

Agenda Item No: 5

Report to: Charity Committee

Date of Meeting: 9th December 2013

Report Title: Criteria for Events Grants

Report By: Monica Adams-Acton
Head of Regeneration and Planning Policy

Purpose of Report

To seek approval for a budget to be allocated for events grants and the adoption of a revised events grant application process and associated forms.

Recommendation(s)

- 1. To agree a grants budget of up to £20,000 to support events on the Foreshore in financial year 2014-15.**
- 2. To adopt the events grants timeframe, processes and associated forms as set out in this report and its appendices.**

Reasons for Recommendations

Most events on the Foreshore occur in the spring/summer. The advertising, application, appraisal and determination processes for the grants scheme take approximately three months. Therefore, a decision on a budget to support events in 2014-15 is required ahead of the normal annual budget timeframe.

Improvements to the forms and associated documentation are required to make the process simpler and less confusing for applicants, while maintaining an efficient, transparent and auditable process.

Events Grant budget

1. The business plan adopted by the Foreshore Trust in December 2012 included an intention to establish a budget of circa £20,000 annually to support events on the foreshore. It was further intended that the amount available would be determined annually depending upon the levels of surplus realised.
2. Approximately £8,400 remains unallocated from this year's Events Grants budget.
3. The application and decision making process for Foreshore Trust grants takes approximately three months, and a process that followed the normal annual budget setting timeframe would limit the availability of the funding to those events that take place in the latter part of the year.
4. A decision at this time about the 2014-15 budget for events grants would enable the application and appraisal process to be completed in time to bring the recommendations of the Grants Advisory Panel about events grants to the Charity Committee in March 2014, thus opening the scheme up to organisations seeking support for spring/summer events on the foreshore.

Events Grant criteria and process

5. Concerns have been expressed that the current application form is difficult to complete and some sections of it may not be applicable to some groups. It is acknowledged, however, that a certain degree of detail is crucial for a number of reasons to ensure that:
 - a. all applications are dealt with in a consistent and transparent way
 - b. there is sufficient information about each request to facilitate a well informed appraisal by the Grants Advisory Panel (GAP) in terms of the application's merits
 - c. the process is in accordance with established audit policies and protocols
6. The Council manages a number of different grant schemes and, in the interests of efficiency, it is important to maintain as consistent approach as possible to the application, appraisal, monitoring and compliance processes that are associated with the proper administration of such regimes.
7. The Council's compliance and monitoring team has been endeavouring to streamline various aspects of the grants management process, and a revision to the events grants scheme is timely in this context.

Current situation

8. The current application form is divided into five main sections: the first two ask for details about the applicant organisation, the next two sections deal with the

proposed event and its anticipated impact, and the fifth section asks for details about the intended beneficiaries.

9. There is a long history of successful and popular events in Hastings that are organised by small, ad hoc groups, and some of these groups exist for no other purpose than to organise an annual or one-off event. There is a small risk that the format of first two sections of the form might lead to inadvertent discrimination in favour of larger or legally constituted organisations.
10. Groups that are successful in applying for a grant are informed about the need to apply for permission to hold their event – which involves a separate process and, depending on the type and scale of event, may involve the obtaining of one or more licences and compliance with other regulatory requirements. It is important that groups wishing to hold an event are able to satisfy the requirements of the landowner (in this case the Foreshore Trust) and relevant regulatory authorities well ahead of their event taking place. Although the grant and landowner/regulatory permissions processes are separate, and should remain so, the current grants process requires adjustment to better ensure that groups begin the process of seeking relevant permissions at the same time as they apply for a grant.
11. Programme management officers have identified an unnecessary level of detail that is asked for on the current application form – details that contribute little to an effective appraisal of the merits of an application as they relate to the aims and objectives of the Foreshore Trust. Other details, such as information about public liability insurance cover are more relevant to seeking permission to hold the event and are, therefore, unnecessarily duplicative.

Revised form and process

12. Appended are the revised Guidance (Appendix 1) and Application Form (Appendix 2).
13. The guidance note has been shortened and is explicit about the requirement to seek permission to hold the event.
14. The first two sections of the form have been revised and shortened, and the scoring of them has been removed. The remaining questions relate to basic information about the applicant, which must be a not-for-profit group to be considered eligible. In addition to basic details, these sections ask for information aimed at providing an informed picture of the group in terms of its organisational/financial management capacity and experience, and whether the applicant has considered important aspects in organising/promoting their event, such as safeguarding of children, equalities legislation etc.
15. The remainder of the sections have been amended to elicit information that is more directly related to the Foreshore Trust's aims and objectives. The scoring has been revised to ensure improved consistency.
16. The revised form follows the same format as the current one in terms of including the evaluation and scoring criteria. A major aim of this is to demonstrate

transparency, making it very clear to applicants what the appraisers are looking for and how their application will be scored.

17. A parallel process will be established to ensure that grant applicants also seek and secure the relevant permissions to hold the event. The process will be as follows:
 - a) When a request for a grants form is received, the programme management team will send out the grants guidance and application form, and pass the details of the enquirer to the Council's Events Coordinator, who will then send out the Event Request form (Appendix 3).
 - b) Copies of completed Grant Application forms and completed Event Request forms will be exchanged between the programme management team and the Events Coordinator.
 - c) Following the normal GAP appraisal process, the Head of Regeneration and Planning Policy will prepare the report on the outcome of the grants application process for the Charity Committee, and will include any comments that the Head of Amenities, Leisure and Resorts would wish the Charity Committee to take into account when making grant decisions.
18. The Grants Advisory Panel has appraised draft guidance and application forms and the documents have been revised to take account of the Panel's main comments.

Policy implications

19. Any decision at this time to allocate a budget for events will need to be taken into account in the normal budget setting process.
20. The views of the Grants Advisory Panel and previous grant applicants have informed the revision of the documentation and process.

Wards Affected

None

Area(s) Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness
Crime and Fear of Crime (Section 17)
Risk Management
Environmental Issues

Economic/Financial Implications	X
Human Rights Act	
Organisational Consequences	
Local People's Views	X

Officer to Contact

Monica Adams-Acton
adams-acton@hastings.gov.uk
01424 451749

The Foreshore Trust Events Grants Fund

Application Guidance

To make an application for funding please contact:

Foreshore-Events@hastings.gov.uk

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

Guidance Notes are provided on the following pages to help you complete the form. Please contact Karen Hopkins on 01424 451788 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 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.

Events grants up to £2,000

The application form enables the Grants Advisory 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 Foreshore Trust to evaluate the impact of their contribution to the outcome of the event. A simple equalities profile will also be required.
- Payment – 90% of the funding will be advanced once the project has been approved and the agreement has been signed. The remaining 10% will be paid on completion of the project and monitoring and evaluation form.

Foreshore Trust Events Grants Fund funding priorities

Events that most closely meet the following priorities 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

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

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

Some examples of Foreshore land include (tbc): 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 Events Round 2 programme will open on 18th December 2013 and the deadline for submission of applications is midday on 21st January 2014. Completed applications should be emailed to Foreshore-Events@hastings.gov.uk

Notification of approved projects

Decisions will be notified to applicants by end of March 2014

Application appraisal process

The procedure for allocating funding comprises three stages:

1. The applicant must meet the eligibility criteria in Section 1.2 of the application form.
2. The application forms will be examined by the Grant Advisory Panel, an independent panel drawn from the community and with experience of grant giving, and will be subject to a scoring process. The panel's role is to act as an independent and objective appraisal and recommendation group for the Foreshore Trust Charity Committee which will make the final grant decisions.
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 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.
 - Which bids offer the best value for money
4. The fund administrator will compile a report detailing the Panel's recommendations, which will be passed to the Charity Committee for consideration. The decisions of the Charity Committee will be final.
5. 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 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, 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.

3 Events Grants Fund 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

Events not free to the public.

- 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 in the criteria set by the Charity under the Small Grants Programme

Agreements

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 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.

The Foreshore Trust Events Grants Fund Application & Assessment Form

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

Date Received		Reference Number	FT-E2
Assessment Date		Assessor Initials	

Organisation name			
Name of project			
Total funding requested			
Section Scores	Maximum score	Score	
Part Three – Your project	100		
Part Four – Difference the project will make	60		
Part Five – Beneficiaries	60		
TOTAL	220		

About this form

- ✓ Before you start filling in this form please ensure you have read the Funding Guidance carefully. 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 words that exceed the 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 we will not be able to accept your application.**
- ✓ Please submit the form and any supporting demonstration 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.

Part One – Checklist

1.1 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.

Priorities	✓
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	

1.2 Eligibility Criteria

- ✓ Please tick the Yes or No box for each of the eligibility criteria below.
- ✓ Section A – Event organisers should have a set of rules which describe the objectives of their organisation or event and how decisions are made.

- ✓ Section B – The two signatories to the bank account may not be related to each other.
- ✓ Sections D & E – If your project involves either working with children or vulnerable adults an appropriate safeguarding policy must be in place.
- ✓ Tick to confirm you have attached copies of supporting information. However, if your organisation has previously applied for grant funding from the Foreshore Trust or Hastings Borough Council and has already submitted the supporting demonstration please tick the relevant cell in the 'Held by HBC' column.

Eligibility Criteria	Yes	No	Copy Attached	Held by HBC
A We have a set of rules, constitution, or other governing document, and confirm that the copy provided with this application or held by HBC is current.				
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 or statement of income and expenditure is enclosed, or for new groups that have been running less than 15 months, we enclose a projection plan of income and expenditure for the next 12 months.				
C We have an Equalities and/or Equal Opportunities Policy.				
D We have a policy to ensure the safeguarding of children and vulnerable adults (where appropriate).				
E Relevant staff and volunteers are trained and CRB checked.			N/A	N/A
Criteria	Notes (any exceptions or queries)			
Constitution or other governing document and management structure provided and checked.				
Copy of last year's accounts (or income/expenditure projections for new organisation) provided.	Account year ending (dd/mm/yy)			
	Total income for year			
	Total expenditure for year			
	Surplus/deficit at year end			
	Total savings/reserves at year end			
Equalities Policy provided.				
Safeguarding of children and vulnerable adults policy provided.				
Appraisal Comments				

Part Two – About your organisation

2.1 Organisation – basic details

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

Applicant Organisation Name				
Address & Postcode				
What are the aims of the organisation and what does it do?				
Are there any restrictions on who can join your organisation? ✓	Yes		No	
If yes, what are they and why do you have them?				
Appraisal comments				

2.2 Organisation - Status

- Tell us the status of your organisation – please put a tick in the relevant box.
 Enter the registration number(s) as appropriate, and the date your organisation started.

<input checked="" type="checkbox"/>	2.2 Status	Date Started
	Company limited by guarantee	
	Registration No:	
	Community Interest Company	
	Registration No:	
	Registered Charity	
	Registration No:	
	Other form of Social Enterprise (please state which)	
	Part of a regional or national organisation	
	Voluntary/Community group	
	Other (Please describe)	
Appraisal Comments		

2.3 Organisation – Main contact

- Tell us the main contact for this application – s/he must be a member of your group and the person authorised to submit the application. S/He should be someone from your organisation who we can contact and talk to about your project during office hours.

Title	Forename	Surname
Position in organisation		
Applicant organisation address (if different from organisation address)		
Landline:	Mobile:	Email:

2.4 Organisation – Previous funding

- Tell us if your organisation has received any funding for this or a similar event previously. (Include all types of funding including grants, sponsorship, etc.) Please add rows if needed.

Previous year's funding			
Funder	Programme	Amount	Purpose
Total Amount			

Part Three – About your project

3.1 Project – Project name

- What is the name of your project/activity

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3.2 Project – aim

- Briefly describe the aims of your event and why you need a grant from the Foreshore Charitable Trust.
 You can write up to 75 words.

Word Count
Appraisal Comments

3.3 Project – description

- Describe your event clearly and how will it be carried out
 Explain how it aligns with the Foreshores event's grants priorities
 You can write up to 300 words.

Word Count	Score Max 80
The event is clearly described, it is clear how the activities will be delivered and there is obvious alignment with the event's	

aims.		
Strongly demonstrated	61-80 points	
Satisfactorily demonstrated	41-60 points	
Some demonstration	21-40 points	
Little or no demonstration	0-20 points	
Appraisal Comments		

3.4 Project – Other information

- ✓ Provide the date(s) on which the event will take place
- ✓ List the venue or location (s) where the project will take place
- ✓ Tell us whether this is a new project or not.
- ✓ Confirm how many people will be involved in delivering your event and whether they are volunteers and/or paid staff (and if they are paid staff whether they are full time or part time).

Event Date (s)		New project	Yes		No	
Project Venue(s) or Location (s)						
		No.		No.		No.
Paid staff full-time (FT), part-time (PT)	FT		PT		Volunteers:	

3.5 Project – costs

- ✓ Provide a breakdown for each item if necessary. For example 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. Tell us 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 £2,000.

Budget item	Total cost	Grant element	
Total			
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 and whether they have already been secured. Add rows as necessary.			
Source of match	Secured or N	Amount	Cash or in-kind Match
		Score (Max 20)	
The projected funding streams are sufficient to meet the projected costs. The project costs appear reasonable in view of the scale of the activity. The applicant has demonstrated value for money			
Strongly demonstrated		16-20 points	
Satisfactorily demonstrated		11-15 points	
Some demonstration		6-10 points	
Little or no demonstration		0-5 points	
Appraisal comments			

Total Score for Part Three (Maximum 100)	
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Part Four – The difference your project will make

4.1 Difference – Project impact

- ✓ Describe how well the event will meet one or more of the priorities of the Foreshore Charitable Trust (listed on the first page of this application).
- ✓ Also give details (if applicable) about how the event will:
 - Appeal to different residents and or visitors

- Extend the seafront season
- Support volunteering and charitable causes (if applicable)

✓ You can write up to 200 words.

Word Count		Score (Max 60)	
Clearly described demonstrable impact aligned to the Foreshore Charitable Trust's priorities, applicant demonstrates the event will appeal to a range of people and demonstrates added value.			
Strongly demonstrated		46-60 points	
Satisfactorily demonstrated		31-45 points	
Some demonstration		16-30 points	
Little or no demonstration		0-15 points	
Panel Comments			

Total Score for Part Four (Maximum 60)	
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Part Five – Beneficiaries

5.1 Beneficiaries – Target groups and beneficiaries

- ✓ Tell us who the beneficiaries of the event will be.
- ✓ How and to whom do you intend to market the event to, and how will you involve the wider community?
- ✓ 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
- ✓ Detail how you will ensure that the beneficiaries of the project are residents in the Borough of Hastings.
- ✓ You can write up to 200 words.

Word Count		Score (Max 20)	
Beneficiaries of project are clearly identified; understanding demonstrated of people less likely to participate and clearly described methods to engage with them and clear and effective system or framework to publicise project and monitor beneficiary take-up			
Strongly demonstrated		16-20 points	
Satisfactorily demonstrated		11-15 points	
Some demonstration		6-10 points	
Little or no demonstration		0-5 points	
Appraisal Comments			

5.2 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 disabled access as appropriate.
- ✓ You can write up to 150 words.

Confirmation of willingness to monitor equal opportunities ✓	Yes		No	
Word Count				
Score (Max 20)				
Appropriate measures are in place to ensure equal opportunities for all who wish to take part and adequate disabled access is available or transport is provided.				
Strongly demonstrated		16-20 points		
Satisfactorily demonstrated		11-15 points		
Some demonstration		6-10 points		
Little or no demonstration		0-5 points		
Appraisal Comments				

5.3 Beneficiaries –evaluation and feedback

- ✓ Tell us how you will know whether the event has achieved its aims.

- ∇ Describe the methods you have in place for monitoring and evaluating the event and the beneficiaries. 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.

Word Count	Score (Max 20)
Outcomes of the project activity have been clearly identified and appropriate monitoring systems are in place to record and evaluate project activity.	
Strongly demonstrated	16-20 points
Satisfactorily demonstrated	11-15 points
Some demonstration	6-10 points
Little or no demonstration	0-5 points
Appraisal Comments	

Total Score for Part Five (Maximum 60)	
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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 we will complete and submit a “request to hold an event” form to the
- ∇ Events Coordinator, Resort Services, Hastings Borough Council, Aquila House, Breeds Place, Hastings TN34 3UY.

Part Seven – Sending us your application

- ∇ We prefer to receive grant applications and supporting demonstration 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 demonstration, to Foreshore-Events@hastings.gov.uk. 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. If technical deficiencies are identified at an early enough stage, feedback can be given to enable groups to address shortfalls in their application ahead of the deadline.
- ∇ For any further information or advice, please contact:

Pranesh Datta
 Regeneration 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 451784
 pdatta@hastings.gov.uk

Tel: 01424 451788
 e-mail: khopkins@hastings.gov.uk

Hastings Borough Council – Request to hold an event

Initial Enquiry Form

Please take the time to complete and return this form in order for Hastings Borough Council to consider your event request. When this form is completed and returned, the Council will assess what other information they and the organiser might need from each other.

Organisation or Company name:

Contact name:

(This person must be the primary contact for this event and must be available both prior to and during the event in case of an emergency)

Contact address:

Contact details:

(Please provide day time telephone, emergency telephone and email details)

Name and purpose of the event:

Date and time of the event:

(Allowing for any setting up and taking down times)

Desired location:

(Please include a Map if appropriate)

How many people are expected to visit the event?

How many people will be working at the event?

What are the first aid arrangements?

I confirm that the information provided on this form and in support of this application is accurate and correct.

Name

Signature

Date

Event Organisers Checklist (Please give any additional information in the space provided)

1. Do you hold Public Liability insurance of at least £10 million?

Yes No

(You will need to provide proof of satisfactory insurance before your event is given permission)

.....

2. Have you consulted the Emergency Services?

Police	Yes	No
Fire	Yes	No
Ambulance	Yes	No

.....

3. Have you carried out a risk assessment for the event? Yes No
 (You will need to provide a satisfactory risk assessment before your event is given permission)

.....

4. Have you considered the roles & responsibilities of those controlling the event on the day? Yes No

.....

5. Do you require a road closure order? Yes No
 If yes have you already contacted the Highways Department? Yes No

.....

6. What utilities are needed at the venue? Yes No

Electricity		Yes	No
Toilet Facilities		Yes	No
Mains Water		Yes	No
Collection and disposal of refuse		Yes	No

.....

7. Will a P.A. System be in use? Yes No
 If yes do you hold the necessary licenses? Yes No

.....

8. Will you provide amplified music at your event? Yes No

.....

9. ***Do you intend to collect money for a charity at the event?*** ***Yes No***

<i>If yes have already contacted the licensing department?</i>		<i>Yes No</i>
		<i>Yes No</i>

.....

10. ***Do you intend to distribute leaflets or samples?*** ***Yes No***

		<i>Yes No</i>
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.....

11. ***Do you intend to hold a raffle?*** ***Yes No***

<i>If yes, will you be selling tickets in advance?</i>		<i>Yes No</i>
		<i>Yes No</i>

12. Is a bonfire, fireworks or laser display part of your event?

Yes No

13. Is catering to be provided for the event?

If yes, are you using professional caterers?

Yes No

Yes No

14. Will there be any goods sold during the event?

If yes have already contacted the licensing department?

Yes No

Yes No

15. Will there be music/drama/sport or any other form of entertainment?

Yes No

16. Is a Fun Fair or Circus planned as part of the event?

Yes No

(You will need to provide testing inspection certificates for every ride before your event is given permission)

17. Will alcohol be sold at the event?

Yes No

18. Do you intend to bring vehicles onto site before, during or after the event?

If yes please provide further details below

Yes No

19. Will you be using any liquids or materials that are combustible, corrosive or likely to cause damage to the grounds when spilled?

If yes, please provide further information below

Yes No

20. Please use the space below to provide any other information about the event that hasn't already been covered above or that you feel may be particularly important.

Please return the completed form to:

Events Coordinator
Resort Services
Aquila House
Breeds Place
Hastings

