRANT FUND Application Form 2011-12

All questions must be answered. The application form is available in Word format and may be hand-written or typed. Wherever possible, please obtain and attach quotations to this application, in relation to the proposed purchase of goods or services.

SECTION 1 – ELIGIBILITY

The details requested in this section are to establish the basic eligibility of the applicant group. Please note that all questions on this page of the application must be fully completed before the application may proceed to the assessment stage.

1, 2, 3, 4, 5 & 6. These questions are self-explanatory and need no further comment.

7. Eligibility Checklist

In order to qualify for funding you must be able to answer “yes” to items a) to d) in the eligibility checklist. Items e) and f) are not essential in all cases, but an answer will be expected where appropriate. If you are uncertain please check with Hastings Borough Council before proceeding further with your application.

- a) All groups must be voluntary or community i.e. not-for-profit.. Please remember that we will check your governance documentation as outlined in b) below.
Voluntary organisations are not for profit organisations which may take the form of a registered charity, company limited by guarantee, community interest company, or an association. Their work may be done by volunteers and/or paid workers. The legal responsibility for the organisation rests with a management committee.
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) All groups must have a constitution or clear set of rules. This should describe the group's aims and objectives, its members and details of how decisions are made. Please enclose a current copy along with the application. Where a larger parent body is applying in respect of a local project, clarification must given, as appropriate, to demonstrate local governance/ownership of the project.
- c) The two signatories to the bank account may not be related to each other.
- d) All groups must provide a copy of their latest annual accounts or income and expenditure records to submit with their application OR, if a new group, provide income and expenditure plans as requested. Where a larger parent body is applying in respect of a local project, financial information specific to the project must be made available.
- e) Subject to reasonable exceptions (i.e. youth clubs limited to specific age group), projects must have an ethos of inclusivity. A statement of the organisation's policy on equality should be available for inspection on request.
- f) The funders are keen to encourage all groups, regardless of size, to operate in a professional manner, and 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, you should include a note to explain your position.
- g) If your project involves working either working with children or vulnerable adults, an appropriate safeguarding policy must be in place. Relevant staff must be suitably trained and CRB checked.

8. The aims must match those outlined in your constitution, although they may be summarised to some extent for this purpose.

9. Information given in this section will help to provide a picture of the size and strength of the organisation, and its capacity to deliver the proposed project successfully.

SECTION 2 - ASSESSMENT

Please note that information given in this section will be scored for assessment purposes.

	Guidance
10	<ul style="list-style-type: none"> • Please describe the project, its main purpose, any other relevant details such as when/where it takes place and who is involved. • Your answer, along with the budget at question 20, should make it clear how grant monies would be spent. • If you are requesting a grant to cover normal running costs, you must indicate how you will continue to support the project after this funding runs out. (Maximum 150 words)
11	<ul style="list-style-type: none"> • Please 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, for example you want to run a class in addition to one that you are already running but is at capacity, please tell us (We will not necessarily look upon this as a bad thing). (Maximum 150 words)
12	<p>Generally, but not exclusively, the focus of this grant will be on the following areas of charitable purpose. Please tick the area(s) that describe the activity that you will be undertaking.</p> <ul style="list-style-type: none"> • 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
13	<ul style="list-style-type: none"> • How does the project meet the aims of this scheme as described in Paragraph 2 on the first page of these notes and meet the focal grant criteria as you have ticked under Question 12? • Does it provide a service to any of the priority groups described? • Please note that a strong link to the general aims will score more highly than an unconvincing link to priority groups, so please be honest in your answer. (Maximum 150 words)
14	<ul style="list-style-type: none"> • Tell us about the needs of the people that will mostly benefit from your project. If appropriate include details of how you have identified these needs. • Please explain how the project will meet these needs by describing the specific benefits that will result from the activity. (Maximum 150 words)
15	<ul style="list-style-type: none"> • Describe how you will show that your project has made a difference in terms of the planned activities and benefits described in question 10. What monitoring systems will you put in place to collect and record information that will help you demonstrate results? • This could include information about numbers and type of people helped, case studies and/or feedback from people involved. (Maximum 150 words)
16	<ul style="list-style-type: none"> • How will you publicise the project and what measures will you take to ensure equal opportunities for all who may wish to take part? • Please also comment on the venue or location, including the availability of transport or disabled access as appropriate. (Maximum 150 words)
17	<ul style="list-style-type: none"> • The Foreshore Trust Small Grants Scheme is intended specifically to benefit the residents of Hastings and St. Leonards. Please list the areas of the town or the venues which your project will benefit or the venues where your project will take place.
18	<ul style="list-style-type: none"> • We are trying to capture data as to the categories of people involved in delivering these types of projects. Please tell us whether your project will be delivered by volunteers, paid staff or both.

19	<ul style="list-style-type: none"> • It will help us to identify the impact that funding such as this is having on job creation or safeguarding. Please tell us whether the project will be delivered by existing members of staff or whether a new post will be created in order to deliver your project.
20	<ul style="list-style-type: none"> • Estimates or quotes may be provided. If the proposed grant will cover only a part of the cost of your project, please show the whole picture and indicate where the balance of funding will come from. • Although it might be obvious to most ... please ensure that the figures add up.

SECTION 3

The Declaration should normally be signed by the Chair and Treasurer, or by one of these and by one other Committee Member.

FREQUENTLY ASKED QUESTIONS

THE FORESHORE TRUST - SMALL GRANTS FUND 2011-12

Who can apply?

The scheme is open to small Voluntary and Community Organisations based in, or offering a service within Hastings & St. Leonards. 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. In order to be considered, groups must be able to satisfy the basic eligibility criteria as detailed in Question 7 on the application form, and have a project that meets the aims/priorities of the scheme as outlined above.

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. A standard form can be obtained from Hastings Borough Council for this purpose.

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.

What conditions are attached to grant funding?

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 Small 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.

Can we apply for a grant more than once?

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.

What kind of things will the Small Grants Fund pay for?

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 | § train group members |
| § keep a small group running | § raise awareness of your group's activities |
| § improve or develop your premises | § recruit new volunteers/members to your group |
| § improve or develop your activities | § find out about needs in your community |

Are there any things that are excluded from funding?

Grants will not be considered to pay for:

- Activities that are for non charitable purposes
- 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.

How are decisions made?

The procedure for allocating funding comprises three stages:

- a) The applicant must meet the eligibility criteria in order to be considered.

- b) 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.
- c) 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.