

Delivery of the Hastings Area Based Grant Programme

Guidance for the Completion of the Expression of Interest

The Expression of Interest (EOI) pro-forma should be completed by all organisations wishing to apply for funding from Hastings Area Based Grant. The pro-forma represents an expression of interest only and groups who submit an EOI do not have to proceed to the full applications stage if they do not wish to do so.

At this stage, Hastings Borough Council, advised by the Economic Alliance is looking for outline proposals which will be qualitatively assessed against agreed interventions and priorities. The Economic Alliance – Appraisal Panel will make recommendations based on the EOI submitted.

Organisations who have submitted an EOI will receive commentary from the Appraisal Panel on the extent to which they meet the requirements as outlined in the ABG Programme Specification.

The EOI pro-forma, along with this guidance note, will be posted on the Hastings Online website at www.hastings.gov.uk 14 November 2008. Any organisations interested in delivering activity funded by Area Based Grant will be able to download the pro-forma as a word document and complete as necessary. The following contact can answer any questions you may have and provide support:

Robert Mee, Regeneration Programme Manager
Telephone: 01424 451797
Email: rmee@hastings.gov.uk

Please read all guidance notes and Expression of Interest pro-forma before you start to complete it, and ensure you only answer the question asked in the box. Any further relevant information not covered by the questions can be entered in Section 13.

Guidance on each of the thirteen sections in the EOI pro-forma is detailed below.

Section 1	Provide the contact details of the person who is dealing with the application along with the organisation, project name and the ABG intervention this EOI relates to. If the proposal relates to more than one intervention, put up to three in order of relevance.
Section 2A	Give a clear, concise description of the proposal. What activity will it deliver and how does this address the ABG objectives.
Section 2B	This section should be used to explain why Hastings Borough Council Area Based Grant should be used to fund this project

	<p>as opposed to other public or private funding. If this proposal has been specifically put together to deliver activity against an ABG intervention this can be stated here.</p>
Section 2C	<p>State the target groups the activity will work with (with SOA and ward information) including the location of the project. The ABG specification lists target groups and SOAs.</p>
Section 3A & 3B	<p>The work identifying the interventions has taken into account much of the strategic fit against local, regional and national strategies. However, organisations delivering activity should be aware how their activity fits into wider objectives. These sections should be used to show the applicant understands the local circumstances of Hastings and the strategies that have been, or are being, developed to meet the needs of the area.</p>
Section 4A	<p>This is a key section and needs to demonstrate how the activities will be delivered. This section should</p> <ul style="list-style-type: none"> • include key milestones that show the progress of the project, • identify risks and how they will be minimised • indicate proposed management and reporting arrangements • describe the role of, and relationship, with any partner organisations
Section 4B	<p>The Area Based Grant is to be used to add value to, or complement existing activity. This section should be used to demonstrate that the applicant understands the existing activity within the area, the specific theme and the intervention and how the proposed activities will complement them.</p> <p>If the proposal is an expansion of an existing project (for example working with more beneficiaries, or providing more help to existing beneficiaries), you must outline how the level of additional benefit will be measured and verified.</p>
Section 5A	<p>This section should be used to state the outcomes the project will achieve, for example Improved job readiness of beneficiaries. Thought should be given to how this would be measured and evaluated.</p> <p>Also, outcome targets from documents like the Local Area Agreement should be stated if relevant to the proposal, for example 'Reducing the number of working age people claiming out of work benefits in the worst performing neighbourhoods'. This target may not be directly achieved by the project but there could be a contribution being made by the proposed activities which will have an impact on the overall statistic.</p>
Section 5B	<p>The outputs expected to be generated by this project should be listed here. This should include the actual output and the estimated target for the lifetime of the project. Key outputs and how they are defined can be found in the Programme</p>

	Specification. Other outputs specific to the proposal can be stated but they will need to be clearly defined.
Section 6	This section is to briefly outline how your project will support greater equality between different groups in Hastings, and how you will ensure equal access by different target groups. A full equalities impact assessment is not necessary until the application stage.
Section 7	The section should be used to state what arrangements you have considered to maximise the continuation of benefits after funding ceases. If the intention is for the activity to continue beyond March 2011 state what steps will be taken for this to happen. Area Based Grant funding cannot be relied upon to continue after this date. More detail than 'will seek more funding' is required – for example, where this might be obtained, opportunities for linkage with other projects or programmes.
Section 8	Please list relevant projects your organisation is currently delivering or has delivered in the past. You should include information on the funding received and the activity delivered. This section enables you to demonstrate your ability to successfully deliver your proposals.
Section 9A	This section should be used to describe any State Aid implications of the proposal. Guidance on State Aid, including Frequently Asked Questions can be found on the Government's Department for Business Enterprise and Regulatory Reform (BERR) website. http://www.berr.gov.uk/whatwedo/businesslaw/state-aid/index.html
Section 9B	If there are other aspects of the project that have statutory requirements eg. planning permission, this can be stated here. This section is to assess what action is needed to deliver the project and to ensure the proposal builds in statutory requirements.
Section 10	State the estimated budget for the project including total funding and how much of this is Area Based Grant. This will be looked at alongside the project activity and outputs generated to gauge value for money so should be as realistic as possible. Total funding should include the organisation's own contribution and in-kind support where applicable, and you should state how in-kind support is valued (eg staff salary, value of overheads, £value of volunteer time). For example, if the proposal is to increase the number of beneficiaries of an existing activity the full costs of the activity funded from existing sources plus the additional activity funded by Area Based Grant should be included. We will support a full-cost-recovery approach, but will also consider any in-kind support as a contribution to value for money.
Section 11	The budget profile showing the breakdown of the Area Based

	Grant and other funding over the years should be included here. This breakdown can be refined at application stage if the proposal goes through to the next round but the figures should be as accurate as possible at this stage.
Section 12	Depending on the number of proposals submitted per intervention the overall funding available might not be sufficient to fund the full amount requested. This section gives the applicant the opportunity to explain how reduced funding would impact on activity, outcomes and outputs. It might be the case that activity proposed cannot be delivered for a reduced cost as the project would no longer be viable. If this is the case it should be confirmed here. It is suggested that at least one option should be for a 20% reduction in funding.
Section 13	Any other information in support of the proposal not covered in a previous section can be included here.

General Guidance:

The purpose of the Expression of Interest (EOI) is to collect the best ideas for delivery of activity to achieve the aims and objectives of Hastings Area Based Grant as set out in the Programme Specification, in particular the individual interventions.

The EOI should be used to set out the proposed activities, outcomes and cost in a way that demonstrates value for money and additionality.

As funding is limited choices will have to be made at EOI stage over which proposals are asked to go forward. It will depend on how many EOI for each intervention are received and the overall level of funding sought.

If an organisation submitting an EOI is asked to draw up a full application this will be to firm up targets and more fully explain delivery arrangements, not to refocus the aim of the project. Appraisal of the application will be to ensure the project can be delivered successfully.

Therefore it is vital at EOI stage that the proposal is clearly set out and demonstrates how the proposed activity will contribute to achieving the agreed interventions.

Send your completed EOI pro-forma to the following email address:

rmee@hastings.gov.uk

Clearly mark the email "EXPRESSION OF INTEREST – AREA BASED GRANT". The deadline for submission of completed EOI is **1700 hours** on **12 December 2008**. EOI pro-formas received after this deadline will not be reviewed by the Appraisal Panel and will therefore be unable to progress to the full applications stage during this round.

EOI pro-formas can also be posted to:

Robert Mee
Regeneration Programme Manager
Hastings Borough Council
3rd Floor Aquila House
Breeds Place
Hastings
East Sussex TN34 3UY

Planned Timetable

Launch of call for Expressions of Interest	14 November 2008
Deadline for Submission of Expression of Interest	12 December 2008
Applicants to receive feedback from EOI Call for Full Applications	w/c 22 December 2008 (tbc)
Deadline for Submission of Full Applications	tbc
Delivery commences	tbc