

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

For a funding application pack please email:

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

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 or Karen Hopkins on 01424 451788 e-mail 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 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 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.