



Lowestoft Town Council Grant Awarding Policy

Grant Application Form

Please complete this form and send it with:

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

to *The Town Clerk, Lowestoft Town Council, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE* or e-mail admin@lowestofttowncouncil.gov.uk

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Is this application being made on behalf of a sports club?	NO
Name of organisation	SUFFOLK WILDLIFE TRUST
Name of account to which payment to be made (explain if not your organisation's name)	Suffolk Wildlife Trust Limited
What does your organisation do? (100 words max)	Suffolk Wildlife Trust is the counties nature charity - the only organisation dedicated wholly to safeguarding Suffolk's wildlife and countryside.
What relevant local area does your organisation cover?	We work across all Lowestoft and Suffolk through our learning, engagement and advisory roles. We manage Carlton Marshes, Gunton Meadow, Gunton Haven, Lound Lakes and Castle Marshes.
Who are the main beneficiaries of your work?	Everyone, without exception.
Are you a charity? If yes, describe the type of charity	Yes. Wildlife preservation.
If registered, what is the charity number?	262777
Not-for-profit? If no, describe the organisation	<input checked="" type="checkbox"/>
Organisation income (last complete financial year)	£4667 000
Organisation expenditure (last	£4178 000

Nature reserves locally.



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- a. How the club has used its income from the preceding year to increase its membership
- b. How the club has used its income from the preceding year to make improvements to its facilities
- c. How the club has maintained its facilities

8.0 When Will Decisions Be Made?

8.1 Applications will be considered during the monthly meetings of the Finance and Governance Committee.

Please refer to Lowestoft Town Council's website (www.lowestofttowncouncil.gov.uk) for the meeting schedules or contact the office on 0330 053 6019/ admin@lowestofttowncouncil.gov.uk for details.

Revisions	
Date	Amendment
February 2021	Amendment made to reflect Council's decision that applications will be considered quarterly, rather than twice per year (with effect from the Annual Meeting in May 2021).
June 2021	Removed the sentence ' <i>For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.</i> ' from point 1.3, as it is not applicable for the 2021 – 2022 year.
June 2021	Amended the amount specified at point 1.3 from £500 to £2,000.
June 2021	Amended point 8.1 to reflect that applications will be considered monthly rather than quarterly.
July 2021	Added point 1.5 to specify that a quotation or supporting evidence must be provided where there is a breakdown of costs.
November 2021	Amended point 1.3 to reflect that applications are now considered monthly rather than quarterly. Also removed reference to sports clubs as not applicable under the fee waiver.
November 2021	At point 5.1d added 'unless a decision is required to secure match funding'.
November 2021	At points 7.2a and 7.2b replaced references to specific years to 'the preceding year'.



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complete financial year)	
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Community Fundraising Manager.
Explain how you are authorised to make this application on behalf of the organisation	I have managed the Mural project as part of the Carlton Marshes development over the past 6 years. My role is in part income generation.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	See attached sheet.
Total cost of project	£4750
Breakdown of cost	Artist Mural + Workshop £5000 £1500 - Curatorial based working see Attached.
Grant requested from Lowestoft Town Council	£2000
What specifically would the grant from the Council fund?	It can either go towards one element or the overall project.
Have any funds been requested/agreed from other	Yes - £2000 awarded from local community fund



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sources? Provide details	Scaffolding - offered in return for publicity	
When are the funds required?	September 2022	
Project start date	Around 12/9/22	
Project completion date	One week from start date 19/9/22	
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.		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 as required in the Council's Grant Awarding Policy?		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.. REDACTED Date..... 3/2/22

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