



Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy (and Safeguarding Policy if the project relates to young and/or vulnerable people) *N/A*

b. Your constitution ✓

to The Town Clerk, Lowestoft Town Council, Riverside, 4 Canning Road, Lowestoft, NR33 0EQ or e-mail shona.bendix@lowestofttowncouncil.uk

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Heritage Open Days (Lowestoft) - Steering Group
Name to which payment to be made (explain if different to organisation name)	To be advised. But would prefer monies to be retained by LTC in reserve account and to be paid out upon receipt of paid invoices and appropriate evidence of expenditure.
What does your organisation do? (100 words max)	The Steering Group plans, promotes, organises and coordinates the Lowestoft participation in the free national Heritage Open Days Festival.
What relevant local area does your organisation cover?	We cover the whole of the Lowestoft area from Corton to Pakefield including the town centre.
Who are the main beneficiaries of your work?	Members of the general public who attend the free festival and visit the various buildings, boats and events that take place and are open during the festival. The individual event hosts also benefit by virtue of assistance and promotion of their own events during the festival.
Charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A
Not-for-profit? If yes, describe the organisation	We are a Not-for-profit group of local residents whose aim is to promote pride in our town's heritage & history
Organisation income (last	Nil

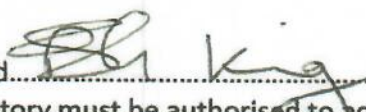
financial year)	
Organisation expenditure (last financial year)	Nil - The organisation was only formed in April 2018.
Contact details	
Name	Paul King
Address	294 London Road South, Lowestoft, NR33 0BG
Telephone number/s	07919 890660
E-mail	paulsgking@aol.com
Position within organisation	Founder and Chair of Steering Group
Explain how you were authorised to make this application on behalf of the organisation	At a meeting of the Steering Group on the 4 th April 2018 it was agreed to make an application for a grant to assist with the cost of designing & producing a Festival Brochure (What's On Guide). And if funds allow, posters and pre event flyers to encourage new hosts to participate.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>The Heritage Open Days annual national festival takes place across the UK each September. It is the countries largest heritage festival established in 1994. Heritage buildings open their doors and allow free public access, in 2017 some 17 buildings in Lowestoft took part as well as as 2 historical displays. The 2018 event is now being planned with the intention of expanding the number of buildings to open in Lowestoft and by increasing the number of heritage related events to take place around the town during the festival period of 6th to 9th and 13th to 16th of September 2018. In 2017 in excess of 2000 visits occurred during the 4 days of the festival as the event has this year been increased to 8 days it is envisaged that visitor numbers will increase. The festival helps install pride in the town's historic environment and is beneficial for both tourism and local businesses. It is an event that can be enjoyed by all members of the community and all ages. The event is FREE to the public making all parts of it accessible to all.</p> <p>The Grant is sort so as to provide funding for a festival brochure that will list, promote and advertise all of the events and buildings that participate during the festival. It will specify what's open, where it is, when it's open and provide brief details of each participant. It is also</p>

	intended to have a map showing the locations of the various events and buildings that participate. Also to print posters & pre event flyers.
Total cost of project	Up to £500 for total cost of design and printing of brochures and other publicity related material such as posters and pre event flyers.
Breakdown of cost	A detailed breakdown will be provided in due course but is estimated to be around £100 towards art work and design plus £300 to £400 for actual printing costs of between 3000 to 5000 brochures.
Grant requested from Lowestoft Town Council	Up to but not exceeding £500
What specifically would the grant from the Council fund?	Design/Art work and printing of Festival Brochures, also posters & pre event flyers which would help encourage new participants.
Have any funds been requested/agreed from other sources? Provide details	No
When are the funds required?	July/August 2018
Project start date	On going annual project
Project completion date	Each September following Festival
Conditions	
Do you authorise us to hold and use information that you have provided, for the purpose of processing and monitoring this grant application? You can ask us for details of the information we use for this purpose at any time.	Yes
Do you acknowledge that if you provide false or misleading information in your application or at any point in the life of any grant, we will provide information to relevant enforcement agencies and take any action to recover any funds and damages, as we deem appropriate?	Yes
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	Yes
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	Yes
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	Yes
Do you agree to report the outcome and impact of the grant to the Council in the form and within the timescale required by the Council?	Yes

Do you agree that any grant awarded will only be used for the purpose for which it was given and in compliance with any conditions applied?

Yes

Signed.....



Date.....

6th JUNE 2018

(signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.)

HOD Lowestoft Group

1. Name: the name of the group shall be the Heritage Open Days (Lowestoft) Steering Group (the Group)

2. Aim: to facilitate and co-ordinate the celebration of the national Heritage Open Days Festival within Lowestoft and district.

3. Membership: is initially by invitation but is open to all with an interest in promoting the aim of the Group.

4. Governance:

a. the Group will be governed by a Management Committee consisting of a minimum of eight members.

b. the members will elect a Chairman, Vice Chairman and Secretary/Treasurer and any other officer posts deemed necessary who will form the executive core of the Group.

c. each member of the Group will have one vote but the Chairman will have an additional casting vote in the event of equality of votes cast.

d. additional members may be co-opted to the Management Committee. The number will be limited to half of those elected but they will have the same voting rights as an elected member. Subsidiary groups may be formed to carry out specific tasks as required.

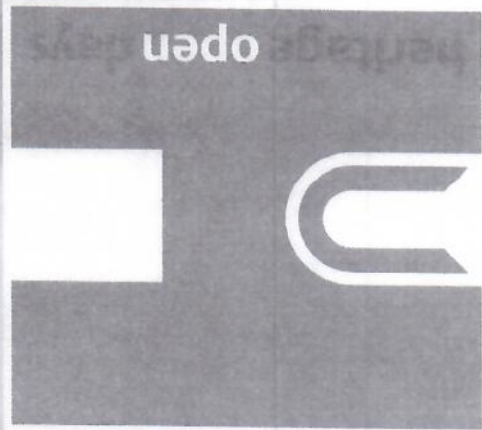
e. a quorum will be achieved by the presence of half of the members of the committee. Proposals will be carried by a simple majority of votes cast (subject to 4c above).

f. any proposal to amend the Constitution must be submitted in writing to the Secretary in advance to be circulated to all members 7 days before the meeting at which it is to be proposed. A simple majority is required for it to be carried.

5. Administration: The Secretary is responsible for maintaining a record of the minutes of meetings, of the members names and their contact details. The Treasurer is responsible for recording the movement of the Group's funds and for opening a bank account in the Group's name. At least two signatories will be required to authorise a payment from the Group's account.

6. E&OE: In the event that a matter arises with regard to the governance of the Group that is not specifically covered by the Constitution then it will be resolved by a majority vote of the Management Committee.

**BE PART OF THE COUNTRY'S LARGEST
HERITAGE EVENT!**



**FREE TO
EXPLORE**

LOWESTOFT

**FREE TO
EXPLORE**



heritage open days

September 6-9 & 13-16, 2018

Established in 1994, Heritage Open Days is England's contribution to the European Heritage Days and has since grown into the country's largest heritage festival.

European roots

In 1991 the Council of Europe and the European Commission set up European Heritage Days to raise appreciation for Europe's rich and diverse cultural assets and their need for care and protection. The central principle was as simple as it was compelling: to throw open the doors to historic monuments and buildings, in particular those normally closed to the public. Today, they are held annually in September in 50 signatory states to the European Cultural Convention. Each country running it in their own way, the festival not only highlights the dazzling diversity of Europe's heritage, but also its intercultural links.

Today

Expanding and diversifying from 701 events at its launch to over 5,000 today, Heritage Open Days continues to flourish with more events every year, reflecting the rich and diverse cultural heritage of England and its communities. Spanning the public, private and voluntary sectors, the festival is a unique and powerful partnership. Working with organisations and individuals across England, Heritage Open Days is our national local festival. There are always new stories to tell and new places to open. It's a chance for communities nationwide to come together to learn, explore and have fun by sharing the treasures on their doorstep.

Get involved

Heritage Open Days is England's biggest grass roots community led festival. Thousands of people are involved across the country and you could be one of them. To join the amazing network of local organisations, register with us online. By visiting heritageopendays.org.uk you can access the **Registration form**, plus a whole host of **support materials**. Your event will become part of the nationwide listings for the festival and you'll be eligible for a wide range of **free promotional material** along with **insurance** should your event require it. Your local **Heritage Open Days Steering Group** are also on hand to provide help and guidance and are happy to meet with you to discuss your involvement and help wherever possible. Drop us a line at any time, either by email or via our facebook page, **Heritage Open Days Lowestoft**.

Paul King

Email: paulsgking@aol.com

Heritage Open Days Steering Group



heritage open days

16 April 2018

Dear Sir or Madam

May I introduce myself. My name is Paul King, I'm a Lowestoft resident. I have a keen interest in our town's heritage and architecture and have for several years enjoyed a national free event called 'Heritage Open Days'. This event takes place annually each September in many villages, towns and cities throughout the country. It's by far the UK's largest heritage festival and this year's event will take place between the 6th to 9th **and** 13th to 16th of September. Briefly, the event is designed to promote heritage in all its forms as well as architecture by opening up buildings which are normally closed to the general public by offering free access.





Our town of Lowestoft has, unfortunately for the most part, ignored the event in recent years and I, with others, are trying to change that as we strongly believe the event could be of great benefit to the town, as well as helping to promote tourism and other related businesses. Lowestoft has a wealth of historic, beautiful, and indeed interesting, buildings that have the potential to be included and involved. We believe your premises in Lowestoft is one such building. This could be a wonderful opportunity to allow the public to have a look around an important, beautiful and interesting building that forms part of our town's heritage. In addition it helps you to promote your building/organisation and enables you to achieve free nationwide publicity as well as helping to install a greater sense of pride in our historic environment.

I began to promote this event in Lowestoft in 2017 and was delighted when 17 historic buildings around the town and 2 history displays agreed to participate. The event was a great success and attracted over 2000 visits during the festival period. A formal Steering Group has now been set up to help to promote and organise the 2018 festival and build on the success of last year's event. The Steering Group aim to coordinate the event locally and to publish a 'What's On' Festival Guide that will be free to visitors and will include details of all host events taking part. We also aim to promote the festival locally by way of press and social media coverage.

We were wondering therefore whether you would be willing to consider taking part in the event. We are pleased to confirm that several buildings in the town are already planning to join in again, including thus far, the Old Town Hall, several museums and churches, theatres along with numerous other historical premises in the High Street and around the town. We are currently working through a list of further buildings with a view to contacting them and encouraging them to join in, if not for this year, then for future years. In addition we are planning several heritage related events to take place during the festival including concerts, displays, walks and such like.

In order to take part you would need to register your building with www.heritageopendays.org.uk. It's a fairly simple process and once registered they will advertise your involvement on their website and in other publicity as well as send you upon request free publicity material to help you promote your event, such as flags, bunting, stickers, posters, balloons & banners etc.

www.heritageopendays.org.uk

 @heritageopenday #HODs #AllOurStories   /heritageopendays  @heritageopendays



POSTCODE LOTTERY



heritage open days

How and when you open during the event is entirely a matter for you. Some buildings open for all of the days whereas others select one or two particular days. You can choose to have general open access at specific times or perhaps limit numbers to guided tours at particular times which could be pre booked. The only proviso is that the event should be free of charge and that some information about the history of the building, its heritage and or its architectural features is available perhaps by means of a simple typed flyer. The choice is really yours. Often the building's owners or their representatives are on hand to answer questions or provide some information about the building's history. The organisation offers free public liability insurance should that be required. Myself or members of the Steering Group are happy to meet with you to discuss how you can become involved, help with your event and if requested even register your event on the national website. We are in contact and work with the Heritage Open Days national organisation.

If you are interested in taking this matter forward and helping to promote Lowestoft by getting it well and truly on the national heritage map, then we would be delighted to hear from you. We have also created a Facebook group called 'Lowestoft Heritage & Architectural Appreciation Group' which is used to help coordinate and promote the event. We also have our own 'Heritage Open Days - Lowestoft' Facebook page. If I or any of our Steering Group members can in any way assist or provide further information, please don't hesitate to contact us. It would be great to hear from you and get to know your views on the matter in any event. Thank you for taking the time to read this.

Kindest Regards

Paul King
paulsgking@aol.com
Heritage Open Days Steering Group





USEFUL LINKS:

Link to Facebook Page: Heritage Open Days - Lowestoft
<https://www.facebook.com/heritageopendayslowestoft/>

Link to Facebook Group: Lowestoft Heritage & Architectural Appreciation Group.
<https://www.facebook.com/groups/706147916241023/?ref=bookmarks>

Link to "Get Involved" Heritage Open Days.
<https://www.heritageopendays.org.uk/organising/how-to-get-involved>

www.heritageopendays.org.uk

 @heritageopenday #HODs #AllOurStories   /heritageopendays  @heritageopendays



POSTCODE EARTH TRUST