



# HASTINGS BOROUGH COUNCIL

## Seniors Grants Application Form (up to £1000)

ROUND 2: 12th January - 27th January 2012

Please complete this form to apply for a grant from Hastings Borough Council. The grant must benefit over 50 year olds living in Hastings and St Leonards in order to qualify.

Completed application forms and additional documents must be returned by 5pm on Friday 27th January 2012.

**In order to qualify, your application:**

- \* Must benefit people over 50.
- \* Must benefit people from Hastings and St Leonards.
- \* Must be submitted by 27th January 2012.
- \* Must not fund individuals.
- \* Must not fund projects/ activities retrospectively.

**Please submit a hard copy of this form to:**

Emile Tambeh, Grants, Hastings Borough Council, Breeds Place, Aquila House, Hastings, East Sussex, TN34 3UY.



Name of project: Ore Coffee Morning  
Have you been successful in a previous round of Senior Small Grants? Yes / **No**  
Total Funding requested: £345

Office Use:

SECTION 1 - ABOUT YOU AND YOUR ORGANISATION

Contact Name: Samuel J Smith  
Position in organisation: Head Organiser  
Address: 16 Pivot Street  
Hastings  
East Sussex  
Post code: TN34 7XX

Phone number: 01424 892417 Mobile Number: 07781 425600  
Email address: sjsmith@orecoffee.org.uk Website: N/A

How would you define your organisation?

Please tick which ones of the following applies to your organisation. You may need to tick more than one. Please remember to include a copy of your constitution or other governing document with your application.

- Company limited by guarantee:
- Registered Charity:  Registration No: \_\_\_\_\_
- Community Interest Company:  CIC No: \_\_\_\_\_
- Community Club / Group / Society:
- Other (Please describe):  \_\_\_\_\_

What are the aims of the group (Not scored)? To get the elderly folk living in the Ore area of Hastings, especially the lonely vulnerable individuals, out of their homes and socialising on a regular basis.

Eligibility Checklist

Please circle the checklist below to verify that your group is eligible to apply for funding and ensure that you can provide supporting information as requested.

- a) We have a written set of rules, constitution, or other governing document, and confirm that the copy provided with this application is current and properly authorized. **Yes** / No
- b) A bank account is held in the name of the group requiring at least two signatures for cheque transactions or cash withdrawals OR we have an agreement with another organisation which will support us and receive money on our behalf. **Yes** / No

Bank details: Name of Bank: Natwest  
Address of Bank: 1 Main Street, Hastings, East Sussex, TN35 8AA  
Name of account: Ore Coffee Club  
Account Number: 43210123 Sort Code: 102030

- c) A copy of our latest annual accounts is enclosed OR (for new groups) we enclose income and expenditure plans **Yes** / No
- d) We have an Equality and/or Equal Opportunities policy (this policy may be contained within your constitution or other governing document) **Yes** / No
- e) A copy of our public liability insurance to the value of at least £10 million is submitted (If you do not have cover, please explain why) **Yes** / No
- f) We have a policy to ensure the safeguarding of children or vulnerable adults (where appropriate). **Yes** / No

## SECTION 2 - NEED

(Note - questions in sections 2, 3 and 4 will be scored for assessment purposes - please consult the guidance notes before you complete this application form to ensure that you answer as fully as possible. Extra space found at the back)

1) Please describe what the project your applying for is?

We are a small group of 5 volunteers, who operate the Ore Coffee Club aimed at running coffee mornings to encourage the elderly people to get out and make new friends, and bring the community closer. We wish to expand our coffee mornings from once a month to once a week, as this would enable us to reach a larger audience, thus increasing the wellbeing of a larger number of mature people.

2 a) Please tell us why you think it is needed?

We feel it is essential to help more vulnerable and isolated elderly people to get out and socialise with like minded individuals, to give them something that's easily affordable and exciting for them to do, as we feel that nobody should be alone and everyone needs a friend, especially in the harsh conditions of modern society in the UK.

2 b) Please provide evidence to support the project need: e.g. Interviews, newspaper clips, questionnaires etc.

3) What would happen if the project was not funded?

We would only be able to provide meetings once monthly or less which is not enough to keep interest and have a positive enough effect on elderly society.

## SECTION 3 - BENEFIT

4) What will be delivered by the project?(Please tell us what you will do with the funding you are applying for)

We aim to run coffee mornings at Ore Community Centre once a week instead of once monthly, We also want to cut costs further by charging a small fee on the door which will allow us to provide coffee, tea and biscuits for free making it more cost effective for the community.

5) What will the short term benefits of this project be to the participants? And how will you measure this?

Participants will have the opportunity to meet new people and this will reduce isolation. We will measure this by completing a register every week.

6) What will the long term benefits of this project be to the participants? And how will you measure this?

Participants will have the opportunity to make long and lasting relationships and reduce isolation altogether. This will be measured with interviews and questionnaires, and general observations of the general atmosphere of the group.

7) How many people will this project benefit? 30 people will hopefully grow into 50 people from the Ore community.

8) Where do the people who will benefit from your project mainly live? (name of neighbourhood/ward)

(not scored): Ore area of Hastings.

SECTION 4 – USE OF RESOURCES

9) How much will the project cost?

ITEM (Please give breakdown of main items)	COST £
Tea bags x 10 boxes	45.00
Coffee x 10 Jars	45.00
Milk x 20 litres	20.00
Biscuits x 100 packets	135.00
Advertisement (500 x A5 leaflets)	100.00
Venue	Free
Staff (Volunteers)	Free

Total Cost of Project    £    345.00

10) If you are making a contribution from other funds please indicate here  
(Please indicate whether any funding is agreed, conditional etc. in the space below)

	COST £
N/A	N/A
Amount of Grant Requested (Maximum £1,000)	345.00

11) Have you provided any quotes for the costs above? If not your application form will be delayed until we get this?  Yes / No

12) How will your group continue after the proposed funding for this project has finished?

*Due to the small door fee and increased members of our coffee mornings (due to weekly instead of monthly opening times), we can continually put the money raised back into the outgoing costs making it more sustainable in the long run.*

13) What is the timescale for your project or service? (not scored)

start: 1/2/2012 finish: N/A ongoing (please tick)

THE COUNCIL REQUIRES ALL RECEIPTS AS EVIDENCE OF EXPENDITURE.

DECLARATION:

I am authorised to make an application on behalf of the above organisation.

I certify that the information contained in this application is correct.

If the information in this application changes in any way I will inform Hastings Borough Council.

I give permission for Hastings Borough Council to record details of my organisation electronically and to contact my organisation by phone, mail or email.

SIGNED: S J Smith

DATE: 15/12/2011

