

Foreshore Trust Small & Events Grant Programme Round 1 2019-20 Application Form

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

Organisation name			
Project number & name	FT-SE1		
Total funding requested	£		
Event		Foreshore Land	
Activity			

The Foreshore Trust Small & Events Grant Programme is a small grants scheme, for grants up to £6,000, for voluntary and community groups offering a service or running an event 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' and visitors' 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 on ???

Please ensure you have read the Foreshore Trust Small & Events Grant Application Guidance notes in full before completing this form as there have been a number of changes made to the programme. They also explain the application questions in detail and the information to be provided. If you require any help with completing your application please contact Peter Thorpe at HVA (tel: 01424 444010; email: peter@hvauk.org).

You must not change any of the questions or alter any part of the form unless we state that you can. If you do make unauthorised changes we will not accept your application.

1. Your organisation

Applicant Organisation Name	
Address & Postcode	
Website Address	
Main contact name :	
Position in organisation:	
E-mail address:	
Telephone no:	
Mobile Phone no:	

✓	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

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?					

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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?					

Organisation account information

Period covered by latest accounts or income/expenditure breakdown for new groups	
Level of free reserves as a percentage of your annual turnover for the previous financial year or for the current year for new groups.	

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.

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	
Events that attract a wide range of residents and visitors and extend the seafront season	
Events that extend activity throughout the length of the Foreshore Trust seafront	
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 do you want the grant for?

Areas of Foreshore Trust land where events can take place can be viewed by following the attached web link - https://www.hastings.gov.uk/my_community/foreshoretrust/who/

Event	Yes/No	Foreshore Trust Land	Yes/No
Service or Activity	Yes/No		

What is the name of your event, project or activity?

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

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

Budget item (add rows as necessary)	Total cost	FT Grant
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Appendix B

		Element
Total		
If this funding programme is not the sole source of funding, please list the sources and amounts of other funding streams that will support your project activity. 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
Total		

6. The difference your event or project will make and to whom

6.1 Please indicate below who is most likely to benefit from the funded event, service or activity and most importantly, detail why 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 project. You can write up to 300 words.

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

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

Confirmation of willingness to monitor equal opportunities ✓	Yes		No	

7. Project evaluation and feedback

Tell us how you will know whether the event, service or 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 & Checklist

8.1 I confirm that I have read and understood the guidance and completed the application form in accordance with this.		
8.2 I have attached the relevant documents as listed in Section 2, Eligibility Criteria.		
8.3 I have completed all the questions in the application form		
8.4 I have the necessary authority to submit the application.		
8.5 I understand and accept that if our organisation is successfully awarded a grant that we agree to fully meet the necessary final monitoring requirements detailed in the guidance.		
8.6 Name		Signature
Date		

9. Sending us your application

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