



Lowestoft Town Council Grant Awarding Policy

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, which will be nominally split into four grant awarding rounds, to be considered by the Finance and Governance Committee at its January, April, July and October meetings. 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. For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.
- 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. In the case of grant applications made by sports clubs, the amount may exceed £500 but will not exceed the maximum amount of income paid in fees to Lowestoft Town Council by that club.

2.0 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 unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
 - e. From organisations or in connection with projects which negatively discriminate.

4.0 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.



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- 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

5.0 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).

6.0 Conditions of Grant

6.1 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.

7.0 What Factors Will Be Considered As Part of the Decision Making?

7.1 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

7.2 For grant applications made by sports clubs, evidence will need to be provided for one or more of the following:

- a. How the club has used its income from 2018 - 2019 to increase its membership
- b. How the club has used its income from 2018 - 2019 to make improvements to its facilities
- c. How the club has maintained its facilities



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8.0 When Will Decisions Be Made?

8.1 Decisions will be made either at the January, April, July or October 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). |
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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, First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE* or e-mail admin@lowestofttowncouncil.gov.uk

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| 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 | Heritage Open Days - Lowestoft Steering Group |
| Name of account to which payment to be made (explain if not your organisation's name) | LOWESTOFT STEERING GROUP - HERITAGE OPEN DAYS |
| What does your organisation do? (100 words max) | The Steering Group plans, promotes, organises and coordinates Lowestoft's participation in the 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, and Oulton Broad. |



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| Who are the main beneficiaries of your work? | Members of the general public who attend the 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. Every event is free to access so it is inclusive across the board. It also provides cultural enrichment to all those taking part. |
| Are you a charity? If yes, describe the type of charity | No |
| If registered, what is the charity number? | N/A |
| Not-for-profit? If no, describe the organisation | We are a voluntary, not-for-profit group of local residents whose aim is to promote pride in our town's heritage & history. |
| Organisation income (last complete financial year) | The festival was unable to take place properly last year due to COVID restrictions. |
| Organisation expenditure (last complete financial year) | The festival was unable to take place last year due to COVID restrictions. |
| Contact details | |
| Name | Redacted |
| Address | Redacted |
| Telephone number/s | Redacted |
| E-mail | Redacted |

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| Position within organisation | Chair of Steering Group |
| Explain how you are authorised to make this application on behalf of the organisation | At a meeting of the Steering Group on the Tuesday 16 March 2021 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 the appropriate online equivalent. Bearing in mind the restrictions that the pandemic places, we are looking at other methods of publicising events, to reach as many people as possible. |
| About your project | |
| Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max). | <p>Heritage Open Days national festival takes place across the UK each September, the country's largest heritage festival, established in 1994. Its aims to promote an area's historic and cultural heritage, with access free for all. In 2017 some 17 buildings in Lowestoft took part as well as as 2 historical displays. In 2018 in excess of 80 buildings and events took part and in excess of 10,000 visits were recorded by event hosts. The 2021 event is now being planned with the intention of expanding the number of buildings open and the number of heritage related events to take place around the town, from 10-19 September 2021. After last year's hiatus, we hope to create something bigger and better that will give Lowestoft a chance to celebrate itself, after a long period of lockdown. Building on previous years' success we hope to continue to increase visitor participation. The festival helps install pride in the town's historic environment and is beneficial for both tourism and local businesses. We are committed to creating events to suit all members of the community, of any age.</p> <p>We are applying for a higher level of funding this year as we want to reach as many people with our publicity as possible. We are exploring more online options to combat COVID restrictions on brochure access and other options to get the word out.</p> |

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| Total cost of project | Up to £1000 for total cost of design and printing of brochures and other publicity related material such as posters and pre event flyers, stationery and incidental costs related to above. |
| Breakdown of cost | A detailed breakdown will be provided in due course but is estimated to be around £100 to £300 towards art work and web design plus £500 to £800 for actual printing costs of between 7000 to 10000 brochures. |
| Grant requested from Lowestoft Town Council | Up to but not exceeding £1000 |
| What specifically would the grant from the Council fund? | Solely for marketing and publicity of the Festival events - designing and printing the brochure and online costs for the setting up of a website and publicity campaigns. |
| Have any funds been requested/agreed from other sources? Provide details | No |
| When are the funds required? | Between August and September as invoices become due. |
| Project start date | Annual project - first 2021 meeting held on 16 March 2021 |
| Project completion date | Annually, this year on 19 September 2021 |
| 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 |



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| 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.....28 May 2021

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

| Revisions | |
|-----------|-----------|
| Date | Amendment |
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