



Lowestoft Town Council Grant Awarding Policy

1.0 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. Applications will be considered monthly by the Finance and Governance Committee. 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 would not normally exceed £2,000 in any one application.
- 1.5 Where the application provides a breakdown of costs, a quotation or other supporting evidence must be provided in respect of the sum being applied for.

2.0 Who is Eligible?

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

3.0 Who is not Eligible?

- 3.1 Applications will normally be rejected:
- From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
 - From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
 - From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
 - From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
 - 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:
- In some significant way make Lowestoft a better place to live, work or play.



Lowestoft Town Council Grant Awarding Policy

- 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, unless a decision is required to secure match 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



Lowestoft Town Council Grant Awarding Policy

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 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'.



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	PIP-UK Poland Syndrome Charity
Name of account to which payment to be made (explain if not your organisation's name)	PIP Parents Information Portal (Legacy Legal Name Registered with Charities Commission.
What does your organisation do? (100 words max)	We support anyone who is affected by the rare condition, Poland Syndrome. We connect people through our Poland Syndrome Community Register (PSCR), bring people together (virtually/in person) so they are not travelling their road alone, advocate for families to make sure they get the earliest diagnosis and the best medical pathway, successfully challenge NHS decisions regarding treatment where necessary, improve mental health and self-esteem in young people, particularly girls and women. Our ultimate aim is to transform and empower the NHS to fully understand, diagnose, treat and support the PS community in a much more flexible and holistic way.
What relevant local area does your organisation cover?	National, but we currently support 3 families in the Lowestoft area. Poland Syndrome is such a rare condition that there is likely to be only a handful of people in each local area.
Who are the main beneficiaries of your work?	People directly affected by Poland Syndrome and their families. Poland Syndrome (PS) is an asymmetrical syndrome in that it affects one side of the body, mostly noticeably an absent chest muscle on one side although this can extend to underdeveloped rib cage (on one side) and webbed fingers (or missing digits) on one hand. The degree of severity of Poland Syndrome and its symptoms differs between

Lowestoft Town Council Grant Awarding Policy

	people but thankfully for the majority of people it is not life threatening. Poland Syndrome is often not diagnosed at all. In fact, since the inception of PIP-UK we have come across many stories of people who were well into adulthood before they even knew they had Poland Syndrome. However, having PS can lead to low self-esteem, confusion, and shame, especially when the chest area/breast is underdeveloped or absent. There is limited medical information about PS and families can struggle to get the right diagnosis, meaning medical intervention is delayed. It is classed as a rare condition, affecting around 1 in 20,000 births.	
Are you a charity? If yes, describe the type of charity	Yes, we are a registered CIO.	
If registered, what is the charity number?	1188941	
Not-for-profit? If no, describe the organisation	n/a	
Organisation income (last complete financial year)	£20,000	
Organisation expenditure (last complete financial year)	£8872	
Contact details		
Name	[REDACTED]	
Address	[REDACTED]	
Telephone number/s	[REDACTED]	
E-mail	[REDACTED]	
Position within organisation	CEO and Project Lead	

Explain how you are authorised to make this application on behalf of the organisation	As the CEO I am empowered by our board of trustees to submit funding applications on behalf of the organisation and its members.
About your project - Living Well with Poland Syndrome	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>We are reaching out to more families to give parents hope that life can be well lived if their child has been diagnosed with PS, advocating for them so they know that medical pathways are available to them, despite what they may have been told by medical professions, and empowering them by linking them with peer support. We are working with young people to improve their self-esteem, and working with young girls and women who are often living with the shame that PS can bring (where one side of the chest is undeveloped, meaning they may only have one breast). Most importantly, we are working on a patient register to map out who has PS, their symptoms and affects on day to day life. We have started by creating the register, the first clinic for children with PS at Birmingham Children's hospital and the first pilot wellbeing sessions.</p> <p>Our community is spread across the UK, with 3+ families in Lowestoft and are dealing with an often hidden condition. We know that many people feel isolated and out of their depth when their child is diagnosed with PS. We help many people who may be in middle/older age before receiving a diagnosis, which potentially comes with a life-time of shame, particularly for women. Our project will support the families in Lowestoft by providing wellbeing services, events that connect them together and begin the second phase of our register project to transform and empower the NHS to improve diagnosis and treatment.</p>
Total cost of project	£25,000
Breakdown of cost	<p>£10,000 - Register running and servicing with Pulse Inframe</p> <p>£5000 - Resources to set up, administer and evaluate project</p> <p>£5000 - Professional Services of Wellbeing Practitioner</p> <p>£2500 - Marketing and Social Media for register and wellbeing</p>

Lowestoft Town Council Grant Awarding Policy

	service £2500 - Family support services for the Clinics at Birmingham Children's Hospital
Grant requested from Lowestoft Town Council	£2,500
What specifically would the grant from the Council fund?	£2500 towards the professional services of the wellbeing practitioners so we can deliver 6 week wellbeing courses to the families in Lowestoft and others. This course was piloted in 2021 and 100% participants reported a 50% improvement in positive feelings once they completed the course. We are placing particular emphasis on addressing the impact of Covid-19 on our community – The Rare Reality of Covid-19 report highlighted that 66% of people in the rare disease community, of which we are part, say the interruption to their care has been detrimental to their wellbeing.
Have any funds been requested/agreed from other sources? Provide details	£10,000 national lottery grant already awarded £10,000 private donor already secured
When are the funds required?	15 Feb 2021
Project start date	01/01/21
Project completion date	31/12/22
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



Lowestoft Town Council Grant Awarding Policy

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.....*S. Fullerton*.....
Date..1/5/2022.....

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