



Lowestoft Town Council Grant Awarding Policy

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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Lowestoft Armed Forces Day
Name of account to which payment to be made (explain if not your organisation's name)	Lowestoft Armed Forces Day
What does your organisation do? (100 words max)	To put on an event in which the Town can support the Nations armed forces and reserve forces past and present for the service they have provided us to enable our freedom.
What relevant local area does your organisation cover?	Lowestoft and surrounding areas.
Who are the main beneficiaries of your work?	Lowestoft people of all ages
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	None
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	none
Organisation expenditure (last complete financial year)	none
Contact details	
Name	REDACTED



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Address	Lord Kitchener's Holiday Centre 10 Kirkley Cliff Lowestoft NR330BY																																				
Telephone number/s	REDACTED																																				
E-mail	contact@lowestoftarmedforcesday.org.uk																																				
Position within organisation	Chairman																																				
Explain how you are authorised to make this application on behalf of the organisation	As the chairman I have been given the job of fund raiser																																				
About your project																																					
Please provide details of the project and how the project will benefit the people of Lowestoft post COVID-19 pandemic (250 words max).	<p>On the back of last years very successful event with the exception of the wind, The people of Lowestoft turned in in the hundreds to support the event and expressed their support for the Armed forces past present and future members. We have make a massive effort to make this years event bigger and better than any other year and I am sure Lowestoft will again turn out in large numbers to show its support for the Service men and women and in return the forces will take part in giving the Town a show of our armed forces with Military Bands, Displays, Stalls, Food vendors, Activities, Re-enactors, welfare stands, Battle of Britain Memorial Flight, Parachute display from RAF, stage with entertainment, arena with display and entertainment, Emergency services Displays, Drumhead Service and much more this will be held on The Royal Green 24/06/2023 from 1000hrs until 2000hrs</p> <p>We will be judged on this event to be the National Location for 2025</p>																																				
Total cost of project	Approximately £35000 - £40000																																				
Breakdown of cost	<table border="0"> <tr> <td>Insurance</td> <td>£850.00</td> <td>Security Fencing / Bins</td> <td>£3200.00</td> </tr> <tr> <td>Printing, Advertising</td> <td>£3500.00</td> <td>Stage, Sound, Lights</td> <td>£7800.00</td> </tr> <tr> <td>Medical Cover</td> <td>£850.00</td> <td>Pipe Band</td> <td>£475.00</td> </tr> <tr> <td>Table and Benches</td> <td>£1200.00</td> <td>Bucks Fizz +others</td> <td>£9000.00</td> </tr> <tr> <td>Parachute Display Team</td> <td>£3566.00</td> <td>Fuel</td> <td>£500.00</td> </tr> <tr> <td>Spitfire</td> <td>£1650.00</td> <td>Tables and Chair hire</td> <td>£1700.00</td> </tr> <tr> <td>Transport</td> <td>£1500.00</td> <td>VIP Hosting</td> <td>£1000.00</td> </tr> <tr> <td>Marquee Hire</td> <td>£1800.00</td> <td>Military Bands</td> <td>£1500.00</td> </tr> <tr> <td>Battle of Britain Fly past</td> <td>£2500.00</td> <td></td> <td></td> </tr> </table> <p>These are costs that we know for the event so far.</p>	Insurance	£850.00	Security Fencing / Bins	£3200.00	Printing, Advertising	£3500.00	Stage, Sound, Lights	£7800.00	Medical Cover	£850.00	Pipe Band	£475.00	Table and Benches	£1200.00	Bucks Fizz +others	£9000.00	Parachute Display Team	£3566.00	Fuel	£500.00	Spitfire	£1650.00	Tables and Chair hire	£1700.00	Transport	£1500.00	VIP Hosting	£1000.00	Marquee Hire	£1800.00	Military Bands	£1500.00	Battle of Britain Fly past	£2500.00		
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Grant requested from Lowestoft Town Council	£11600.00																																				
What specifically would the	Insurance, advertising, medical cover, security, Table and benches and																																				



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grant from the Council fund?	Transport and fuel costs
Have any funds been requested/agreed from other sources? Provide details	Sale of Pitches, advertising Space, Event Sponsorship, fundraising from individuals. Suffolk Councillor pledges and National Lottery Grant
When are the funds required?	As soon as possible to ensure prompt payment of services
Project start date	Nov 2022
Project completion date	June 2023
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: 22 March 2023

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