

# Charity Committee Agenda

**Monday, 8 December 2014 at 6.00 pm**

Town Hall, Queen's Square, Priory Meadow, Hastings TN34 1QR

If you are attending the Town Hall for this meeting, please enter the building via the Queens Road entrance opposite the cinema.

For further information, please contact Emily Horne on 01424 451719 or email [ehorne@hastings.gov.uk](mailto:ehorne@hastings.gov.uk)

		<b>Page No.</b>
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Minutes of the meeting held on 29 September 2014 and Minutes of the Hastings & St. Leonards Foreshore Charitable Trust (Foreshore Trust) Annual Public Meeting held 29 September 2014	1 - 4
4.	Notification of any urgent items	
5.	Annual Report of the Grant Advisory Panel (Monica Adams-Acton – Head of Regeneration and Planning Policy)	5 - 20
6.	Revised application process for Foreshore Trust Grants (Monica Adams-Acton – Head of Regeneration and Planning Policy)	21 - 54
7.	Foreshore Trust - Financial Report (Peter Grace – Head of Finance)	55 - 64
8.	Cash Collection Contract - Foreshore Trust (Peter Grace – Head of Finance)	65 - 68
9.	Foreshore Trust named on contracts (Peter Grace – Head of Finance)	69 - 72
10.	Minutes of the meeting of the Coastal Users Group held on 18 November 2014	73 - 74
11.	Additional Urgent Items (if any)	



# Agenda Item 3 Public Document Pack

## CHARITY COMMITTEE

29 SEPTEMBER 2014

Present: Councillors Hodges (Chair), Forward and Cartwright (as the duly appointed substitute for Councillor Westley). Also in attendance, Mr Chris May, the Protector.

Apologies for absence were noted for Councillor Westley

### 9. MINUTES OF THE MEETING HELD ON 30 JUNE 2014

**RESOLVED** – that the minutes of the meeting held on 30 June 2014 be approved and signed by the Chair as a correct record.

### 10. FORESHORE TRUST SMALL GRANTS PROGRAMME

The Head of Regeneration and Planning Policy presented a report to introduce the recommendations of the Grant Advisory Panel (GAP) in respect of projects to be funded by round 4 of the Foreshore Trust Small Grants Programme 2014/15.

The purpose of the small grants programme was to assist with the improvement of the economic and financial environment in the Borough and to support organisations delivering a range of activities for local people.

The Chair of the GAP presented the panel's recommendations to the committee. The small grants programme had been advertised from April 2014 in a variety of web pages and printed publications, and a total of 41 applications for funding had been received. Each grant application had been assessed against the Foreshore Trust's objectives and scored by two members of the GAP, and then jointly reviewed by a meeting of the full panel. The panel had recommended approving eighteen grant applications for the 2014/15 programme, totalling £50,000. Each of the successful applications would be subject to monitoring of take up and impact of the project, in line with the Foreshore Trust's equalities policy.

Members of the committee thanked the GAP for their efforts in assessing the applications for funding.

Councillor Cartwright moved approval of the recommendations to the report which was seconded by Councillor Forward.

**RESOLVED** (unanimously) that the Grant Advisory Panel's recommendations to award small grants to the organisations shown in Appendix A of the Chair's report be approved.

The reason for this decision was:

The Grants Advisory Panel (GAP) carefully reviewed all 41 applications received for grant support and has made its recommendations following a thorough assessment involving all members of the panel. The decision on grant funding rests with the

## CHARITY COMMITTEE

29 SEPTEMBER 2014

Charity Committee. The panel's recommendations can be funded from the allocated budget.

### 11. FORESHORE TRUST - FINANCIAL REPORT

The Head of Finance presented a report to advise Members of the financial position of the Trust for current financial year.

In March 2014, the Trust had agreed its budget for 2014/15, with an estimated surplus of £250,000. Due to an increased rental income, the surplus was now projected to be £258,000.

The report also gave an overview of changes to the Foreshore Trust's business plan. The Charity Committee had recently approved a scheme for the redevelopment of White Rock Baths, and the business plan had been amended to reflect this decision. Further revisions may be necessary in the future, depending on the final external funding package for the project.

Although the programmed spend would continue to reduce the cash balances held by the Trusts, reserves would continue to be maintained above the minimum level identified in the reserves policy.

Councillor Forward moved approval of the recommendations, as set out in the Head of Finance's report, which was seconded by Councillor Cartwright.

**RESOLVED (unanimously) that the current financial position for 2014/15 be agreed.**

The reasons for this decision was:

The council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with Accounting Codes of Practice and the high standards required for the accounting of public money.

A surplus was generated in 2013/14 in line with expectations and a surplus in line with budget expectations is anticipated for 2014/15 in respect of ongoing operations.

### 12. ANNUAL REPORT AND FINAL ACCOUNTS 2013/14

The Head of Finance presented a report for the committee to consider the 2013/14 annual report and financial accounts.

A surplus of £174,000 had been achieved in 2013/14, which was in line with projections. The report identified key areas of income and expenditure for the Trust over the previous financial year. The main programme reserve was £627,015.

The council had received an unqualified opinion on the accounts from its external auditors. The Charity Committee, on behalf of the council as Trustee, was required to approve the annual report and financial accounts by 30 September 2014.

## CHARITY COMMITTEE

29 SEPTEMBER 2014

Councillor Cartwright moved approval of the recommendations, as set out in the Head of Finance's report, which was seconded by Councillor Forward.

**RESOLVED (unanimously) that the annual report and financial accounts for 2013/14 be approved.**

The reason for this decision was:

The council has responsibility for the proper management of the financial affairs of the Trust.

The council as Trustee, through the Charity Committee, is required to approve the annual report and accounts by the 30 September each year.

### **13. FORMER LADIES' TOILETS UNDER PROMENADE AT VERULAM PLACE**

The Head of Finance presented a report on a proposed new lease for the former ladies' toilets at Verulam Place to Hastings Pier Charity (HPC).

HPC intended to implement a seasonal events strategy, to generate income for the development of the pier, including the pavilion restaurant and the new visitor centre, and to fund the ongoing maintenance of the structure. The toilets, which had been closed to the public since 2002, were well located for use by HPC to support this activity, including providing storage and facilities for events staff. HPC had already secured a lease of the nearby former gentleman's toilets, which were not located on Foreshore Trust owned land.

The report proposed leasing the former ladies' toilets to HPC on coterminous terms to the former gentleman's toilets.

The Coastal Users Group had supported the proposal at their meeting on 9 September 2014.

Councillor Hodges proposed an amendment to the recommendation of the report, as set out in the resolution below, which was seconded by Councillor Cartwright.

**RESOLVED (unanimously) that the Charity Committee delegate authority to the Chair, in consultation with the Deputy Leader of the Council and Regeneration Portfolio Holder and the Head of Finance to agree a lease of the former ladies' toilets to Hastings Pier Charity (HPC)**

The reason for this decision was:

The terms of the proposed lease are considered to be less than the best price obtainable in compliance with the exceptions under the Charities Act 2011.

### **14. MINUTES OF THE MEETING OF COASTAL USERS GROUP HELD ON 9 SEPTEMBER 2014**

The minutes of the Coastal users Group meeting held on 9 September 2014 were submitted.

**CHARITY COMMITTEE**

**29 SEPTEMBER 2014**

**RESOLVED that the minutes of the meeting of the Coastal Users Group held 9 September 2014 be received and noted.**

(The Chair declared the meeting closed at. 6.35 pm)

# Agenda Item 5



**Agenda Item No:** 5

**Report to:** Charity Committee

**Date of Meeting:** 8<sup>th</sup> December 2014

**Report Title:** **Annual Report of the Grant Advisory Panel**

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

---

## **Purpose of Report**

1. To present the Grant Advisory Panel's (GAP) Annual Report 2013/14

---

## **Recommendation(s)**

The Charity Committee approves the Annual Report of the Grant Advisory Panel 2013/14

---

## **Reasons for Recommendations**

This is the third annual report from the Grant Advisory Panel of the Foreshore Trust. The Grant Advisory Panel was established in March 2011 to advise on and administer the Foreshore Trust Grants programme.

---

## Annual Report of the Grant Advisory Panel

1. Attached at **Appendix A** is the Annual Report of the Grant Advisory Panel 2013/14
2. All members of the Grant Advisory Panel have recommended the report for approval by the Charity Committee.

---

### 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  
Human Rights Act  
Organisational Consequences  
Local People's Views

---

### Background Information

Appendix A – Annual Report of the Grant Advisory Panel 2013/14

---

### Officer to Contact

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

---



## **Appendix A**

### **Grant Advisory Panel**

#### **Annual Report 2013/2014**

##### **Chair's Report**

This is the third Annual Report from the Grant Advisory Panel of the Foreshore Trust. The Grant Advisory Panel which was appointed in March 2011 was established to advise on and administer the grant programme.

The Scheme for the Foreshore Trust states that after the costs of administering the Charity and of managing its assets, including repair, have been met then the Trustee can distribute the surplus income in the furtherance of the objects of the Charity and for no other purpose. It was determined that “appropriate objects for surplus income would be for such wide charitable purposes within the area of the Borough of Hastings which would benefit the inhabitants and visitors to Hastings and St Leonards as the Trustee of the Charity thinks fit.” The Trustee has decided that generally the focus of grant making will be on the following areas of charitable purpose:-

The prevention or relief of poverty.

The advancement of health or the saving of lives

The advancement of citizenship or community development

The advancement of the arts, culture, 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

The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage .

Any other purposes currently recognised as charitable and any new charitable purposes which are similar to another charitable purpose.

## **Grant programmes**

In addition to the Small Grants programme, this year additional monies were made available to support an Events programme. The first round of the Events Grants programme was fast tracked to accommodate the 2013 summer season. A second round was delivered in March 2014. £20,000 was available for each round, with a maximum of £2,000 for each grant.

The available budget for Round 3 2013 - 2014 of the Small Grants programme was again agreed at £50,000 The maximum individual grant under the Small Grants programme was £5,000

### Events Grants Round 1

A total of 6 applications were received, the requested amount being £10,540. The Panel recommended 5 applications totaling £8,540.

### Events Grants Round 2

21 applications were received for £34,377. The panel recommended that 11 applications be funded totaling £20,000. The total amount of grant requested by these organisations exceeded the £20,000 budget. For all but one of the projects recommended by the GAP for funding, the level of grant recommended was slightly less than the grant requested in order to keep within the £20,000 budget.

Hastings Borough Council officers felt that there were a number of additional projects that warranted grant support which could be funded from that portion of the 2013-14 budget that remained unallocated. 3 additional projects were funded totaling £5065. Officers also recommended that a further £1,177 from the 2013-14 grants budget be used to increase the level of grant awarded to those projects recommended by the Panel up to the maximum amount requested by each applicant. The sum total of all of the above HBC officer recommendations was £6,242.

This report contains details of some of the projects supported by the Foreshore Trust in Rounds 1 and 2.

### Small Grants Round 3

A total of 19 applications were received, the total requested amount being £65,029. The Panel recommended 13 applications totaling £38,044. As in previous years, a good spread of projects was funded including different age groups, arts activities, community and community cohesion, disadvantaged groups and equal opportunities. This report contains details of some of the projects supported by the Foreshore Trust in Round 3.

### **Membership of the Grants Advisory Panel**

Under a scheme dated 13 January 2011, Hastings Borough Council became 'the Trustee' to the Hastings and St Leonards Foreshore Trust. The scheme advocated that there must be a Grants Advisory Panel with no fewer than four and not more than eight members.

The members of the Grants Advisory Panel must be appointed by the trustee on the basis of their knowledge and experience of the voluntary and charitable sector and in particular their knowledge of the voluntary and charitable sector in the area of the Borough of Hastings.

In March 2014 Andrew Colquhoun, Richard Lewis and Barry Cooper were appointed to join the original 5 members. The Panel was pleased to welcome them.

### **Thanks**

I should like to take this opportunity to thank my fellow Panel members, Dick Edwards, Steve Manwaring, Judith Monk, Karen Rigby- Faux, Andrew Colquhoun, Richard Lewis and Barry Cooper for their contribution and support throughout the year. I should also like to acknowledge the invaluable assistance provided to the Panel by a number of officers of Hastings Borough Council.

Sandra Garner

Chair Grant Advisory Panel

October 2014

## **Details of some of the projects supported in 2013**

### **Events Grants Round 1**

#### **(A) ici et la - here and there – Claremont Studios**

To support & deliver an emerging artist's performance work on the lower promenade in St Leonards-on-Sea over a seven day period in September 2013. This was a free and fully inclusive event for the audience.

The performance/installation attracted many comments from passers-by and local residents. People were adding their own pebbles to the installation with their personal words or phrases on.

Dominika Skutnik gave 3 artists talks. She talked about her intervention on the harbour arm and led a Q&A with some of the 50 guests from Dunkerque, Hastings and the SE region who participated in the opening launch events on the Stade. The opening event at the Stade Hall included a performance by Bie Michels to open her installation 'Surrounding Water'. This was seen by 50+ people, including Cllr Alan Roberts, Mayor of Hastings, Marianne Nouveau, Deputy Mayor of Dunkerque responsible for culture, Muriel Noel, Directrice of Maison Quartier Dunkerque Centre, and Marc Dumolin, President of La Plateforme.

#### **(B) Wish you were here – Radiator Arts**

Gave volunteers experience in making and performing over a 2 week period. Gave visitors and locals a humorous and memorable performance to watch along the seafront and on the Stade. It is hoped that it will add to Hastings summer programme and to events such as the Sea Food and Wine Festival.

Volunteers were taught to make props, costumes and helped with making of the bathing hut. The workshops were advertised amongst existing volunteer contacts and also on the Facebook page encouraging new volunteers. The grant allowed the group to train volunteers, to build the bathing machine that would be used for future projects, to raise the profile of Radiator Arts and to cement the relationship with volunteers and create opportunities for future work.

## **Events Grants Round 2**

### **(A)Hastings Predators Summer Street Sports – Hastings Predators Floorball Club**

Summer Street Sports tournament with a full day's sports activities to encourage more local people to participate in sports activities, promote local sports clubs and provide opportunities to sample new sports.

Hosted an open air tournament of floorball, which had never been done before in the UK, and welcomed 5 teams from around the UK to play a tournament. UKFF provided 2 professional referees to ensure the games were of a high standard. In addition demonstrations and exhibitions from other local groups and teams including a Zumba demonstration and opportunity to participate, Zeus Strong Man team which was also a demo & chance to have a go, and the South Coast Calisthenics 'Battle of Hastings' competition. Achieved around 400 participants, and hoped that the event made more of the alternative sports provisions available in & around Hastings better known to the community.

Feedback from UKFF referee and Midlands Director Vladislav Tucek (quoted from email):  
'Thank you for inviting to Hastings. I have spent lovely time there. You set up very high level for actions like this. It will be difficult to beat you. At the same time, I would like to congratulate you to your decision to help UKFF'

Feedback from Gina Rogers at Active Sussex (quoted from email): 'I think the event went really well and there were a fair number of spectators

Feedback from Graham Kendall, Secretary of Hammerhead Sharks Floorball Club (quoted from email): 'Thanks for organizing, lots of fun!'

Received excellent support from Active Sussex & through them the Community Games programme who supplied us with a kit box including bunting, certificates and stickers for children, t-shirts for volunteers, t-shirts to give away as prizes, and other banners & posters to decorate the venue.



Photograph from Hastings Observer

## **(B) St Leonards Festival Foreshore Parade – Central St Leonards Town Team**

The main event in the St Leonards calendar for the community to come together and celebrate the diversity of the town. Free family orientated day with activities, performances, stalls and food in Warrior Square Gardens Also, a Foreshore Parade along the promenade led by the Jaipur Kawa Brass Band, with music making workshops.

The Foreshore Parade was a completely new programme within the wider event of St Leonards Festival. The parade was extremely popular and successful on a number of levels:

1. Served to incorporate the foreshore a part of a larger event
2. Attracted many participants from across the town/Old Town that included young people and the Russian Rainbow School
3. Attracted a great audience who lined up and were invited to participate along the upper and lower promenade
4. Provided an opportunity to headline international artists from India 'Musafir'
5. Gave purpose for the practical music making activities for families to join in
6. Provided a 'circus' themed parade with wheel spinning, acrobatics, aerial performances, unicycles, music and dance

The St Leonards Parade has planted a seed of the potential for future parades to take place along the promenade.

Feedback from participants

"Shared the joy of instrument making! To play in the procession!"

"The end time is perfect, early enough for families and it marks it as a family friendly festival.

These three videos show three other events funded by the Foreshore Trust.

### **(C) Colour the Coast – St Michaels Hospice**

<http://www.youtube.com/watch?v=Hf-j4n07T3E>

### **(D) Mermaids on the Beach**

<http://www.youtube.com/watch?v=3ALGKnsldSw>

### **(E) Hastings Fat Tuesday**

<http://www.youtube.com/watch?v=h6VOAWoovlg>

## **Small Grants Round 3**

### **(A) Young People's Gathering - GIZMO**

Provide a safe centre for disadvantaged young people, to engage in 100 performing arts and drop in sessions, creating the opportunity to increase their potential by volunteering, training and development of social skills. Targeting young people and diverting them from anti-social behaviour, alcohol and drug misuse in 2013. Intervene to rehabilitate young offenders, raise self-esteem and improve their quality of life and re integration into their community. Engaging 20 beneficiaries for each session.

#### Case Study

A 15 year old who was playing truant has found strength and support from the activities and has stopped staying off school and is back on track. This young person is now one of the young volunteers and is happy to have achieved a 'C' grade in a recent Art examination and won a Hastings Youth Award for their contributions.

### **(B) Hastings Storytelling Festival**

Develop new audiences.

Introduce high quality programmes.

Offer professional development for teachers, storytellers and artists.

Commission new outreach work to engage families in the children's centres, schools and community groups with parade activities.

Encourage participation in a new storytelling parade at the Stade.

Support from artists, teachers and staff to make costumes in 'fishy tales'.

Involve artists and audiences of diverse backgrounds (particularly lower social class and BME).

The grant was essential in helping to reach new audiences with a programme that appealed to a wider cross section of the community. The outreach programme reached schools, families and the Russian community who otherwise would not have participated. Employed local artist (Sarah Evans) to deliver 18 workshops across the town directly reaching 300 children.

#### Feedback from participant

Brilliant, loved it, I loved it very much and I want you to do it again

Another great event transformed the venue. Lovely to see a different crowd and acts from out of town.

Great story, my kids were totally engaged. Seating was appropriate and performers interacted fantastically with the kids. More like this please.



### **(C)Hospice Neighbours – St Michaels Hospice**

Hospice Neighbours is a permanent community volunteer based scheme offering support to people with life limiting illnesses in their homes. It is currently available in Ore Village, Rye and Northiam but wished to offer this service throughout Hastings and St Leonards.

Volunteers undertake everyday tasks tailored to the client's needs. In order to offer this service throughout Hastings and St Leonards, the Hospice needed to recruit and train volunteers from within these areas

With this support have been able to raise the profile of the new Hospice Neighbours scheme to potential beneficiaries to the service and also to those wishing to offer their support on a voluntary basis. Since the funding was awarded have recruited 70 volunteers and provided the Hospice Neighbours service to 124 patients in Hastings & St Leonards.

The provision of polo shirts has added a greater level of professionalism to the service and ensured that the volunteer 'Neighbours' have felt valued and appreciated in their roles. They also have a practical use enabling Hospice Neighbours to protect their clothing whilst working (e.g. doing gardening) and makes them easily identifiable to clients especially when making their first visit.

#### Case Study

Hospice Neighbour 'S' supported an elderly lady 'J' for many months going in at weekends to provide company and make her lunch for her. After a few months 'J' died. 'S' had a break from being a Hospice Neighbour for a month or so and then felt ready to support someone else. This is often the pattern for Hospice Neighbours when their client dies. During this time 'S' had a dog who died. Her new client has a dog and 'S' provides support by walking the dog. The client and 'S' have agreed that 'S' will adopt the dog when the client dies. This arrangement has meant that the client is able to keep his beloved pet instead of having to give it up for rehoming at a time when the client is most vulnerable and is also comforted by the fact that he knows the dog will be well cared for after his death.

#### Feedback from the organisation

We are extremely grateful for the financial support granted to us by the Foreshore Trust Small Grants fund. We have successfully achieved our goals with this support and the funding has allowed us to offer our clients and dedicated volunteers a greatly improved service and increased awareness of the support we are able to provide to residents of Hastings and St Leonards. Thank You!

**(D)Winter Festival of Cultures and Faiths - Hastings and District Interfaith Forum**



**(E)Hastings Chinese Association – Lion Dance**



<b>Foreshore Trust Events Grants Programme Round 1</b>			
<b>Project Number</b>	<b>Organisation</b>	<b>Project Name</b>	<b>Amount agreed</b>
FT-E102	Claremont Studios CIC	ici et la - here and there	£1,987
FT-E103	Radiator Arts	Wish you were here	£1,945
FT-E104	Photo Hub Group	Stade Annual Open Photography Competition	£1,800
FT-E105	Hastings Borough Bonfire Society	HBBS Hastings Bonfire Celebration	£2,000
FT-E106	Gizmo Gaffe	Beach Live	£808
<b>Total Approved</b>			<b>£8,540</b>

<b>Foreshore Trust Events Grants Programme Round 2</b>			
<b>Project Number</b>	<b>Organisation</b>	<b>Project Name and Aim</b>	<b>Amount agreed</b>
FT-E201	Hastings Annual Free Beach Concert	Hastings Annual Free Beach Concert	£2,000
FT-E202	Hastings & District Canoe Club	Try Paddling	£1,400
FT-E203	Idolrich Theatre Rotto Productions	Frog SOS	£2,000
FT-E205	Labyrinth Arts / Community Bicycle Workshop	Hastings Bike Party	£1,960
FT-E206	Hastings Predators Floorball Club	Hastings Predators Summer Street Sports	£1,817
FT-E207	St Michaels Hospice	Colour The Coast	£2,000
FT-E208	Hastings Borough Bonfire Society	Hastings Bonfire Celebration	£2,000
FT-E212	18 Hours Ltd	18 Hours of Dance	£2,000
FT-E213	The Hastings Storytelling Festival	Hastings Storytelling Festival	£2,000
FT-E215	Central St Leonards Town Team	St Leonards Festival Foreshore Parade	£2,000
FT-E216	Hastings Fat Tuesday	Hastings Fat Tuesday Umbrella Parade	£2,000
FT-E218	Respond Academy	Fundayze	£2,000
FT-E219	Albion in the Community	Premier League Kicks Beach Football Tournament	£1,065
FT-E220	Mermaids on the Beach	Mermaids on the Beach	£2,000
<b>Total approved</b>			<b>£26,242</b>

<b>Foreshore Trust Events Grants Programme Round 3</b>			
<b>Project Number</b>	<b>Organisation</b>	<b>Project Name &amp; Aim</b>	<b>Amount agreed</b>
FT301	Hastings and District Interfaith Forum	<b>Winter Festivals of Cultures and Faiths</b>	£1,000.00
FT302	FSN	<b>Reach Out</b>	£3,741.00
FT304	The Links Project	<b>Here &amp; Now - the Links Photography Project</b>	£4,500.00
FT305	Gizmo	<b>Young People's Gathering</b>	£3,500.00
FT307	Park Road Toddler Group	<b>Drusilla's Trip 2013</b>	£400.00
FT309	The Snowflake Trust Ltd	<b>Snowflake Night Shelter</b>	£3,740.00
FT310	Hastings United Youth Football Club	<b>Get Qualified Get Equipt</b>	£1,750.00
FT311	Hastings & Rother Mediation Service	<b>Replacement IT Equipment</b>	£1,147.00
FT313	Hastings Chinese Association	<b>Lion Dance &amp; Traditional Lion Dance Training</b>	£2,100.00

FT315	Hastings Storytelling Festival	<b>Hastings Storytelling Festival 2013</b>	£3,800.00
FT316	St Michael's Hospice	<b>Hospice Neighbours</b>	£2,500.00
FT317	Tempo Arts	<b>The Space - 2&amp;3</b>	£4,866.00
FT318	CA1066	<b>Volunteering Works</b>	£5,000.00
<b>Total Approved</b>			<b>£38,044.00</b>

This page is intentionally left blank

# Agenda Item 6



**Agenda Item No:** 6

**Report to:** Charity Committee

**Date of Meeting:** 8<sup>th</sup> December 2014

**Report Title:** **Revised application process for Foreshore Trust Grants**

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

---

## **Purpose of Report**

1. To present the report of the Grant Advisory Panel (GAP) which sets out recommendations in relation to the grant funding process and revised associated forms.

---

## **Recommendation(s)**

1. The Charity Committee approves the recommendations of the Grant Advisory Panel in relation to changes to the funding application form and assessment criteria.

---

## **Reasons for Recommendations**

1. The recommended changes to the grant funding process by GAP, simplifies the application forms, asks for information more proportionate to the funding available, and makes the assessment method more transparent. Officers supporting the administration process also recommend the changes.

---

## Report of the Grant Advisory Panel

1. Attached **Appendix A** is a report by the Grant Advisory Panel and associated forms, guidance notes and assessment forms, setting out recommended changes to the Foreshore Trust Events and Small Grants application, guidance and assessment process.
2. All members of the Grant Advisory Panel considered the changes and expressed their support. Officers administering the process also support these changes.

---

### 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  
Human Rights Act  
Organisational Consequences  
Local People's Views

---

### Background Information

**Appendix A – Foreshore Trust Small and Events Grants (report of the Grant Advisory Panel)**

---

### Officer to Contact

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



**Agenda Item No: 6**

**Report to:** Charity Committee

**Date of Meeting:** 8th December 2014

**Report Title:** Foreshore Trust Small and Events Grants

**Report By:** Sandra Garner  
Chair of the Foreshore Grant Advisory Panel

---

### **Purpose of Report**

To seek approval from the Charity Committee for the adoption of a revised grant application process and associated forms.

---

### **Recommendation(s)**

- 1. To adopt the revised small and events grants processes and associated forms as set out in this report and its appendices.**

---

### **Reasons for Recommendations**

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

---

## **Foreshore Trust (FT) Small and Events Grant Programme**

### **Background**

1. The Foreshore Trust operates two grant programmes during the year. The FT Small Grants programme has a total fund of £50,000 and offers a maximum grant of £5,000 per application. The FT Events Grant programme has a total fund of £20,000 and offers a maximum grant of £2,000 per application.
2. During 2014, we received 41 applications for FT Small Grants and 21 for FT Events Grants. The small grants programme in 2014 was oversubscribed by £97,142 and the events grants programme by £18,253. This shows a very high level of interest in the two grant funding streams by local community groups.

### **Current grant application process**

3. The current FT Small and Events grant application form is divided into seven sections: the first two ask for details about the applicant organisation, the next two sections deal with the proposed event and its anticipated impact, the fifth section asks for details about the intended beneficiaries, and the sixth and seventh relate to submitting the application.
4. The feedback from using this application process during the last two rounds was that that the forms were difficult to complete, questions were repetitive, and not proportionate to the level of funding available.
5. Members of the Grant Advisory Panel (GAP), responsible for assessing the applications, also expressed concern that they found the form difficult to assess and the scoring system unfairly prioritised the wrong questions. They also stated that the scoring criteria were over-complicated and some assessments not required by panel members as they related to administrative processes.

### **Revised form and process**

6. The GAP met on 23<sup>rd</sup> September 2014 to consider changes to the application form and assessment method. The main changes to all the forms and guidance notes were as follows:

### **Application Form Changes**

7. The application form has been reduced from 6 to 3 pages.
8. There are five main sections to the application form with much more focus on the project idea, delivery, costs, the difference it will make and evaluation feedback. The numbers of questions have also been reduced to minimise repetitiveness.
9. Both the Events and Small grants application forms have been designed to follow the same format, thus making it easier for applicants to complete and for the GAP to appraise.
10. There are some suggested changes to the application form as follows:

- It is now explicit regarding the requirement to seek permission to hold the event from HBC, Police, and ESCC as appropriate.
- A new section has been added to both forms that directly ask the applicant to demonstrate how their proposal meets the Foreshore Trust's aims and objectives.
- The application forms no longer include an Option B, where the applicant could describe how their project could be progressed if reduced funding was granted. A number of applicants had found this option confusing. The panel agreed that they could make recommendations on the level of funding awarded as they considered each application.
- All the explanation notes and assessment scoring boxes have been removed from the application form to the guidance notes and a new assessment form.

### **Guidance Notes Changes**

11. The panel did not suggest any changes to the funding priorities. The current priorities were thought to be clear, met the objective of being a charity, and encouraged applications from all members of the local community.
12. The panel noted that only events taking place on Foreshore Trust owned land and which were free to the public would be eligible for funding under the events grants programme. The panel did not feel that these requirements limited the scope of applications received. Moreover, promoting events on Foreshore Trust land would contribute to the revival of the seafront. It was not recommended that the Charity Committee be asked to reconsider these conditions at this time.
13. The panel underscored that all of the Foreshore Trust's aims were of equal importance when assessing an application for funding. However in order to encourage a broad range of applications, the panel recommended deleting the introductory paragraph to the application form, which suggested that priority may be given to applications which met certain priorities. These were not clear in the first place and the statement could discourage potential applicants from applying. It was suggested that the sentence should also be removed from the application guidance.
14. The panel recommended that applicants provide details of their free or unrestricted reserves as a percentage of their annual turnover. The panel commented that if an applicant is seen to hold unrestricted reserves above the levels recommended by the Charity Commission, this may be taken into consideration when making recommendations on grant allocations.
15. The panel recommended that the use of the words "targeted neighborhood" be amended to "specific neighborhood".
16. The requirement for staff and volunteers to be CRB checked would be updated to DBS checked throughout both applications.
17. The panel agreed to add a note to the grant application form, highlighting that indemnity insurance would be required for events.

## New Assessment Form

18. There is now a separate new form to assess each application. It was previously part of the application form.
19. The advisory panel has now agreed that a minimum of two panel members will assess each application. It would be difficult and time consuming for all 8 panel members to assess often 30 to 40 application forms during each round.
20. The new assessment method allows the assessor to appraise each application and decide under each category whether the application meets, partially meets or does not meet the criteria. The assessment form requires each assessor to note down his or her reasons with a final overall section of 'recommended', 'not recommended' or 'undecided'. These notes can be used to feed back to applicants if required.
21. This new process allows for discussion of any applications on which the panel members have differing views, and then for an overall recommendation for all the applications to be made. The previous scoring system was thought to be unfair because adjustments had to be made to individual scores at the end of the process to reflect the overall panel decisions.
22. The suggested newly revised Events and Small Grants, Application Forms, Guidance Forms and Assessment Forms are shown in the following appendices:
  - Appendix 1: The Foreshore Trust Event Grant Programme Application Guidance
  - Appendix 2: Foreshore Trust Event Grant Programme Application Form
  - Appendix 3: Foreshore Trust Events Grant Programme Application Assessment Form
  - Appendix 4: Foreshore Trust Small Grant Programme Application Guidance
  - Appendix 5: Foreshore Trust Small Grant Programme Application Form
  - Appendix 6: Foreshore Trust Small Grants Programme Application Assessment Form

## Policy implications

23. The suggested changes reflect the views of all GAP members and informed by their experience of processing two recent Foreshore Trust grant rounds.

---

## Wards Affected

None

## Area(s) Affected

All

---

## 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

**Officer to Contact**

Pranesh Datta  
Regeneration Manager  
01424 451784

This page is intentionally left blank

# The Foreshore Trust Event Grant Programme Application Guidance Round 3 2015-16

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

Applications and guidance are also available in large print

## Aim of the Foreshore Trust Event Grant Programme

The Foreshore Trust Events Grant Programme is a small grants scheme, for grants up to and including £2,000, 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 that covers a wide range of activity for different audiences and reflects the diversity and culture of the Borough.

## Help with application completion

Comprehensive Guidance Notes are provided on page 5 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. Application forms should normally be completed on-line unless otherwise agreed.

**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. PLEASE NOTE THAT A MINIMUM OF £10M PUBLIC LIABILITY INSURANCE COVER WILL BE REQUIRED FOR THE EVENT.**

## 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 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 completion of the event and the monitoring and evaluation process.

## Funding

£20,000 is available in Round 3 2015-16 programme for grants of up to £2,000 each. The grant funding period is April 2015 to March 2016.

## 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.

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](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: 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 ????? and the deadline for submission of applications is midday on ?????. 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 2016.

## **Application appraisal process**

1. The applicant must meet the eligibility criteria on page 1 in order to be considered for grant. Organisations are encouraged to register for grant information online for any future applications. Please visit HBC website for further information.
2. The fund administrator and Grant Advisory Panel will assess the application form using this guidance note. 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 Grants 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**

### **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 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.

## 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)
- Events not free to the public.
- 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

## 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 Grant 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
  - 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 as applicable. 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.
- Confirm the status of your organisation by putting a tick in the left hand column. Provide details of your group including registration numbers as appropriate.

### **2. Eligibility Criteria**

- If you have already registered with HBC for grant information online you will not be required to complete this section of the application other than telling us your HBC registration number.
- If you have not registered it is important that you work through this checklist before you start completing the application form, so that you can decide if you think this funding is right for your event 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 Programmes 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 parent body is applying in respect of a local event, clarification must be given to demonstrate local governance and ownership of the event.
  - B. Confirm that a bank account is held in the name of the organisation.
  - C. 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 event, financial information specific to the event 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, however the Council will require that Public Liability Insurance cover of a minimum of £10m is held for your planned event
- F & G – If your event 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.

### **Accounts Information**

- Confirm the period your audited accounts cover, or for groups that have been formed within the last 15 months the period your breakdown of income and expenditure covers.
- Please state the amount of unrestricted or free reserves your organisation has at the end of the period of your latest accounts or income/expenditure breakdown.

### **3. Priorities**

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

### **4. Project**

- Tell us where you found out about this funding programme.

- What is the name of your event – give us a short title that we could use for publicity purposes. Try to make it unique to your event.
- Please tell us in detail about your event 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 event aims must match those outlined in your constitution. You can write up to 300 words.
- Let us know the start date of your event, where it will take place and how long it will last. You can write up to 50 words.
- Please tell us how your event relates to the funding programme priorities, and your organisation's expertise/capacity to deliver the event. 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 event 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 event 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 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 £2,000 or less.
- Please ensure that your figures add up.
- Confirm any match funding for this event that your organisation has applied for or has secured detailing whether it is cash or in-kind match.

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

### **6.1**

- Tell us who will mainly benefit from the event.
- Give details (if applicable) about how the event will appeal to different residents and or visitors, extend the seafront season and/or support volunteering and charitable.
- If applicable provide details of how you have consulted with the people who will benefit from your event and what the result of that was. This can include organising meetings, conducting surveys or keeping waiting lists for people wanting to access the event.
- Detail how your event has been influenced by what people have told you and how you know that the people you want to help will use your event. 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).
- You can write up to 300 words.

### **6.2**

- Detail how and to whom you intend to market the event to, and how you will involve the wider community.
- If you plan to restrict who can take part in your event, 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 event.
- You can write up to 150 words.

### **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 the venue or location including disabled access as appropriate.
- You can write up to 50 words.

## **7. Project evaluation and feedback**

- Tell us how you will know whether the event has achieved its aims. Explain how you will show that your event has made a positive difference to the beneficiaries. Describe the methods you have in place for monitoring and evaluating the event. 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.

**Appendix 2 Foreshore Trust Event Grant Programme  
Round 3 Application Form**

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

<b>Date Received</b>		<b>Reference Number</b>	
<b>Assessment Date</b>		<b>Assessor Initials</b>	

<b>Organisation name</b>	
<b>Name of project</b>	
<b>Total funding requested</b>	

The Foreshore Trust Event Grant Programme is a small grants scheme, for grants up to and including £2,000, 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. The closing date for applications is midday on ???.

**Please ensure you have read the Foreshore Trust Event Grant Application Guidance notes fully before completing this form. They explain the application questions in detail and the information to be provided.**

### 1. Your organisation

<b>Applicant Organisation Name</b>	
<b>Address &amp; Postcode</b>	
<b>Website Address</b>	
<b>Main contact name :</b>	
<b>Position in organisation:</b>	
<b>E-mail address:</b>	
<b>Telephone no:</b>	
<b>Mobile Phone no:</b>	

✓	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)	

### 2. Eligibility Criteria

Please note if you have already registered with HBC for grant information online you will not be required to complete this section of the application, however please enter your registration number below.

<b>HBC Registration Number</b>	
--------------------------------	--

Eligibility Criteria	Yes	No	Comments including (N/A) not applicable items	Held by HBC	
				Yes	No
A. Do you have a written set of rules, constitution, or other governing document?					
B. Do you have a bank account in the name of the group?					

C. Have you submitted a copy of your latest annual accounts to the Council? For new groups (less than 15 months) have you submitted a projection of income and expenditure plans for your group?					
D. Do you have an Equality and/or Equal Opportunities Policy or statement in you governing document?					
E. Do you have a policy to ensure the safeguarding of children or vulnerable adults (where appropriate)					
F. Are relevant staff and volunteers DBS checked?					

Period covered by latest audited accounts or income/expenditure breakdown for new groups	
Value of unrestricted or free reserves at the end of that financial period	£

### 3. Priorities

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.

<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	

### 4. Your project

Where did you hear about this funding?

What is the name of your event?

Provide a brief project aim summarising your project idea. You may use up to 75 words.

Please tell us in detail about your event, its aim and the activities you plan to carry out using our grant. You can write up to 300 words.

When and where will it take place and how long it will last? You can write up to 100 words

Please tell us how your event relates to our funding programme priorities, and your organisation's expertise/capacity to deliver it. You can write up to 150 words.

Is this a new event? If not please tell us how it was funded previously and why this funding has now ended. If applicable describe how you plan to continue to support the event once this funding is at an end. You can use up to 150 words.

### 5. Project costs

Please tell us how much your project will cost in total, provide a budget breakdown, and how different items / activities are being funded.

Budget item	Total cost	FT Event Grant
-------------	------------	----------------

			<b>Element</b>
<b>Total</b>			
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. Please stipulate whether each will be cash or in-kind match-funding and whether it has already been secured/committed. Add rows as necessary.			
<b>Source of match</b>	<b>Secured or Not</b>	<b>Amount</b>	<b>Cash or in-kind Match</b>

### Previous public / charity and lottery funding received

Please tell us if your organisation has received any funding for this or a similar type of event in the previous year. (Include all types of financial support from external funders including grants, sponsorship, etc.) Please add further rows if needed

<b>Previous year's funding only</b>			
<b>Funder</b>	<b>Programme</b>	<b>Amount</b>	<b>Activity</b>
<b>Total Amount</b>			

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

6.1 Please indicate below residents who are most likely to benefit from the funded event and most importantly, detail why you think it is needed? Please indicate the numbers, categories (young, old, families etc) and any targeted neighbourhoods from which residents are directly likely to benefit from the event. You can write up to 300 words.

6.2 Please tell us how you will promote and publicise your event. Explain what you will do to make sure that all people from Hastings and St Leonards know about your event and how to benefit from it. You can write up to 150 words.

6.3 Please confirm your organisation's willingness to monitor who access your event? You may comment on the venue or location including the availability of transport or disabled access as appropriate. You can write up to 150 words.

<b>Confirmation of willingness to monitor equal opportunities ✓</b>	<b>Yes</b>		<b>No</b>	
.				

## 7. Project evaluation and feedback

Please 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. You may use up to 150 words.

## 8. Declaration

Please check you have answered all the relevant questions in this application form and that you have the necessary authority to submit the application.

## **9. Sending us your application**

When you have completed the form please email it, with any supporting demonstration, to [Foreshore-Events@hastings.gov.uk](mailto:Foreshore-Events@hastings.gov.uk). Please put the name of your organisation in the subject field of your email. If your organisation does not have the facilities to complete the application form electronically, please contact Karen Hopkins on 01424 451788 or email [khopkins@hastings.gov.uk](mailto:khopkins@hastings.gov.uk).



## Appendix 3

## Foreshore Trust Events Grant Programme Application Assessment Form Round 3 2015-16

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

<b>Project Number &amp; Name</b>	
<b>Organisation</b>	
<b>Amount Requested</b>	
<b>Assessor Name</b>	

**Rating Scale:** S = Satisfactory I=Incomplete U = Unsatisfactory

Form to be completed by the assessor for each application under consideration. Please identify any weaknesses, strengths and queries etc

Criteria	Rating			Comments (Weaknesses, strengths, queries etc)
	S	I	U	
<b>Project Idea</b> Aim of event and fit with programme priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Project Delivery</b> Organisation capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Project Costs</b> Budget profile, explanation and value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Difference made</b> Identification of beneficiaries, why the event is needed, project promotion, targeting and access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Project Evaluation</b> Monitoring arrangements, capturing and providing feedback on success or failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Overall / other comments</b>				

	<b>Recommended for funding</b>
	<b>Not recommended for funding</b>
	<b>Undecided</b>

Date of assessment:

This page is intentionally left blank

# Foreshore Trust Small Grant Programme Application Guidance Round 5 2015-16

**For a funding application pack please email:**

[Foreshore-Small@hastings.gov.uk](mailto:Foreshore-Small@hastings.gov.uk)

For the pack to be sent by post telephone:

Karen Hopkins 01424 451788

Applications and guidance are also available in large print

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

## Aim of the Foreshore Trust Small Grant Programme

The Foreshore Trust Small Grant Programme is a small grants scheme for voluntary and community groups offering a service within Hastings & St. Leonards. The main aim of the programme 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 programme can also help with capacity building of smaller voluntary and community groups to strengthen their ability to carry out their work.

## Help with application completion

Comprehensive Guidance Notes are provided on page 5 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. Application forms should normally be completed on-line unless otherwise agreed.

## Foreshore Trust Small Grant Application – Grants up to £5,000

The Foreshore Trust Small Grant application form enables the appraisal 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:

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

## Funding

£50,000 is available in Round 5 2015-16 programme for grants of up to £5,000 each. The grant funding period is October 2015 to March 2016.

## Foreshore Trust Small Grants Fund 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
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

## Deadline for application submission

The deadline for submission of applications is noon on ???. Completed applications should be emailed with any supporting evidence to [Foreshore-Small@hastings.gov.uk](mailto:Foreshore-Small@hastings.gov.uk) including the name of your organisation in the subject field of your email.

## Notification of approved projects

Decisions will be notified to applicants by the beginning of October 2015.

## Application appraisal process

The procedure for allocating funding comprises the following:

1. The applicant must meet the eligibility criteria on page 1 in order to be considered for grant. Organisations are encouraged to register for grant information online for any future applications. Please visit HBC website for further information.
2. The fund administrator and Grant Advisory Panel will assess the application form using this guidance note. The panel's role is to act as an independent and objective appraisal and recommendation group.
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.
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 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.

## Eligibility Criteria

Applications will undergo an appraisal that will assess suitability to deliver a funded project using the criteria below.

### 1. Who can apply?

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

- Be a voluntary or community group in carrying out activities that enhance the quality of local residents' lives and increase their involvement in the community.
- Demonstrate that residents of Hastings or St Leonards will mainly benefit from the project.
- Have a recognised legal and constitutional status, which lays out aims and objectives and states how the organisation will operate.
- 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.
- Provide independently audited or examined income and expenditure records relating to its activities. 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.
- The organisation or consortium must have a clear management structure and have principles of operation for employees, volunteers and service users which accord with legislation on employment, health and safety, and equalities.
- The organisation should have public liability insurance to the value of £10,000,000. If the level of insurance the organisation holds is less than this or is not held at all a detailed explanation must be provided.

## Assessment Criteria

Applications will also be assessed against the following:

1. Eligibility – have a constitution, bank account, and an eligible body
2. Project - need for project, description of activity or event, fit with programme priorities
3. Project Delivery - organisation capacity and sustainability of project

4. Project Cost - 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

## **Conditions of grant funded projects**

### **Main Conditions**

There are usually two main conditions to be met:

- Grants are normally required to be spent and accounted for within six months of the date of approval. The 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 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 approval conditions may be imposed.

### **Multiple applications**

Groups may make only one application in any one round, and if you are applying for funding for an event you cannot apply for this and the Charity's Events Grant Programme 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.

### **Foreshore Trust Small Grant Programme exclusions**

Grants will not be considered to pay for:

- Activities that are for non charitable purposes
- Core costs e.g. staffing
- 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.

### **Proposals eligible for the Foreshore Trust Small Grant Fund**

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
- keep a small group running
- improve or develop your premises
- improve or develop your activities
- train group members
- raise awareness of your group's activities
- recruit new volunteers/members to your group

### **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 project 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
- 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 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 applicable. 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 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.
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 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.

## 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.
- Confirm the status of your organisation by putting a tick in the left hand column. Provide details of your group including registration numbers as appropriate.

### 2. Eligibility Criteria

- If you have already registered with HBC for grant information online you will not be required to complete this section of the application other than telling us your HBC registration number.
- If you have not registered 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 Grants Programmes 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 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.
  - C. 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.

## Accounts Information

- Confirm the period your audited accounts cover, or for groups that have been formed within the last months the period your breakdown of income and expenditure covers.
- Please state the amount of unrestricted or free reserves your organisation has at the end of the period of your latest accounts or income/expenditure breakdown.

## 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.
- 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 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 £500 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.

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

### 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).
- 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.
- Detail how you will ensure and demonstrate that the beneficiaries of the project are residents in the Borough of Hastings.
- You can write up to 300 words.

## **6.2**

- Detail how and to whom you intend to market the project to, and how you will 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.
- You can write up to 50 words.

## **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 the venue or location including disabled access as appropriate.
- You can write up to 50 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.

This page is intentionally left blank

<b>Appendix 5                      Foreshore Trust Small Grant Programme</b>			
<b>Application Form Round 5 2015-16</b>			
<b>Date Received</b>		<b>Reference Number</b>	
<b>Assessment Date</b>		<b>Assessor Initials</b>	

<b>Organisation name</b>	
<b>Name of project</b>	
<b>Total funding requested</b>	

The Foreshore Trust Small Grants Programme is a small grants scheme, for grants up to £5,000, for voluntary and community groups offering a service within Hastings & St. Leonards. The main aim of the programme 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 to strengthen their ability to carry out their work. The closing date for applications for this round is midday ??????.

**Please ensure you have read the Foreshore Trust Small Grant Application Guidance notes in full before completing this form. They explain the application questions in detail and the information to be provided.**

### 1. Your organisation

<b>Applicant Organisation Name</b>	
<b>Address &amp; Postcode</b>	
<b>Website Address</b>	
<b>Main contact name :</b>	
<b>Position in organisation:</b>	
<b>E-mail address:</b>	
<b>Telephone no:</b>	
<b>Mobile Phone no:</b>	

<input checked="" type="checkbox"/>	<b>2.2 Status</b>	<b>Date Started</b>
	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)	

### 2. Eligibility Criteria

Please note if you have already registered with HBC for grant information online you will not be required to complete this section of the application.

<b>HBC Registration Number</b>	
--------------------------------	--

<b>Eligibility Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Comments including (N/A) not applicable items</b>	<b>Held by HBC</b>	
				<b>Yes</b>	<b>No</b>
A. Do you have a written set of rules, constitution, or other governing document?					
B. Do you have a bank account in the name of the group?					

C. Have you submitted a copy of your latest annual accounts to the Council? For new groups (less than 15 months) have you submitted a projection of income and expenditure plans for your group?					
D. Do you have an Equality and/or Equal Opportunities Policy or statement in your governing document?					
E. Do you have Public Liability Insurance to the value of at least £10 million? If you do not, please explain why?					
F. Do you have a policy to ensure the safeguarding of children or vulnerable adults (where appropriate)					
G. Are relevant staff and volunteers DBS checked?					

Period covered by latest audited accounts or income/expenditure breakdown for new groups	
Value of unrestricted or free reserves at the end of that financial period	£

### 3. Priorities

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.

<b>Priorities</b>	✓
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	

### 4. Your Project

Where did you hear about this funding?

What is the name of your project/activity?

Please tell us in detail about your project, its aim and the activities you plan to carry out using our grant. You can write up to 300 words.

When and where will it take place and how long it will last? You can write up to 100 words

Please tell us how your project relates to our funding programme priorities, and your organisation's expertise/capacity to deliver the project. You can write up to 150 words.

### 5. Project – Project costs

Please tell us how much your project will cost in total, provide a budget breakdown, and how different items / activities are being funded.

Budget item	Total cost	CPF Small Grant Element
<b>Total</b>		
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. Please stipulate whether each will be cash or in-kind match-funding and whether it has already been secured/committed. Add rows as necessary.		
<b>Source of match</b>	<b>Secured or Not</b>	<b>Amount</b>

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

Please indicate below residents who are most likely to benefit from the funded service/activity and most importantly, detail why the project is needed? Please indicate the numbers, categories (young, old, families etc) and any targeted neighbourhoods from which residents are directly likely to benefit from the project. You can write up to 300 words.

Please tell us how you will promote and publicise your project. Explain what you will do to make sure that all people from Hastings and St Leonards know about your project and how to benefit from it. You can write up to 150 words.

Please confirm your organisation's willingness to monitor who accesses your project and comment on the venue or location including the availability of transport or disabled access as appropriate. You can write up to 50 words.

Confirmation of willingness to monitor equal opportunities ✓	Yes	No
If no, please give us an explanation as to why this is not possible.		

## 7. Project evaluation and feedback

Please tell us how you will know whether the service/activity has achieved its aims. Describe the methods you have in place for monitoring and evaluating the service/activity. You may use up to 150 words.

## 8. Declaration

Please check you have answered all the relevant questions in this application form and that you have the necessary authority to submit the application.

## 9. Sending us your application

When you have completed the form please email it, with any supporting demonstration, to Foreshore-Small@hastings.gov.uk. Please put the name of your organisation in the subject field of your email.

This page is intentionally left blank

**Foreshore Trust Small Grants Programme  
Application Assessment Form  
Round 5 2015-16**

<b>Project Number &amp; Name</b>			
<b>Organisation</b>			
<b>Amount Requested</b>			
<b>Assessor Name</b>		<b>Assessment Date</b>	

**Rating Scale:** S = Satisfactory I=Incomplete U = Unsatisfactory

Form to be completed by the assessor for each application under consideration. Please identify any weaknesses, strengths and queries etc

Criteria	Rating			Comments (Weaknesses, strengths, queries etc)
	S	I	U	
<b>Project Idea</b> Aim of project, activity or event and fit with programme priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Project Delivery</b> Organisation capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Project Costs</b> Budget profile, explanation and value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Difference made</b> Identification of beneficiaries, why the project is needed, project promotion, targeting and access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Project Evaluation</b> Monitoring arrangements, capturing and providing feedback on success or failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Overall / other comments</b>				

	<b>Recommended for funding</b>
	<b>Not recommended for funding</b>
	<b>Undecided</b>

Date of assessment:

This page is intentionally left blank



# Agenda Item 7



**Agenda Item No:** 7

**Report to:** Charity Committee

**Date of Meeting:** 8 December 2014

**Report Title:** Foreshore Trust Financial Report

**Report By:** Peter Grace  
Head of Finance

---

## **Purpose of Report**

To advise members of the Committee on the current year's financial position

---

## **Recommendation(s)**

**1. To agree the current financial position for 2014/15**

---

## **Reasons for Recommendations**

77The Council has the responsibility for the proper management of the financial affairs of the Trust. In doing so it complies with Accounting Codes of Practice and the high standards required for the accounting of Public money.

A surplus in line with budget expectations is anticipated for 2014/15 in respect of ongoing operations.

---

## Introduction

1. The Foreshore Trust derives its income mainly from Car Parking and property leases/licences.
2. Appendix 1 attached provides a summarised financial position for 2014/15.

## Financial Position 2014/15

3. The budget agreed in March 2014 identified budgeted income at £1,088K and expenditure at £838K. The estimated surplus for the year being £250K, after direct governance costs, but before distribution of grants, capital charges and before use of Reserves.
4. Income and expenditure projections are on budget with an estimated surplus to £250K with increased rental income being offset by higher costs on Stade hall, Stade Open Space and MUGGA.

## Business Plan 2014/15

5. The business plan has been revised to take account of the decisions made at the meetings, although it will need to be revised further in time depending upon the final extent of external funding received in respect of the White Rock baths
6. This level of programmed spend will continue to reduce the cash balances held by the Trust. The implications for the Trust are that the level of reserves will decrease, but the Trust will still retain reserves above the minimum level identified within the Reserves Policy – subject to no unexpected calls on the reserves and no reduction in the expected levels of car parking and fee income.
7. The current programme of works is identified in Appendix 2. The Committee has approved expenditure on all these schemes.

## Reserves

8. The total effective cash balances on the Trust accounts at the 31 March 2014 amounted to £1.32m With the revisions to the business plan, the revised cash balances for future years are estimated as follows :-

£1,067K as at 31st March 2015

£844K as at 31st March 2016

£1,069K as at 31st March 2017

The reserves policy identifies £690,000 as the suitable level to maintain – given the level of uncertainty in the economy and the potential risks faced by the Trust.

## Use of Surpluses

9. The Trust has a duty to maintain its assets and only thereafter to consider the use of any surplus to the benefit of the community.

---

### Wards Affected

Ashdown, Baird, Braybrooke, Castle, Central St. Leonards, Conquest, Gensing, Hollington, Maze Hill, Old Hastings, Ore, Silverhill, St. Helens, Tressell, West St. Leonards, Wishing Tree

---

### Area(s) Affected

Central Hastings, East Hastings, North St. Leonards, South St. Leonards

---

### Policy Implications

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

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

---

### Background Information

Appendix 1 and 1A – Financial Monitoring Report  
Appendix 2 – Business Plan

---

### Officer to Contact

Peter Grace  
pgrace@hastings.gov.uk  
01424 451503

This page is intentionally left blank

# Hastings and St Leonards Foreshore Charitable Trust

## Appendix 1

Actual expenditure to 25th November 2014

SUMMARY - MONITORING REPORT	Revised Budget 2014-15	YTD Actual 2014- 15	Estimate to end of year	Revised Estimated Outturn 2014-15	Variance to Budget
	£'000	£'000	£'000	£'000	£'000
<b>Incoming Resources</b>					
Investment Income	(7)	(4)	(3)	(7)	0
Incoming resources from Charitable activities	(921)	(725)	(196)	(921)	0
Rental income	(160)	(135)	(34)	(169)	(9)
<b>Total incoming resources</b>	<b>(1,088)</b>	<b>(864)</b>	<b>(233)</b>	<b>(1,097)</b>	<b>(9)</b>
<b>Resources Expended</b>					
Charitable Activities* (excluding Capital charges)	705	324	388	713	8
Maintenance projects and cyclical repairs	35	20	14	35	0
Governance costs	98	19	81	100	2
<b>Total resources expended</b>	<b>838</b>	<b>363</b>	<b>483</b>	<b>847</b>	<b>9</b>
<b>Total Operating (Surplus)/Deficit</b>	<b>(250)</b>	<b>(500)</b>	<b>250</b>	<b>(250)</b>	<b>0</b>
Grants	50	39	11	50	0
Events	26	18	8	26	0
Projects	423	46	377	423	0
<b>(Surplus)/Deficit</b>	<b>250</b>	<b>(397)</b>	<b>646</b>	<b>250</b>	<b>0</b>
<b>Interest Income &amp; Depreciation non HBC</b>	<b>19</b>	<b>(4)</b>		<b>19</b>	
<b>Transfer to/(from) HBC account</b>	<b>269</b>	<b>(393)</b>		<b>230</b>	
Total Funds brought forward	1,317			1,317	
Total funds carried forward	1,067			1,067	

This page is intentionally left blank

## DETAILED - MONITORING REPORT

	Revised Budget 2014-15	YTD Actual 2014- 15	Estimate to end of year	Revised Estimated Outturn 2014-15	Variance to Budget
	£	£	£	£	£
<b>Cost of Charitable activities - by activity</b>					
Car parking - operating costs	210,210	16,580	193,630	210,210	0
Stade & Foreshore - operating costs	202,090	141,320	60,770	202,090	0
Stade hall & Stade Open Space MUGA	16,550	14,650	10,460	25,110	8,560
Depreciation**	26,480	0	26,480	26,480	0
Other direct premises costs - cleaning	101,510	58,440	43,070	101,510	0
Other direct costs	63,630	32,420	31,210	63,630	0
Street Cleansing	87,990	47,770	40,220	87,990	0
Other Recharges	22,040	12,600	9,440	22,040	0
<b>Total</b>	<b>730,500</b>	<b>323,780</b>	<b>415,280</b>	<b>739,060</b>	<b>8,560</b>
<b>Maintenance projects and cyclical repairs</b>					
Maintenance projects (Direct B020)	35,000	20,310	14,690	35,000	0
<b>Governance costs</b>					
Direct HBC costs- estimated	56,780	0	56,780	56,780	0
Auditors remuneration 13/14 estimated	3,500	0	3,500	3,500	0
Protectors fees	10,000	5,040	4,960	10,000	0
Legal and Professional fees	8,470	10,500	0	10,500	2,030
Responsibility allowance - Chair	6,000	3,540	2,530	6,070	70
Insurance	13,000	0	13,000	13,000	0
Trustees reimbursement & meeting costs	0	0	0	0	0
<b>Total</b>	<b>97,750</b>	<b>19,080</b>	<b>80,770</b>	<b>99,850</b>	<b>2,100</b>
<b>Grants</b>					
Grants -	50,000	0		0	
Seaview Projects	0	3,713	412	4,125	
Hastings Predators Floorball Club		3,008	334	3,342	
Citizens Advice 1066		4,500	500	5,000	
Radiator Arts		4,496	499	4,995	
Counselling Plus Community		4,500	500	5,000	
Hastings Advice & Representation Centre		4,100	455	4,555	
Hastings & District Interfaith Forum		900	100	1,000	
Rhythmix		2,869	319	3,188	
AGE UK East Sussex (HHLC)		870	97	967	
Friends of Alexandra Park		684	76	760	
Better Braybrooke (PPW&CGP)		2,956	328	3,284	
Hastings Philharmonic Choir		1,800	200	2,000	
Hastings District Woodcraft Folk		1,713	190	1,903	
Hastings Older Peoples Ethnic Group (HOPEG)		756	84	840	
Hastings Central Townswomen's Guild		623	69	692	
304 (Hastings) Squadron Air Training Corps		1,923	214	2,137	
Hastings and Rother Mediation			1,212	1,212	
Hastings Fat Tuesdays Mentoring Programme			5,000	5,000	
<b>Total</b>	<b>50,000</b>	<b>39,411</b>	<b>10,588</b>	<b>50,000</b>	<b>0</b>
<b>Events</b>					
Events	0			0	
Hastings Annual Free Beach Concert	2,000	1,800	200	2,000	0
Hastings & District Canoe Club	1,400	1,260	140	1,400	0
Idolrich Theatre Rotto Productions	2,000	1,800	200	2,000	0
Labyrinth Arts / Community Bicycle Workshop	1,960	1,764	196	1,960	0
Hastings Predators Floorball Club	1,817	1,817		1,817	0
St Michaels Hospice	2,000	2,000		2,000	0
Hastings Borough Bonfire Society	2,000		2,000	2,000	0
18 Hours Ltd	2,000	1,800	200	2,000	0
The Hastings Storytelling Festival	2,000		2,000	2,000	0
Central St Leonards Town Team	2,000	2,000	0	2,000	0
Hastings Fat Tuesday	2,000		2,000	2,000	0
Respond Academy	2,000	2,000		2,000	0
Albion in the Community	1,065		1,065	1,065	0
Mermaids on the Beach	2,000	2,000	0	2,000	0
<b>Total</b>	<b>26,242</b>	<b>18,241</b>	<b>8,001</b>	<b>26,242</b>	<b>0</b>

This page is intentionally left blank



**Business Plan**

**Appendix 2**

<b>Foreshore Trust Spending Plan</b>			2013-14	2014 -2015	2014-15	2015-2016	Total
Cost centre	PROPERTY	DESCRIPTION OF WORK	ACTUAL	REVISED BUDGET ESTIMATE	ACTUAL	ESTIMATE	ESTIMATE 2014- 2016
			£	£	£	£	£
<b>Maintenance projects within HBC budget</b>							
5290B020	Pier Area	Area inspections and repairs		3,000		3,000	6,000
5290B020	White Rock Baths	External redecoration	101		667	15,000	15,000
5290B020	Stade Barriers	Annual maintenance	1,490	2,000	1,575	2,000	4,000
5290B020	Public Conveniences	Maintenance	247	6,000		6,000	12,000
5290B020	Public Conveniences - Pelham	Refurbishment	58,007				0
5290B020	Car Parks Rock a Nore	Maintenance	6,839	6,000	2,607	6,000	12,000
5290B020	Car Parks - Pelham	Maintenance	166	6,000		6,000	12,000
5290B020	Other Premises	Maintenance			3,290		0
<b>Total of Cyclical Repairs and Redecorations</b>			<b>66,850</b>	<b>23,000</b>	<b>8,139</b>	<b>38,000</b>	<b>61,000</b>
							0
5290B020	Beach - Other	Replacement	11,060	12,000	11,693	12,000	24,000
5290B020	Beachfront Railings	Marina area				15,000	15,000
<b>Total Maintenance Projects</b>			<b>11,060</b>	<b>12,000</b>	<b>11,693</b>	<b>27,000</b>	<b>39,000</b>
<b>Projects (main programme)</b>			<b>2013-14</b>	<b>2014-2015</b>	<b>2014-15</b>	<b>2015-2016</b>	<b>Total</b>
			ACTUAL	REVISED BUDGET ESTIMATE	ACTUAL	ESTIMATE	ESTIMATE 2014 - 2016
			£	£	£	£	£
5291B022	White Rock Baths	Reinstatement of sewerage	29,794				0
5291B022	White Rock Baths	Concrete repairs - general*				50,000	50,000
5291B022	White Rock Baths	Contribution to allow rental on Baths total project costs £822k being: FST £150k HBC loan £300k HBC contrib. £172 ESCC £200k	178,076	150,000	13,240	300,000	450,000
5292B022	Marina Chalets	Purchase 10 new chalets	11,770		(11,660)		0
5289B020	Beachfront	Stade Kitchen** Classroom	35,050		(4,400)		0
5293B022	Beachfront	Big Beach Project**	0	153,000			153,000
5285B022	Eco Stade	Environmentally Sustainable Tourism**	210	35,000	41,720		35,000
5293B022	Beachfront	Children's play area			4,560		0
5293B022	Beachfront	Pelham play ground resurfacing	59,710				0
5294B022	Rock a Nore Car Park	Railings at Rock a Nore		40,000			40,000
5294B022	Car parks	Improved signage		20,000	2,970		20,000
5295B022	Pelham Place Car Park	Credit card machines	15,667				0
5295B022	Pelham Place Car Park	Repaving + 25 spaces	18,243				0
5296B022	Contingency			25,000		25,000	50,000
<b>Total Programme</b>			<b>348,520</b>	<b>423,000</b>	<b>46,430</b>	<b>375,000</b>	<b>798,000</b>

\* Further Charity Committee Approval before additional spend

\*\* Fisheries Local Action Group (FLAG) projects

This page is intentionally left blank

# Agenda Item 8



**Agenda Item No:** 8

**Report to:** Charity Committee

**Date of Meeting:** 8 December 2014

**Report Title:** Cash Collection Contract

**Report By:** Peter Grace  
Head of Finance

---

## **Purpose of Report**

For the Foreshore Trust to consider whether it wishes to be part of the Hastings Borough Council Cash Collection Contract procurement arrangements.

---

## **Recommendation(s)**

- 1. To agree that authority be given to the Director of Corporate Resources or his nominee in consultation with the Chair of the Charity Committee, to award a contract to the supplier that offers the most economically advantageous terms for the Foreshore Trust.**

---

## **Reasons for Recommendations**

The current cash collection contract expires on 31 March 2015.

---

## Introduction

1. Hastings Borough Council's current Cash Collection Contract expires on 31 March 2015. The East Sussex Procurement Hub is looking to go out to tender with other local authorities with a view to seeking the most advantageous economic tender.
2. A separate report informing Cabinet is going to their 5 January 2015 meeting.

## Risk Management

3. The nature of cash collection has inherent potential physical security risks particularly for the contractor. Measures can be put in place to mitigate these by the implementation of appropriate communication systems, training and utilisation of CCTV that exists in the car parks. Internal measures can be taken to ensure robust monitoring of income together with appropriate insurance provision to mitigate against the risk of potential fraud.
4. The ability to promptly bank the cash collected in to Hastings Borough Council's bank account will form part of the evaluation process.

## Environmental Issues

5. The main issue revolves around the use of contractor's vehicles to collect the monies. Regrettably, this cannot be avoided, however, contractors can reduce the impact of carbon dioxide emissions by using energy efficient fuel and modern vehicles and by the Council keeping collections to a minimum consistent with operational efficiency.

## Economic/Financial Implications

6. The current cost of providing the cash collection service is in the region of £65,000 per year. However, it is important that the cash collection service provider will be able to promptly and reliably transfer the monies into the Council's bank account.
7. The East Sussex Procurement Hub has demonstrated that savings are possible where there has been collaboration with other local authorities.
8. There may develop a variation to the contract reducing its value if use of 'pay by phone' increases substantially when it is introduced.

---

**Wards Affected**

None

---

**Area(s) Affected**

None

---

**Policy Implications**

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

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	Yes
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

---

**Background Information**

-

---

**Officer to Contact**

Tom Davies  
tdavies@hastings.gov.uk  
Telephone: 01424 451524

---

This page is intentionally left blank

# Agenda Item 9



**Agenda Item No:** 9

**Report to:** Charity Committee

**Date of Meeting:** 8 December 2014

**Report Title:** Foreshore Trust - named on contracts

**Report By:** Peter Grace  
Head of Finance

---

## Purpose of Report

For the Foreshore Trust to consider whether it wishes to be part of and named as part of Hastings Borough Council procurement arrangements with the cash collection, minor works and buildings maintenance and 'pay by phone' contracts.

---

## Recommendation(s)

- 1. To agree that authority be given to the Director of Corporate Resources or his nominee in consultation with the Chair of the Charity Committee, to award a contract to the suppliers that offers the most economically advantageous terms for the Foreshore Trust for each of the aforementioned contracts.**

---

## Reasons for Recommendations

The cash collection contract, minor works and buildings maintenance contract and 'pay by phone' agreement are all at various stages of the procurement process but looking to be closed at or around the time of the next Charity Committee in March 2015.

---

## Introduction

1. The cash collection contract, minor works and buildings maintenance contract and 'pay by phone' agreement are all at various stages of the procurement process. They are all being progressed through the East Sussex Procurement Hub who is seeking the most advantageous economic tenders.
2. A separate report informing Cabinet is going to their 5 January 2015 meeting.

## Risk Management

3. The inherent risks pertaining to the cash collection contract have been highlighted in a separate report to the December 2014 committee titled cash collection contract. The 'pay by phone' car parking agreement will be new to Hastings Borough Council but has been tested across other authorities in East Sussex and is trusted.

## Economic/Financial Implications

4. The current cost of providing the cash collection service is in the region of £65,000 per year and for minor works and buildings maintenance, around £420,000 to the Council. The 'pay by phone' car parking agreement charges the user for the service and as such is a concession without any cost to the council.
5. The East Sussex Procurement Hub has demonstrated that savings are possible especially where there has been collaboration with other local authorities.



---

**Wards Affected**

None

---

**Area(s) Affected**

None

---

**Policy Implications**

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

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

---

**Background Information**

-

---

**Officer to Contact**

Tom Davies  
tdavies@hastings.gov.uk  
Telephone: 01424 451524

---

This page is intentionally left blank

# Agenda Item 10

## Extract of Foreshore Trust Items from

### NOTES of Hastings & St. Leonards Coastal Users' Group Meeting & AGM held on Tuesday, 18th November 2014 @ 1800hrs.

#### Present:

Jill Bradley, HOTRA  
Alan Care, Hastings and Rother Disability Forum  
Paul Carter, East Hastings Angling Association (Chair)  
Kevin Boorman, HBC Head of Marketing & Communications  
Christine Boulton-Lane, West of Haven Beach Users Association  
Di Cooke, Hastings Lifeguards  
Nick Fawcett, 1066 Riders  
Virginia Gilbert, HBC Head of Amenities, Resorts & Leisure Services  
Richard Homewood, HBC Director of Environmental Services (part 1815 to 1907hrs)  
Cllr Mike Howard, HBC (West St Leonards Ward)  
Cherry Longley, HBC  
Cliff Meaden, Hastings Windsurfing  
Andre Palfrey-Martin, Nautical Heritage Assoc/Gensing & Central St. Leo Forum  
Catherine Parr, White Rock & America Ground Business Group and Hotels and Tourism Association  
Steve Peak, Friends of Hastings Country Park  
Councillor Dawn Poole, HBC (Old Hastings Ward and Lead Member for Amenities, Resorts & Leisure Services)  
Chris Richards, Hastings Adventure Golf  
Nick Sangster, HBC Resort Services Manager  
Anne Scott, Old Hastings Preservation Society  
Cllr. Trevor Webb, HBC (Central St. Leonards Ward)

#### 1. APOLOGIES

Laurence Bell, White Rock & America Ground Business Group  
Tim Godwin, HUB  
Brendon McDonagh, Hotels and Tourism Association  
Simon Opie, Hastings Pier Charity  
Yasmin Ornsby, Stade Partnership  
Jan Sellers, Fishermen's Museum

#### 5. FORESHORE TRUST ITEMS

##### 5.1 Rock-a-Nore Improvements

New railings will be installed at the eastern end of Rock-a-Nore together with improvements in the car park (new spaces), interpretation facility, and a walkway and seating. Works commence on Monday 24<sup>th</sup> November and should be complete in six weeks' time if the weather remains favourable.

**Report noted and progress welcomed.**

5.2 **White Rock Baths Refurbishment**

The briefing note from Monica Adams-Acton, Head of Regeneration and Planning Policy, HBC, which was circulated with the agenda, was noted. NS commented regarding para 1.2 Condition Survey, nothing untoward was discovered with the building that might hinder its regeneration

**Report noted and progress welcomed.**

---