

Foreshore Trust Large Grants Programme 2021-2024 Grant Funding Application Guidance

Introduction

Aim of the Foreshore Trust Large Grants Programme

The Foreshore Trust large grants programme is a grant scheme for charities offering a service within Hastings & St. Leonards. The aim of the grant scheme is to support organisations in carrying out activities that enhance the quality of local residents' lives and increase their involvement in the community.

Your application will need to meet The Foreshore Trust large grants programme themes for the next three years, which are detailed in the funding section below. Please note this is a three-year programme subject to annual budget confirmation by the Charity Committee.

Hastings Borough Council (HBC) manages the administration of the programme on behalf of the Foreshore Charitable Trust. The grant awards decisions are made by the Charity Committee. Please note that a successful application to this programme does not make you ineligible to apply to any of the other Foreshore Trust grant programmes.

Application Form

The application form enables HBC officers and the Grant Advisory Panel (GAP) to assess the eligibility of your organisation or consortium and whether your proposed service will directly meet the grant funding guidance and specifications - applications from organisations that do not directly meet these will be declined.

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.

Help with Application completion

Comprehensive guidance notes are provided on the following pages to help you complete the application form. Please read them carefully to maximise your chance of success.

Please note:

- If you require any help with completing your application please contact Peter Thorpe at HVA (tel: 01424 444010; email: peter@hastingsvoluntaryaction.org.uk).
- If you have any other queries relating to the Foreshore Trust grant programmes, including project ideas etc., please contact either Ian Sycamore (phone 01424 451339; email isycamore@hastings.gov.uk) or Karen Hopkins (phone 01424 451788; email khopkins@hastings.gov.uk)

Grant programme aim and specifications

Applications can be submitted that meet one of the grant programme themes only. Those applications that specifically address these and have clear links to the organisation aims identified on the application form (Section 1.3) will be assessed more highly than proposals that are less directly linked. If you wish to apply for more than one specification please use separate applications forms.

The themes for the Foreshore Trust Large Grant Programme are as follows:

Homelessness
Domestic violence
Housing, debt and benefit advice (including Fuel Poverty)
Migration theme
Support service to voluntary organisations (who support the most deprived and isolated individuals).

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Deadline for submission

The deadline for submission of applications is midday on **?? August 2020**.

Completed forms should be emailed with any supporting evidence, to Foreshore-Large@hastings.gov.uk including the name of your organisation in the subject field of your email.

Notification of approved services

Decisions will be notified to applicants in December 2020 subject to final budget approval in March 2021 for financial year 2021-22 and again in March 2022 and 2023.

Funding

The Foreshore Trust large grants programme is available for services starting from April 2021 and ending in March 2024. The total grant funding available from the programme for 2021–2022 will be approximately £161,000, with possible changes for 2022-2023 and 2023-2024. As part of the Foreshore Trust Charity's budget setting process the final programme amounts will be confirmed in March 2021 for financial year 2021-2022 and again in March 2022 and 2023.

An additional £20,000 will be made available each year in 2022-2023 and 2023-2024 to fund Foreshore Trust large grants programme projects to address the 'Golden Thread' mental health and wellbeing agenda. All applications at this stage will need to show how they plan to address the 'Golden Thread' mental health and wellbeing agenda (see Guidance on completing the Grant Funding Application form on p4 below).

As indicators only, the following should be used as the 100% baseline (Option A) for your application:

Domestic violence	TBC
Housing, debt and benefit advice (including Fuel Poverty)	TBC
Support service to voluntary organisations	TBC
Homelessness	TBC
Migration intervention	TBC

The final agreed funding will be allocated to the five specification areas (not equally) depending on the quality of the funding applications submitted.

Application appraisal process

The procedure for appraisal and recommendation of grant funding is as follows:

1. The applicant must meet the grant programme theme selected in order to be considered.
2. Applications will initially be reviewed by HBC officers for eligibility and due diligence checks (such as organisation governance, financial status and fully compliant application).
3. The GAP will assess the application form using the guidance notes below and specific assessment criteria. The GAP's role is to act as an independent and objective appraisal and recommendation group.
4. In general, applications will be assessed on how well they meet the theme of the grant programme, the need for the service, the likely beneficiaries, value for money and the difference the service will make.
5. There may be follow-up questions from the GAP panel meetings, which HBC officers administering the programme will forward to applicants and the responses will then be emailed to GAP members for their confirmation and final recommendations.
6. The applications recommended by the GAP will be approved at the Charity Committee meeting in December 2020 subject to budget confirmation in March 2021. All applicants will be notified about the outcome of the final decision as soon as possible and we will also notify unsuccessful applicants of the principal reasons for not funding the proposed services.

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Eligibility Criteria

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

1. Who can apply?

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

- Be a charity carrying out activities that enhance the quality of local residents' lives and increase their involvement in the community.
- Demonstrate that residents of Hastings & St Leonards will mainly benefit from the service.
- Priority will be given to services aimed at generating or sustaining activity run for the benefit of groups often excluded from mainstream activity or communities experiencing the effects of multiple deprivation. This can apply to certain neighbourhoods in the borough or communities of identity such as people with disabilities or Black and Minority Ethnic (BME) groups.

Assessment Criteria

Applications will also be assessed against the following:

1. Service Proposal - need for and description of service and fit with the grant programme themes.
2. Service Delivery - organisation capacity.
3. Service Cost - Budget profile, explanation and value for money.
4. Difference the service makes - identification of beneficiaries, promotion, and access.
5. Service Evaluation - monitoring arrangements and providing feedback on success or failure.

Conditions of grant funded services

1. Main Conditions

There are three main conditions to be met:

- Grants are required to be spent and accounted for on an annual basis by March 2022, March 2023 and March 2024.
- Quarterly monitoring forms will need to be completed for the Foreshore Trust large grants programme confirming that the money has been spent for the purpose originally specified. This should include any information and supporting evidence to demonstrate to what extent the service successfully achieved its intended outcomes. Diversity information may also be required including the number of people involved, ages, ethnicity and disabilities.
- An annual report will be required from each funded organisation in Quarter 3 (January) of each funded year. The report should specifically highlight the difference made by the Foreshore Trust large grants programme contribution alongside any match funding contribution.

Occasionally, additional conditions may be added.

3 Grants Fund exclusions

Grants will not be considered to pay for:

- Services for residents outside of Hastings & St Leonards.

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:

- Grant funding must only be used for the purpose set out in the agreement. The Charity Committee must agree any substantial changes to delivery.
- The service beneficiaries must be resident in Hastings & 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

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- 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 funding 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. 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

Monitoring and evaluation are essential to assess the effectiveness of the grant 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. 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.

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 grant, 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 Grant Funding Application form

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.

1. About your organisation

1.1 Organisation Details

- 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.
- Tell us the main contact for this application – this must be a member of your organisation and the person authorised to submit the application. They should be someone from your organisation who we can talk to about your service and who we can contact during office hours.

1.2 Consortium applications

- Please provide details of your consortium detailing its legal status, working arrangements, how it is constituted, who will be the Lead Organisation taking responsibility for this funding, and a list of all partners.
- If your consortium is in development, please provide details of the proposed plan, Lead Organisation, partners and working arrangements for its formation and likely date of establishment.

1.3 Aims, objectives and stated mission of your organisation or consortium

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- Give us some brief details about the aims, objectives and stated mission of your organisation or consortium, and what it does in no more than about 200 words.

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 service or organisation, and before you go to the time and expense of submitting an application.

Please tick the Yes or No checklist to verify that your group is eligible to apply for funding. Please also tick to confirm you have attached copies of supporting information as requested. If your organisation has previously applied for grant funding from any other programme administered by Hastings Borough Council (HBC), and your group has already submitted the supporting evidence for these applications please tick the relevant cell in the 'Held by HBC' column.

- 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 service, clarification must be given to demonstrate local governance and ownership of the service.
- B. There are usually two signatories to the bank account of the organisations and they are not related to each other.
- C. Confirm that copies of the last three years of the organisation's annual accounts are held by or have been emailed to the Council. For consortium applications you will also need to provide copies of the lead and partner organisations' annual accounts for the last three years.
- D. Confirm 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 (a minimum of £10 million is recommended). If you feel that such a high level of cover is not necessary for your group, please include a note to explain why.
- F & G – If your service 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.
- H. Confirm that your organisation complies with UK legislation on employment and health and safety.

Organisation account information

- Confirm the period covered by your latest accounts
- Specify the level of free reserves as a percentage of your annual turnover for the previous financial year. This figure is used by the assessors to establish a financial need for the grant.

Organisation Status

- Please confirm that your organisation is a charity and complete the registration number details.

3. Service and delivery

3.1 Priority

- Tick the theme your proposal will address.
- You will be asked to demonstrate how your proposed service will contribute to this theme later in Section 3.5 of the application form.

3.2 Service name

- What is the name of your proposed service – give us a short title that we could use for publicity purposes.

3.3 Service Aim

- Briefly describe the proposed aim of your service - you may write up to 75 words

3.4 Service description and funding requested

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- Enter the amounts of Foreshore Trust large grants programme grants that you are requesting for Options A and B (from Section 4.3) for each financial year bearing in mind the possible reduced amount of grant funding available in 2022-23 and 2023-24.
- Option A - Please tell us in full detail about your proposed idea, its aim, and the services or activities you plan to carry out using our grant. Describe what you would like to do and how you plan to do it; you will need to specify how you plan to deliver the theme description bullet points. In addition you will need to identify how your service will contribute to the 'Golden Thread' mental health and wellbeing agenda. You can write up to 1000 words.
- Option B - Please describe reduced scale options, which should be viable alternatives that might be funded with lower levels of grant. Describe what activities/services would be cut or reduced, and if they are to be reduced, in what way. You can write up to 500 words.

3.5 How does this service complement that provided by other funders?

- To avoid duplication of service describe how this service both differs from and complements the services already provided by your organisation or other funders. You can write up to 500 words.

3.6 How does your service proposal meet the programme theme?

- Please explain in detail how your service proposal relates to the funding programme theme you have selected. Please note that direct links between your organisation's aim and the funding scheme aim and theme will be assessed more highly. You can write up to 500 words.

3.7 Consortium partners – service involvement and delivery.

- If your proposal involves delivery by a range of partners provide details here about which organisation will be delivering the services described in the sections above. Add further rows for each partner if needed.

3.8 Describe your organisation/consortium's expertise/capacity to deliver this service?

- Please explain fully your organisation's expertise and capacity to deliver the proposed service. You can write up to 500 words.

3.9 Explain the benefits of working in partnership on this service.

- Describe the benefits of working in partnership on this service for both consortia and single organisation services.
- As this programme requires that you collaborate with the other service providers funded from this programme please state how you could contribute to the 'Golden Thread' mental health and wellbeing agenda including: attendance at network meeting; sharing of good practice; referrals and identifying gaps in service provision. You can write up to 1,000 words.

3.10 What are the key risks to the service?

- Please list the key risks to the proposed service, particularly to the delivery of the proposed outcomes detailed in Section 5.2.
- Give details of the mitigation you would use to reduce these risks or their impact.

4. Proposed service funding

4.1 Proposed service budgets

4.2 Option A

- Tell us how much your proposed service will cost for each year - insert rows as necessary. Please note the guidance on funding on page 1.
- Provide a breakdown of all the main costs of the proposed service for both options and years bearing in mind that there may be a change of grant in the second and third years.
- Include everything you will need for the service even if you are not asking us to fund it.
- Give the total cost of each item or activity in the total cost columns and how much you want from the Foreshore Trust large grants programme in the grant element columns. Provide any details of matched funding you are providing in the relevant Match columns.
- Please ensure the totals for the grant funding requested tally with the amounts detailed for Options A and B in the service description (Section 3.4).
- For consortia proposals please identify to which organisation each cost is attributable in the 'Consortia Only Attributable Organisation' column.

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- In the case of consortia we expect there to be a cost in administering the partnership. Please include the Lead Partner's anticipated administration costs.
- There is no limit to how much the programme will pay for each budget item.

4.3 Option A – Matched Funding

- Detail any match funding you are providing towards the service, and confirm whether this is in-kind or cash match.

4.4 Option B (50% of Option A)

- Please complete the Option B section as for Option A but working to a final total of 50% less than you are requesting for Option A.
- For both options please check that your figures add up.

4.5 Option B – Matched Funding

- Detail any match funding you are providing towards the service, working to a final total of the grant request of 50% less than you are requesting for Option A, and confirm whether this is in-kind or cash match.

4.6 Partner breakdown (consortia only)

- For Options A and B give us a breakdown showing the Foreshore Trust large grants programme grant funding each organisation in your consortium would receive of the total being requested if you were successfully awarded a grant.

5. The difference your service will make and to whom

5.1 Service need, evidence & impact

- Tell us who will mainly benefit from the proposed service and explain why it is needed.
- Include what evidence you have to show that the service 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 service is similar to other existing services, explain what difference your service 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 service 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.
- Detail how your service has been influenced by what people have told you and how you know that the people you want to help will use your service. Confirm how many people will be involved in delivering your proposed service and whether they are volunteers and/or paid staff (and if they are paid staff whether they are full time or part time).
- State how your service meets the 'Golden Thread' mental health and wellbeing agenda.
- You can write up to 1000 words.

5.2 Proposed Service Outcomes

Outcome Definition: Outcomes relate to 'what difference there is' and demonstrate wider effects of a scheme or service, results of an action, or changes or differences that your service will make to people or area involved. An outcome is also the benefit or change for participants after the activity. Key words are to improve, decrease, increase, develop and sustain. Examples are new knowledge, increased skills, people gaining qualifications, moving into permanent accommodation, getting out of debt, retaining a home, changes in knowledge, behaviour, attitudes, increased access and use of services, changes in policy or practice, increased quality of services, increased capacity, increased resources.

- Outcome - Give brief outcome descriptions for the longer term benefits for your beneficiaries or service that will demonstrate the lasting difference it will make. There should be a direct correlation between the service and the outcomes.
- Measure – Tell us specifically and clearly the measures you will use for the outcomes (i.e. numbers or people supported, workshops, jobs created) and the evidence you will use to record these (registers etc.).
- Recording method – confirm what system or method you will be using to record the outcome.

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- Target - Identify target numbers (number of beneficiaries, workshops etc.) for each option and year you are requesting grant for.
- The outcomes should show clear alignment with the Foreshore Trust large grants programme theme you have selected.

5.3 Service Promotion & Publicity

- Tell us how you will promote and publicise your service.
- Explain what you will do to make sure that people from different backgrounds know about your service and how to benefit from it.
- Detail how you will ensure and demonstrate that the beneficiaries of the service are residents from Hastings & St Leonards.
- Explain how your service will actively seek to involve as wide a range of people as possible.
- If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to tackle it.
- If you plan to target particular groups or parts of the town, please describe them.
- Explain how your service will actively help to close the gap for disadvantaged residents, groups or areas of the Borough.
- You can write up to 500 words.

6. Beneficiary Monitoring

6.1 Equal Opportunities

- Please confirm your organisation's or consortium's willingness to monitor equal opportunities.
- If you plan to restrict who can take part in your service explain why.
- Demonstrate fully how you will ensure the service addresses equalities issues.
- You can write up to 500 words.

6.2 Monitoring & Evaluation

- Tell us how you will know whether the service has achieved its aims.
- Explain how you will show that your service has made a positive difference to the beneficiaries.
- Describe the methods you have in place for monitoring and evaluating the service. This could include information about numbers and types of people helped, case studies and/or feedback from people involved.
- You can write up to 500 words.

7 Declaration & Checklist

Please put a cross in the second column of 7.1 to 7.6 to confirm the following

- 7.1** That you confirm that you have read and understood the guidance and completed the application form in accordance with this.
- 7.2** That you have attached the relevant documents as listed in Section 2, Eligibility Criteria.
- 7.3** That you have completed all the questions in the application form
- 7.4** That you have the necessary authority to submit the application.
- 7.5** That you understand that your personal details will not be shared with anyone without your permission, and will be removed from the application prior to it going to the Grants Advisory Panel for assessment.
- 7.6** That you would like us to maintain your organisation data on our Organisation Database
- This database is used to record the information you provide on your grant applications submitted to the programme administrator. They store the information to help make the grant application process easier for you and them, and to stop repeat requests for that information. The only person that has access to your data is them, and the information is stored in a secure folder on the council's server. They will only share your details if you have given permission to do so. They will only keep your organisation details for as long as you wish them to and you can request to have your details removed at any point by emailing them with UNSUBSCRIBE in the subject line.

Note: Your organisation details will be kept until any grant funded activity has finished.

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7.7 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.

7.8 Please complete and date this section. Note: only electronic signatures are accepted, if you do not have an electronic signature please leave this blank.