

<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>	

✓	<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>	
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<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.			
Source of match	Secured or Not	Amount	Cash or in-kind Match

## 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.