



## **GRANT AWARDING POLICY**



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## **1. GENERAL INFORMATION FOR APPLICANTS**

- 1.1 Lowestoft Town Council has statutory powers to make funds available to local organisations for the overall benefit of Lowestoft and its residents. These provide an option (not an obligation) to make grants and Lowestoft Town Council has adopted this policy to help guide relevant decisions. Any groups or organisations wishing to apply for a grant should read this policy carefully.
- 1.2 In addition to outlining Lowestoft Town Council's guidelines for awarding grants, this document also formalises the application process to provide clarity, openness and fairness. The Town Council reserves the right to deviate from this policy where it considers it appropriate to do so.
- 1.3 It is Lowestoft Town Council's intention to support initiatives from local community groups and organisations and it has set an annual budget for this (nominally split into two grant awarding rounds (December and June Full Council)). The annual budget set is the maximum budgeted total amount for all grants and does not represent an obligation by the Town Council to spend this money on grants.
- 1.4 The size of any grant awarded is at the discretion of the Town Council, but will rarely exceed £500 in any one application.

## **2. WHO IS ELIGIBLE?**

- 2.1 The following organisations are eligible to apply:
- a. Lowestoft-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.
  - b. Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.

## **3. WHO IS NOT ELIGIBLE?**

- 3.1 Applications will normally be rejected:
- a. From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
  - b. From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
  - c. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
  - d. From organisations with political or religious affiliations or which negatively discriminate or for projects for party political or religious purposes or for the purpose of negatively discriminating.

## **4. WHAT CAN BE FUNDED?**

- 4.1 It is expected that the project will:
- a. In some significant way make Lowestoft a better place to live, work or play.
  - b. Provide a long lasting and sustainable benefit to all or part of Lowestoft.
  - c. Improve the social, environmental and/or economic profile of Lowestoft.
  - d. Add value and help make projects self-sustaining



## **5. WHAT IS UNLIKELY TO BE FUNDED?**

5.1 It is unlikely that projects will be considered where:

- a. There is a large shortfall in the funding required to complete the project.
- b. They simply replace existing facilities with no significant improvement.
- c. There is no clear business or project plan.
- d. There is limited or no other contributory funding.
- e. The project or applicant have been provided with a Council grant recently, especially in one or more of the previous three years.
- f. The project or applicant have been previously funded and there has been a failure to comply with the conditions of grants detailed below.
- g. Expenditure on general business overheads (running costs).

### **Conditions of grant**

It is a condition of acceptance of a grant that:

- a. Lowestoft Town Council support must be acknowledged appropriately on all related publicity and promotional material including posters, advertisements, press releases and leaflets.
- b. Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
- c. Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
- d. The outcome and impact of the grant must be reported to the Council within 6 months of the grant being made. The Council reserves the right to specify the form, content and any different timescale for reporting.

### **What factors will be considered as part of the decision-making?**

The following are among those matters which are likely to be taken into account:

- a. General eligibility
- b. Organisational credibility
- c. Impact on identified local need
- d. Community support
- e. Value for money
- f. Any match-funding and other efforts to self-fund the project
- g. Social, environmental or economic impact
- h. Community involvement
- i. Feasibility
- j. Likely effectiveness
- k. Soundness of the business or project plan
- l. Added value and Sustainability

### **When will decisions be made?**

There are usually two decision dates:

- a. December Full Council meeting (deadline for receipt of applications: 15 November)
- b. June Full Council meeting (deadline for receipt of applications: 15 May)



## Grant Application Form

Please complete this form and send it with:

- a. Your Equality Policy (and Safeguarding Policy if project relates to young and/or vulnerable people)
- b. Your constitution

to *The Town Clerk, Lowestoft Town Council, Riverside, 4 Canning Road, Lowestoft, NR33 0EQ* or e-mail [shona.bendix@lowestofttowncouncil.gov.uk](mailto:shona.bendix@lowestofttowncouncil.gov.uk)

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	
Name of account to which payment to be made (explain if not your organisation's name)	
What does your organisation do? (100 words max)	
What relevant local area does your organisation cover?	
Who are the main beneficiaries of your work?	
Are you a charity? If yes, describe the type of charity	
If registered, what is the charity number?	
Not-for-profit? If yes, describe the organisation	



Organisation income (last complete financial year)	
Organisation expenditure (last complete financial year)	
<b>Contact details</b>	
Name	
Address	
Telephone number/s	
E-mail	
Position within organisation	
Explain how you are authorised to make this application on behalf of the organisation	
<b>About your project</b>	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	
Total cost of project	
Breakdown of cost	
Grant requested from Lowestoft Town Council	



What specifically would the grant from the Council fund?	
Have any funds been requested/agreed from other sources? Provide details	
When are the funds required?	
Project start date	
Project completion date	
Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	
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.	
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?	
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	
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?	

Signed..... Date.....

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