

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

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

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

### **Aim of the Foreshore Trust Small and Events Grant Programme**

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 and St. Leonards. The main aim of the programme is to support smaller voluntary and community groups in carrying out activities and running events 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 ???

### **Help with application completion**

Comprehensive Guidance Notes are provided from page 4 to help you complete the form. Please read them carefully to maximise your chance of success. If you require any help with completing your application please contact Peter Thorpe at HVA (tel: 01424 444010; email: peter@hvauk.org).

Please do 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.

**PLEASE NOTE: A successful grant application for an event on Foreshore Trust land 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, however, should you require further information regarding this process please contact Sara Bowen, HBC Facilities Development Officer – email [sbowen@hastings.gov.uk](mailto:sbowen@hastings.gov.uk) or phone 01424 451334.**

### **Foreshore Trust Small and Events Grant Application Grants up to £6,000**

The application form enables the appraisal panel to assess the eligibility of your organisation or consortium and whether your proposed event or 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 service level 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 on 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 satisfactory completion of the project and monitoring and evaluation process.

### **Funding**

£45,000 is available in the Round 1 2019-20 programme for grants of up to £6,000 each. The grant funding period is October 2019 to March 2020.

## Foreshore Trust Small and Events Grant Programme 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
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

## Deadline for application submission

The deadline for submission of applications is midday on ????. Completed applications should be emailed with any supporting evidence to [Foreshore-Small&EventsGrants@hastings.gov.uk](mailto:Foreshore-Small&EventsGrants@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 all applicants by the beginning of October 2019.

## 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.
2. The Programme Team and Grant Advisory Panel will assess the application form using these guidance notes. 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 recommend to part fund a bid.
5. The Chair of 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.

## Eligibility Criteria

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

## 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 primarily enhance the quality of local residents' and visitors' lives and increase their involvement in the community.
- Demonstrate that for activities or services primarily residents of Hastings or St Leonards will benefit, or for events on Foreshore Trust land that visitors will mainly benefit.

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- Have a recognised legal and constitutional status, which lays out aims and objectives and states how the organisation will operate.
- Individuals wishing to apply may need to work with existing local organisations to submit and oversee their application. If you require any help with completing your application please contact Peter Thorpe at HVA (tel: 01424 444010; email: peter@hvauk.org).
- 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 as appropriate.
- 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 an explanation must be provided.

### **Assessment Criteria**

Applications will be assessed against the following:

1. Project – aim of project, description of activity or event, fit with programme priorities
2. Project Delivery - organisation capacity
3. Project Cost - budget profile and value for money
4. Difference the project makes - identification and targeting of beneficiaries, need for project, project promotion and access
5. Project Evaluation - monitoring arrangements, and capturing and providing feedback on project success or failure

### **Conditions of grant funded projects**

- Grants are normally required to be spent and accounted for within six months of the date of approval. The Grants Advisory 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 will need to 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.

If 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 and Events Grant Programme exclusions**

Grants will not be considered to pay for:

- Activities that are for non-charitable purposes
- Core costs other than where it is clearly needed to support the activity and involves additional expenses.
- Applications for continuation of existing statutory services unless a clear need is demonstrated and the long-term sustainability of the service is addressed.
- Setting up costs for new groups
- Projects which are primarily for the benefit of local businesses
- 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 and Events Grant Fund**

### **Small Grants:**

- Proposals will be considered for repairs/refurbishment, transport, newsletters, website design, promotion, etc. In other words, things that might help you to 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 or recruit new volunteers/members to your group
- Proposals for continuation of existing services will be considered. However the need must be clearly demonstrated, alternative funding sources explored, and the long-term sustainability of service addressed.
- Funding for trips and outings for members of a member-only organisation will only be considered if a clear need and social advantage can be shown which would be of benefit to as wide a community as possible.
- Proposals for grants for membership groups only will be considered if the applicant can fully demonstrate inclusivity, outreach and impact on the local community.
- Proposals for services or activities based in or outside of the borough will only be considered if they can clearly show it is primarily for the benefit of Hastings residents.

### **Events:**

- Priority will be given to events held on Foreshore Trust land. However applications for events in other areas of Hastings and St Leonards will also be considered. 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/](https://www.hastings.gov.uk/my_community/foreshoretrust/who/)
- Fundraising events or activities to support applicant organisations will be considered as long as the event activity engages or raises people's awareness of 'good causes' for the benefit of residents in Hastings.
- Charges may be levied for events and associated activities where appropriate, but this must be affordable to most residents and visitors and used only to recover the costs of the event or activity. However, free events and activities using the grants are encouraged and will be prioritised.

### **All applications**

- The Foreshore Trust is likely to favour bids from new applicants, if there is considered to be equal benefit to the local community, over activities that have previously received funding.
- New equipment – proposals may include the purchase of small assets from the grant, however the benefit of the purchase for the project, event or activity will need to be justified in the application and it should clearly state what will happen to the items once the activity etc. has finished.
- Core costs will only be classed as eligible where they are clearly needed to support the event activity and involve additional expenses
- Room costs will only be classed as eligible where applicants are planning to hire the facility from another organisation.
- Salary costs will only be classed as eligible where they are clearly needed to support the event or activity planned and are additional to existing costs - this must be clearly demonstrated in the proposal.
- Proposals may include the sale of items funded from grants; however these items must be affordable to most residents and visitors and sold only to recover the costs of the activity.

### **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.
- For small grants the project beneficiaries must be primarily resident in Hastings or St Leonards.

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- For events grants on Foreshore Trust land the project beneficiaries must be primarily visitors to 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 as appropriate
- 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 if appropriate for your group. 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 bank account. Tell us your organisation's main or registered address, including postcode. Give us your website address if you have one.
- Provide details for the main project contact – their position in the organisation, email address and landline and mobile phone numbers.
- 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

- 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.

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- 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 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. Please note that the bank account signatories must not be related to each other.
  - C. Confirm that the latest copy of the organisation's annual accounts is held by or has been emailed to the Council. If your organisation has been running for less than 15 months, please provide a 12 month financial projection for the year in which 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 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.

### Organisation account information

- From your last accounts, or income/expenditure breakdown for new groups, please confirm the period covered
- Specify the 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 in the project section of the application.

### 4. Project

- Tell us where you found out about this funding programme.
- Confirm what you want the grant for: either an event or service/activity, and whether or not the event will be held on Foreshore Trust land. 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/](https://www.hastings.gov.uk/my_community/foreshoretrust/who/)
- 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.
- Provide a brief project aim summarising your project idea. You may use up to 75 words.
- 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 the Foreshore Trust Small and Events Grant Programme 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 £6,000 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.
- If your proposal is for an event, service or activity for which you will be charging you will need to include projections of the income from these charges in the match funding section.
- If your proposal includes the sale of items funded from grants you will need to include projections of the income from these sales in the match funding section.

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

### **Section 6.1**

- Tell us who will mainly benefit from the project and explain why the event, service or activity is needed.
- Include what evidence you have to show that the event, service or 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 event, service or 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 event, project or activity and whether they are volunteers and/or paid staff (and if they are paid staff whether they are full time or part time).
- Detail how you will ensure and demonstrate that for services or activities the beneficiaries of the project are residents in Hastings and St Leonards, and that for events the main beneficiaries of the project are visitors to Hastings and St Leonards.
- You can write up to 300 words.

### **Section 6.2**

- Detail how and to whom you intend to market the event or activity to, and how you will involve the wider community or visitors to Hastings and St Leonards.
- Tell us how you will promote and publicise your event or activity, and explain what you will do to make sure that people from different backgrounds know about and how to benefit from it.
- If you plan to restrict who can take part in your event or activity 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 or activity.
- You can write up to 150 words.

### **Section 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 how your proposal meets equal opportunities, the venue or location including disabled access as appropriate. You can write up to 150 words.

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

- Tell us how you will know whether the event, service or activity has achieved its aims, and explain how you will show that it has made a positive difference to the beneficiaries. Describe the methods you have in place for monitoring and evaluating the event, service or activity. This

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could include information about numbers and types of people attending or supported and case studies and/or feedback from people involved.

- You may use up to 150 words.

### 8. **Declaration & Checklist**

Please put a cross in the second column of 8.1 to 8.5 to confirm the following

- 8.1 That you confirm that you have read and understood the guidance and completed the application form in accordance with this.
  - 8.2 That you have attached the relevant documents as listed in Section 2, Eligibility Criteria.
  - 8.3 That you have completed all the questions in the application form
  - 8.4 That you have the necessary authority to submit the application.
  - 8.5 That you understand and accept that if your organisation is successfully awarded a grant that you agree to fully meet the necessary final monitoring requirements detailed in the guidance.
  - 8.6 Please complete and date this section. Note: only electronic signatures are accepted, if you do not have an electronic signature please leave this blank.
9. Email your application and any supporting evidence to [Foreshore-Small&EventsGrants@hastings.gov.uk](mailto:Foreshore-Small&EventsGrants@hastings.gov.uk) Please note that the application needs to be emailed in Word format and that paper copies will not be accepted.