



Grant Application Form

Please complete this form and send it with:

- α. Your Equality Policy and Whistleblowing Policy (and Safeguarding Policy if the project relates to young and/or vulnerable people)
 - β. Your constitution
 - χ. Your business plan
 - δ. Your financial accounts
 - ε. The length of time your business has been established
 - φ. The minutes of your last meeting
 - γ. Any DBS checks that are needed
 - η. A cost breakdown of the amount requested for the project
- to *The Town Clerk, Lowestoft Town Council, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR33 0EQ* or e-mail admin@lowestofttowncouncil.uk

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Lowestoft Photographic Club
Name to which payment to be made (explain if different to organisation name)	Lowestoft Photographic Club
What does your organisation do? (100 words max)	The Lowestoft Photographic Club is a non-profit social club dedicated to the artistic and technological development of photographers in Lowestoft.
What relevant local area does your organisation cover?	The greater Lowestoft area, to include the entire Lowestoft parish.
Who are the main beneficiaries of your work?	The members of the club and the wider population of Lowestoft.
Charity? If yes, describe the type of charity	We are a non-profit organisation and all profits created from club activities go to supporting programmes and projects that benefit the membership and the community
If registered, what is the charity number?	N/A

Not-for-profit? If yes, describe the organisation	We are a non-profit organisation and all profits created from club activities go to supporting programmes and projects that benefit the membership and the community.
Organisation income (last financial year)	2017/2018 £4762.18
Organisation expenditure (last financial year)	2017/2018 £4678.67
Contact details	
Name	John R Burton
Address	8 Gloucester Avenue, Oulton Broad, Lowestoft. NR 32 4SH
Telephone number/s	01502 586442/07749829877
E-mail	johnburton007@aol.com
Position within organisation	Lowestoft Photographic Club Chairman
Explain how you were authorised to make this application on behalf of the organisation	As Chairman of the Lowestoft Photographic Club, I was requested to on behalf of the members to enable them to participate in this project.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Lowestoft is undergoing momentous changes, both socially and physically. We want to document these changes for history and so propose a two prong project to document these changes throughout the next year so that there is a permanent record for future generations, of what Lowestoft is like now. This project will not be a photo record of sunsets and flowers, but in the tradition of past Lowestoft photographers who recorded the daily life of the town. We will document major new construction such as the 3 rd crossing and the new Ness Park as well as the social lives of the people of Lowestoft. The photographic depository will be open to all citizens (not just club members), no matter what their age or ability and will be curated and collected by the club. These photographs will be kept on an online website for viewing by everyone, stored as part of our

	<p>collective heritage and be able to be used by educational, non-profit and charitable organisations.</p> <p>The second prong of the project will have these collected photographs curated and displayed by the club in a show and competition.</p>
Total cost of project	£500.00 to set up the website and storage space for 3 years, engage in preliminary advertising for the photo competition, with the remainder going to a pot for the show.
Breakdown of cost	£330.00 to set up the website and storage space for 3 years, £170.00 to produce advertising and display material.
Grant requested from Lowestoft Town Council	£500.00 for the first seed grant. The club is organising contributions from other granting organisations (Making Waves, Ness Project, Anglia Rail). Free display space has already been agreed and the show infrastructure is being developed.
What specifically would the grant from the Council fund?	The website and initial advertising.
Have any funds been requested/agreed from other sources? Provide details	<p>Making Waves- In development for contributions for printing and display boards.</p> <p>Ness Project- In development for contributions for printing and display boards.</p> <p>Anglia Rail- Free display space for three weeks, possible display board contribution.</p>
When are the funds required?	The first phase, which is the digital website, will need funds as soon as possible.
Project start date	January 2019.
Project completion date	June 2020 for shows, funding for 3 years for the website.
Conditions	
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 in the form and within the timescale required by the Council?	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.....*J. R. Burdett*..... Date.....*07-03-2019*.....
 (signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.



MINUTES OF LPC COMMITTEE 4th February 2019 at Trinity Methodist Church

PRESENT John Burton, Edwina Beaumont, Trevor Cox, John Pitts, Dave Baldock, Steve Ivy, Colin Snowling, Frank Blyth, Adrian King, Terry Lewis, Derek Leak

APOLOGIES Glen Long, Barrie Smart,

MATTERS ARISING FROM MINUTES OF LAST MEETING

Minutes accepted.

PROGRAMME FOR NEXT FEW WEEKS

February 6th 2019 Glen is unavailable due to his father's death. John has asked Rob if he can help and he will try to set up some things for members to photograph with lasers and smoke provided it will not set off the fire detectors in the hall. Other members have been asked to bring cameras, tripods and any photos they have taken in low light conditions to show, so we will need projector and screen.

February 13th 2019 Audio visual competition. There was discussion about how many AVs were likely. If the number of AVs is small Dave Baldock said he should have the disc of photographs we sent to Bob Allison's group to show.

February 20th 2019 An informal with Great Yarmouth. John will ask three or four people to bring some pictures for discussion.

February 27th 2019 A projected images competition with categories Landscape and Old vintage. John needs to check that Glen will be available to run this in the usual way.

March 6th 2019 Members will need asking in plenty of time to bring monochrome images.

March 13th 2019 Roger Hance talk wildlife and macro. Steve has a poster to send invitations to other clubs.

Tuesday March 19th 2019 Three way battle with Wymondham and Buxton at Wymondham. There was discussion about whether there were adequate images from the last two battles or a need for a further selection meeting. Steve has images available but may need some changes. This is an item that needs looking at in more detail for next year.

March 20th 2019 Print Competition There may not be a great many panel of five images as the cost would be high so this needs reconsidering after this year. Members need reminding that there is also the theme Autumn colour and they should be encouraged to enter this section of the evening.

Rob has made offers about printing images for members and mounting them at a reasonable cost.

March 27th 2019 Evening split between Ray Smith and Edwina who will both show digital images.

April 3rd 2019 EAF exhibition disc from 2018 exhibition is with Barrie ready for this evening. John would like to involve people in discussing the images as they are shown.

COMMITTEE REPORTS

Chairman John reported back from the recent meeting of the Lowestoft Project Subcommittee. An estimate of likely cost of materials for display had been submitted, but this had raised some concerns and it seems likely that a series of meetings will be needed to sort out exactly where the display will be and who is paying for exhibition stands and prints and who is making decisions. Rob has set up a web space to collect images and it is in use and some images are from members of the public as well as club members. John Pitts asked which events in Lowestoft should be photographed and was a model release form now available. Terry expressed concern about who would be putting in all the work and effort for this event project as the councillor concerned is expecting a lot from the club and not making funds available quite as freely as originally suggested.

Exhibition Secretary Dave Baldock asked about the likely use of this exhibition space and whether he should book the library as usual anyway. It was decided that he should go ahead and book the library with the Friends of Lowestoft Library in October if it is available. There were suggestions that it should be possible to get enough images for three-way battles without taking images from the club exhibition provided that images were preselected from this seasons competitions and members co-operated in this process. Edwina asked if it was time to consider a different format for an exhibition day/social event instead of continuing with use of the library facilities.

Secretary Edwina gave Frank the £36 taken at the door at Colin Westgate's talk from visitors from other clubs. Posters done by Steve and direct invitations to other clubs is proving successful. She said we need to start to think about the AGM and committee composition for next year. Edwina will not stand for the committee next year.

Treasurer Frank reported that the accounts for last year had been audited at a cost of £100 and would be done in the same way for the current year.

Equipment Colin asked if we would be purchasing a camera and leads to use in print competitions to provide a larger view of the print on screen. It was agreed that we should do this in the very near future. The method tried out with Rob's equipment had proved a success. We would need a camera, it needn't be very expensive and suitable leads to connect it to the projector and a cheap tripod to hold the camera. John agreed to go ahead with organising this purchase.

Social secretary Trevor has provisionally booked the restaurant for the club dinner. Club members had been asked to say if they would be available for March 14th or March 7th. There was a strong preference for March 14th. Trevor will go ahead and book firmly for March 14th. However, he asked if anyone who had only been available for March 7th should be have a subsidy on that date at the same restaurant for the same amount paid for other members for 14th to have a smaller evening event then. There was some agreement with this. Members will now be asked to choose their menus from

the restaurant menu and let Trevor know their choices.

Programme Secretary Barry was not present but there were several ideas for next year's programme discussed. There were questions about screen calibration and the need for some training time on this. We need to put in some AV training early in the next year if this competition is to continue into future years successfully. One problem is which program is suitable as Proshow gold is difficult to obtain. There may be windows alternatives now available. Mike Fuller was mentioned as a possible provider of training if he is still doing it.

President Derek is still anxious about the degree of communication of information to members. The newsletter now being edited by Rob is an attempt to improve communications and will be reviewed at a later date.

NEXT COMMITTEE MEETING

Monday 25th March 2019

Still to be confirmed with the hall.

Derek and Trevor will be absent

Trevor will be on holiday for three weeks in March and alternative tea arrangements will be needed

This meeting will need to consider the following items

Next year's committee

The AGM

Summer programme

Next year's programme