# 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:

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.

# Who is not Eligible?

3.1 Applications will normally be rejected:

1. From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
2. From individuals, private businesses and “for profit” commercial organisations or for projects which improve or benefit privately owned land or property.
3. From regional and national organisations unless it can be clearly demonstrated that the grant

would be used specifically for Lowestoft residents.

1. From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
2. 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:

1. In some significant way make Lowestoft a better place to live, work or play.
2. Provide a long lasting and sustainable benefit to all or part of Lowestoft.
3. Improve the social, environmental and/or economic profile of Lowestoft.
4. 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:

1. They simply replace existing facilities with no significant improvement.
2. There is no clear business or project plan.
3. On larger budget projects with a budget in excess of £2,000, where there is a shortfall with limited or

no other contributory funding, unless a decision is required to secure match funding.

1. The project or applicant has been previously funded and there has been a failure to comply with the conditions of grants detailed below.
2. Expenditure on general business overheads (running costs).

# 6.0 Conditions of Grant

6.1 It is a condition of acceptance of a grant that:

1. Lowestoft Town Council support must be acknowledged appropriately on all related publicity and promotional material including posters, advertisements, press releases and leaflets.
2. Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
3. Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
4. The outcome and impact of the grant must be reported to the Council within six 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:

1. General eligibility
2. Organisational credibility
3. Impact on identified local need
4. Community support
5. Value for money
6. Any match-funding and other efforts to self-fund the project
7. Social, environmental or economic impact
8. Community involvement
9. ~~Feasibility~~
10. Likely effectiveness
11. Soundness of the business or project plan
12. 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 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](http://www.lowestofttowncouncil.gov.uk)) for the meeting schedules or contact the office on 0330 053 6019/ [admin@lowestofttowncouncil.gov.uk](mailto:admin@lowestofttowncouncil.gov.uk) for details.

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| **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 *‘For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.’* 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’. |
| May 2022 | Point 5a removed (~~There is a large shortfall in the funding required to complete the project~~).  ‘On larger budget projects with a budget in excess of £2,000, where there is a shortfall’ added at point 5c.  Point 5d removed (~~The project or applicant has been provided with a Council grant recently, especially in one or more of the previous three years~~). Words ‘or equivalent’ added at sections a and b of the application form. |

**Grant Application Form**

Please complete this form and send it with:

1. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
2. Your constitution or equivalent

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*](mailto: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?~~ |  | |
| Name of organisation | Sunrise Studios | |
| Name of account to which payment to be made (explain if not your organisation’s name) | Access Community Trust (Sunrise Studios is a social enterprise that operates under Access Community Trust) | |
| What does your organisation do? (100 words max) | Sunrise Studios is a community production company part of the Access Community Trust family located in Lowestoft. We promote social inclusion, hands on training & enrichment opportunities through film/media and also operate the Lowestoft Film Festival directly alongside young people through our Young Film Programmers group. | |
| What relevant local area does your organisation cover? | Lowestoft and specific wards within the Town i.e., Harbour and Normanston, and the Kirkley ward. | |
| Who are the main beneficiaries of your work? | We are working closely with our local BFI film hub to recognise national specific audience beneficiaries of young people aged 16-30, we are expanding this in Lowestoft to all individuals, families and households within the communities of our Town.  LFF will consist of low cost ticketed and free events, ranging from screenings of the shortlisted independent film entries of our first year, and a programme of talks, and other events including a hand-picked collection of British made independent films, that audiences in Lowestoft otherwise wouldn’t have access to engage with.  Young people will continue to benefit through LFF by gaining valuable experience and training, which gives them the skills to learn how a film festival is organised and run from marketing, programming, and running of the actual event.  As a whole the wider population within Lowestoft of all ages will be able to engage with the event and discover something new, whilst supporting up and coming talent within our region and local communities. | |
| Are you a charity?  If yes, describe the type of charity |  | |
| If registered, what is the charity number? |  | |
| Not-for-profit?  If no, describe the organisation | Non-profit - Social Enterprise | |
| Organisation income (last complete financial year) | £4,000 | |
| Organisation expenditure (last complete financial year) | £4,000 | |
| Contact details | | |
| Name | REDACTED | |
| Address | REDACTED | |
| Telephone number/s | REDACTED | |
| E-mail | REDACTED | |
| Position within organisation | Development Producer of Sunrise Studios | |
| Explain how you are authorised to make this application on behalf of the organisation | I am the development producer of Sunrise Studios, which is part of Access Community Trust and have full authorisation to submit this funding application and seek funding. | |
| About your project | | |
| Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max). | Lowestoft Film Festival will be another project for us, that will continue to positively address social isolation, by bringing people together with film and championing the next generation of filmmakers. The film festival will take place across the 22-28 October and will include 36 screenings across the festival along with a number of events such as industry talks and workshops.  The creation of LFF has been directly shaped around the young people we’ve worked with in Lowestoft through our young film programmers’ group and what they’d expect and want to ensure the festival would be correctly engaged with.  With this feedback we’ve made sure any ticketed events (where a film license is required) will not be any more than £3 including booking fees, and all other events taking place will be free of charge.  The festival as a whole is a celebration of independent film, that actively supports and champions filmmaking within Lowestoft, and the east coast. Our open submissions process has supported up and coming filmmakers at its heart,, and by providing a platform for new talent to be discovered in Lowestoft, along with existing talent to showcase their amazing work within our town across venues in Lowestoft.  The event will be a place for our community to discover new emerging talent and those talented creatives that haven’t yet been discovered. LFF proudly promotes films from any filmmaker thanks to our open submission process which will enable audiences in Lowestoft to view something different, regardless of how big or small their budget was for creating these short films, documentaries or experimental films.  We’re committed to ensuring the widest audience possible, in a region that is under-represented for opportunities to engage with independent film and talent that hasn’t yet been discovered.  Lowestoft Film Festival strives to promote films from first time filmmakers, female filmmakers, stories from the LGBTQIA+ community, as well as films focussing on social and environmental issues.  Overall, we hope LFF will be able to become an annual celebration of film for Lowestoft that brings people together, to watch independent, learn new things and for people of all ages to find out more about the industry from our other events taking place across the festival. | |
| Total cost of project | £14,588 | |
| Breakdown of cost | |  |  |  | | --- | --- | --- | | Award ceremony brochure (x200) – Brochure featuring all shortlisted entries and the winners. | £400 |  | | Award ceremony tech costs – Running of the technical side of our ceremony presentation. | £450 |  | | LFF Trophies – (x16) – Trophies for 2 awards per category. | £600 |  | | LFF certificates & frames – (x32) – Certificates for all finalists. | £175 |  |   LFF A4, A3 & A1 Posters - Posters promoting the film festival £215 | |
| Grant requested from Lowestoft Town Council | £1,840 | |
| What specifically would the grant from the Council fund? | This grant would enable the Lowestoft Film Festival to hold its award ceremony for the finalists, in its inaugural year by funding the trophies, brochures, certificates associated tech costs to make the award ceremony possible and posters advertising our film festival.  Receiving this funding would allow us to commit to championing and awarding currently undeserved, and up and coming filmmakers during an award ceremony held on 23 October 2022 during our film festival and this is at the forefront of our mission to ensure the film festival leaves a lasting legacy on those that have taken the time to make films and enter Lowestoft Film Festival.  The film festival will be a low-cost/free and accessible event that engages audience across our town with independent film, workshops and talks, whilst also being a brand-new platform for those that will have their films screened and showcased across the event.  We also understand that communities within the town will also still not be able to access our low-cost screenings and that’s why we are ensuring we will have a well-balanced programme, and for those that want to watch an even wider array of independent film handpicked from our friends at the Independent Cinema office at the small charge of £3 per ticket.  We are organising this year’s first Lowestoft Film Festival in a way, to ensure the funding we receive will enable us to make the event self-sufficient for fourth coming years and the only costs we will need to ensure are covered each year is the cost of trophies certificates etc for our award ceremony.  Working alongside our partners and likeminded organisations, we will broaden the reach of independent cinema and will be screening and holding events across the following venues, The Grit Arts Centre, Lowestoft Library, Parcels Office exhibition Space & East Point Pavilion.  If our funding application is successful, we will ensure the acknowledgment for your support of funding is rightly shown on all items listed in the breakdown of costs, as well as on our website and in press releases, as well as there also being space for 4 invitations to our Award ceremony. | |
| Have any funds been requested/agreed from other sources? Provide details | Yes – Requested  ICO/BFI Film Exhibition Fund - £8,904  You will notice from a total budget there is a short full, this is because the total budget includes a total value of in-kind support amounting to £5,380. | |
| When are the funds required? | Early/mid September 2022 (If possible) | |
| Project start date | October 22-28 2022 | |
| Project completion date | Re-occurring Annually | |
| 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 05/08/2022

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