



## Lowestoft Town Council Grant Awarding Policy

### Grant Application Form

Please complete this form and send it with:

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

b. 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)

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	East Suffolk Travel Association
Name of account to which payment to be made (explain if not your organisation's name)	East Suffolk Travel Association
What does your organisation do? (100 words max)	
What relevant local area does your organisation cover?	Eastern Suffolk
Who are the main beneficiaries of your work?	Local residents and visitors using public transport
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	Yes. We are a voluntary association for train and bus users.
Organisation income (last complete financial year)	£3504-21
Organisation expenditure (last complete financial year)	£3491-05

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or time sensitive applications in the interim. If you feel that your application requires consideration outside of the regular three-monthly cycle please ensure this is clearly indicated on your application form. 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.

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'.
May 2022	Point 5a removed ( <del>There is a large shortfall in the funding required to complete the project</del> ). 'On larger budget projects with a budget in excess of £2,000, where there is a shortfall' added at point 5c. Point 5d removed ( <del>The project or applicant has been provided with a Council grant recently, especially in one or more of the previous three years</del> ). Words 'or equivalent' added at sections a and b of the application form.
October 2022	Amended point 1.3 and 8.1 to reflect the decision for applications to be considered every three months, rather than monthly.



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Contact details	
Name	[REDACTED]
Address	[REDACTED]
Telephone number/s	[REDACTED]
E-mail	chairman@eastofsuffolktravel.org.uk
Position within organisation	Chairman
Explain how you are authorised to make this application on behalf of the organisation	By decision of our committee on January 10th 2024
About your project	Updated leaflet (copy of 2023 edition attached)
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Quality illustrated leaflet "Discover Lowestoft & Oulton Broad" Encouraging visitors by train and bus.
Total cost of project	£374-00 for 3000 leaflets (inc £20 distribution costs)
Breakdown of cost	£354-00 to print 3000 with minor updates, £20 for distribution
Grant requested from Lowestoft Town Council	£174-00.
What specifically would the grant from the Council fund?	Printing and distribution
Have any funds been requested/agreed from other sources? Provide details	£100 from Wherry Lines Community Rail Partnership and £100 from Lowestoft Central Project
When are the funds required?	Beginning of April 2024
Project start date	March 1st 2024



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Project completion date	December 31st 2024: We shall probably produce a new leaflet in 2025.	
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 Signature]

Date..... 27.2.24 .....

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

# East Suffolk Travel Association (ESTA)

## Equality, Diversity and Inclusion statement

ESTA is committed to promoting a culture of inclusivity and equality in which human diversity is celebrated.

- We will strive to work to eliminate any unlawful or unfair discrimination including direct or indirect discrimination, discrimination by association, discrimination linked to a perceived characteristic, harassment and victimisation.
- We will remain vigilant in taking steps to ensure inclusion and engagement for all volunteers and people who work with us.
- We recognise the benefits and opportunities of being a diverse community of volunteers who value and respect one another.

These commitments apply in our dealings with all volunteers, members and others with whom we work in partnership; and include promoting equality and diversity for all irrespective of:

- age \*
- disability \*
- ethnicity (including race, colour and nationality) \*
- gender \*
- gender reassignment \*
- religion or belief \*
- sexual orientation \*
- marriage and civil partnership \*
- pregnancy and maternity \*
- refugees and asylum seekers,
- people with diverse communication needs
- ex-offenders.

-\*Under the Equality Act (2010) these are known as “protected characteristics”.

In adopting these principles:

we seek to establish values of:

**Fairness** We will work in a way which promotes equality and diversity and which does not discriminate against any of our members, volunteers or passengers

**Respect** We will work in partnership with others to encourage a culture where everyone receives respect and can voice their diverse needs, knowing that they will be heard.

**Honesty** We will work to ensure that our practices are transparent and open to scrutiny.

**Providing opportunity** We will work towards a culture where members and volunteers have the opportunity to reach their full potential.

**Expertise and excellence** We will work to high standards to ensure that the diverse needs of members and volunteers are recognised and met.

We also seek to:

- Promote positive relationships to deliver positive outcomes and discussions
- Champion diversity and inclusion, aiming to ensure that our organisation is welcoming, engaging and respectful for everyone
- Value others by listening and not making assumptions
- Challenge bullying, harassment, intimidation.
- Never act in a manner that brings our organisation into disrepute.





# CONSTITUTION

1. Name: East Suffolk Travel Association (ESTA)
2. Objectives:
  - (a) To campaign for good passenger services on all or part of the Lowestoft - Ipswich and Lowestoft – Norwich rail lines and to resist any closure proposals for all or part of the lines.
  - (b) To work for improved public transport services and facilities throughout East Suffolk and to encourage rail freight usage along the railway lines.
  - (c) To encourage usage of bus and rail services and other public transport modes.
3. Membership:
  - (a) Membership, individual and group, is open to any person or body supporting the objects of the Association and paying the subscription laid down from time to time by the Committee.
  - (b) A member whose subscription is more than nine months in arrears shall be deemed to have resigned.
  - (c) All monies payable to the Association shall be deposited in a bank account in the name of the East Suffolk Travel Association, the Treasurer being empowered to transfer surplus funds to an interest-bearing account with that bank. No sum shall be withdrawn from Association accounts except by cheque or authority signed by two of four signatories, who shall be Chair, Vice-Chair, Secretary and Treasurer.
  - (d) An annual account of the Association's income, expenditure and funds shall be presented at the AGM and the Association's records and accounts subject to an annual review by an Independent Examiner.
4. Fund-raising: The Association may raise funds by any legal means. In the event of any loss, this shall be met out of the Association's funds, subject to the limit of those funds.
5. Government:
  - (a) The Association is governed by a Committee elected at the AGM held in places served by the Lowestoft – Ipswich line in April or May each year.
  - (b) The Committee consists of President, Vice-Presidents (up to 2), Chair, Vice-Chair, Secretary, Treasurer and up to 20 members (individual, corporate or councils) elected at the AGM and one nominee from each of the District Councils which are corporate members.
  - (c) Other officers (e.g. Publicity Officer, Assistant Secretary) may be appointed by the Committee from among its members.
  - (d) The Committee shall also have power to co-opt members to replace any who may resign; and to co-opt up to three additional members during any one year.
  - (e) For committee meetings a quorum of four is needed. For general meetings a quorum of eight is needed.
  - (f) A minimum of fourteen days' notice of a general meeting must be given to all members
6. Amendment:
  - (a) Any decision to disband or suspend the Association shall be taken by a general meeting. Any funds remaining after settlement of liabilities shall not be returned to members but shall be transferred to some other organisation(s) having objectives similar to those of ESTA and which also prohibit(s) the distribution of funds to members, such transfer(s) to be agreed at a general meeting.
  - (b) The constitution shall be reviewed regularly by the Committee at least once every 3 years and a decision on any change(s) proposed shall be taken by a general meeting with at least 67% of those members present voting in favour of the change(s).

Agreed at AGM in Beccles May 21<sup>st</sup> 2022.