

# Foreshore Trust Small & Events Grant

**Please note this is the offline version of the application form for your reference only.**

**Please return to the online form when you are ready to apply to submit your application**

## **Application Form**

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

The main aim of this programme is to support smaller voluntary and community groups in carrying out activities, services and events which benefit and support the local community.

Grants of up to £6,000 will be awarded to voluntary and community groups providing projects within Hastings & St. Leonards.

**Please note,**

**The application will be assessed solely on the information given in this form. So please take care to ensure you have answered clearly and give as much detail as you can for each section. Please do not assume that the assessment panel have any prior knowledge of your organisation, even if you have been established in the town for many years.**

The panel will be looking for you to demonstrate that your application

- Represents good value for money
- Has many beneficiaries
- Benefits the local community
- Has sustainability
- Is not solely reliant on this grant
- Demonstrates additional activity outside your usual delivery

As it is not possible to save this form throughout the online application process, it will need to be completed in one session.

We therefore strongly recommend that you download the form using this link so you can make a draft before completing the online form.

## **First the eligibility checker**

Please answer the following questions to see if you should complete a full application form

**Has the applying organisation received funding from the Foreshore Small and Events Grants in the last round (Round 8)?\***

Yes

No

**Please select the type(s) of organisation applying for a grant\***

- Voluntary or community group
- Company limited by guarantee
- Community interest company
- Registered Charity
- Another form of social enterprise

**Organisation checks (if your application is approved, you will be asked to submit supporting information as necessary)\***

**Considering your organisation:**

1. It has a written set of rules, constitution, or other governing document
2. It holds a bank account (in the name of the organisation)
3. It can provide independently audited accounts (or can provide a supporting declaration from an existing group)
4. It has public liability insurance (normally £10m limit), which will be in place if awarded
5. It has an Equality and/or Equal Opportunities Policy or statement in its governing document
6. It has a policy to ensure the safeguarding of children or vulnerable adults (where appropriate)
7. Any relevant staff and volunteers are DBS checked (where appropriate)

**Do you confirm all of the above?**

Yes

No

**Does the proposed activity, event or service requesting funding primarily benefit Hastings/St Leonards residents?\***

Yes

No

**My application for Foreshore Trust funding is for no more than £6,000\***

Yes

No

**Thank you. Now please complete the full application form below**

**Remember to hit the submit button when you have finished**

**Applicant organisation name\***

**Organisation address, including postcode\***

Also include any website address (if applicable)

**Person completing form\***

Name of person completing this form

**Position within organisation\***

Position or title of the above in organisation. If you are not part of the organisation please explain below

**Contact details for further information\***

Email and phone

**Project Name\***

If your application is approved, this will be the title we use to talk about your project with stakeholders

**Foreshore Trust grant request\***

This cannot be more than £6,000 (enter figures only)

**Proposed start date of activity\***

**Proposed end date of activity\***

### **Free reserves**

Please explain if your organisation has any existing funds available in reserves (please evidence your reserves policy, how much total reserves you currently hold, and evidence what, if any reserves are restricted). This would be included in your annual accounts.

**"Free reserves" refers to money or resources that you may have set aside but not yet committed to anything specific, so they can be used freely when needed.**

### **Fit with Foreshore Trust priorities**

Please select ONE priority that best fits with your proposal

- 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 throughout the

- whole year and along the whole of the seafront
- Any other purposes currently recognised as charitable and any new charitable purposes which are similar to other charitable purposes

**Beneficiaries**

- Number of beneficiaries** - How many people will benefit from this funding?
- Who will benefit from this funding (100 words max)**
- Intent** – please explain the intent of the project – what the project is planned to achieve (100 words max)

**Your project proposal, Aim and Impact**

Please tell us in detail about your event or project and how you propose to achieve it.

- Intent** –  
**Please explain the Intent of the project - what the project is planned to achieve.** (Max 100 words)
- Implementation** –  
**Please explain the Implementation of the project - what, when & how.** (Max 100 words)
- Impact**  
**Please explain the Impact of the project beyond the conclusion of the project.** (Max 100 words)
- Benefit of project** –  
**Please give evidence of Why the project is needed and evidence of how the need is not currently being met by other organisations.**  
(Max 200 words)
- Monitoring**  
**Please explain how the impact of the project will be monitored and reported.** (Max 100 words)
- Equality**  
**Please explain how the project will foster equality of opportunity.**  
(Max 100 words)
- Financial sustainability**  
**Please evidence your planning as to how your organisation & project aims to become financially independent of the Foreshore Trust Grant for future funding.** (Max 200 words)

- **Project Budget**

**Please provide a budget breakdown for your project by uploading your budget as a separate document using the link at the bottom of this section**

**You will need to identify the following:**

- which items the requested funding will contribute to.
- Any match funding you have agreed – "Match funding" is a type of funding arrangement where the amount of money you put in/secure is "matched" by another funder.
- Please evidence your reserves policy, how much total reserves you currently hold, and evidence what, if any reserves are restricted - "Free reserves" refers to money or resources that you may have set aside but not yet committed to anything specific, so they can be used freely when needed.
- If there is a shortfall, how do you plan to meet this.

**Please note that it is very important your budget is clear and adds up correctly.**

For help on preparing budgets, please go to:

<https://www.resourcecentre.org.uk/information/budgets-for-community-groups/>

- **Total project cost £**
- **Amount raised so far £**
- **Amount of grant requested £ (Maximum £6,000)**

### Budget breakdown

Please download separate form ([using this link](#)), complete, save and then upload in the box below (only upload in word doc format)

Upload your project budget word document here:

### Submission declaration

By checking the box below, I declare that:

- If my application for funding is successful I agree to supply the relevant documents
- I give consent for my details to be used for the purposes of this programme on the understanding that any personal details will be removed from the application prior to it going to the Grants Advisory Panel for assessment
- If awarded funding under this programme, I agree to abide by any

conditions and rules set out in the contract

**GDPR / Privacy statement**

Your information will only be used for the purpose of this programme. All data will be stored and processed in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. To find out more about how Hastings Borough Council protects and respects your privacy, please see <https://www.hastings.gov.uk/privacy/>

Send me a copy of my responses

Submit