



Lowestoft Town Council

Grant Awarding Policy

General information for applicants

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.

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.

It is Lowestoft Town Council's intention to support initiatives from local community groups and organisations and it has set a £50,000 budget per annum for this (nominally split as £25,000 for each of the two grant awarding rounds (December and June Full Council). This 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.

The size of any grant awarded is at the discretion of the Town Council, but will rarely exceed £500 in any one application.

Who is eligible?

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?

Applications will normally be rejected:

- a. From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
- b. From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
- c. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.

- d. From organisations with political or religious affiliations or which negatively discriminate or for projects for party political or religious purposes or for the purpose of negatively discriminating.

What can be funded?

It is expected that the project will:

- a. In some significant way make Lowestoft a better place to live, work or play.
- 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

What is unlikely to be funded?

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.
- e. They have been provided with a Council grant recently, especially in one or more of the previous three years.

Conditions of grant

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 in the form and within the timescale required by the Council.

What factors will be considered as part of the decision-making?

The following are among those matters which are likely to be taken into account:

- a. General eligibility
- b. Impact on identified local need
- c. Community support
- d. Value for money
- e. Social, environmental or economic impact
- f. Community involvement
- g. Feasibility
- h. Likely effectiveness
- i. Soundness of the business or project plan
- j. Added value and Sustainability

When will decisions be made?

There are two decision dates:

- a. December Full Council meeting (deadline for receipt of applications: 15 November)
- b. June Full Council meeting (deadline for receipt of applications: 15 May)



Grant Application Form

Please complete this form and send it with:

- a. Your Equality Policy and Whistleblowing Policy (and Safeguarding Policy if the project relates to young and/or vulnerable people)
- b. Your constitution
- c. Your business plan
- d. Your financial accounts
- e. The length of time your business has been established
- f. The minutes of your last meeting
- g. Any DBS checks that are needed
- h. A cost breakdown of the amount requested for the project

to *The Town Clerk, Lowestoft Town Council, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE* or e-mail admin@lowestofttowncouncil.uk

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Royal Philharmonic Orchestra (RPO)
Name to which payment to be made (explain if different to organisation name)	Same as above.
What does your organisation do? (100 words max)	<p>RPO's mission is to enrich lives through orchestral experiences that are uncompromising in excellence and inclusive in appeal. We are an orchestra for the modern world, unafraid to push boundaries and break down barriers; we believe in the power of music as a force for good that can change lives and we work tirelessly to reach as wide an audience as possible.</p> <p>Our seven nation-wide principle residencies, including at the Lowestoft Marina Theatre, have enabled us to forge strong links with local communities and deliver outstanding, award-winning community and education projects in prisons, schools, hospital and other community settings.</p>
What relevant local area does your organisation cover?	Our principle residency in Norfolk is at the Lowestoft Marina Theatre where we perform to thousands of people every year; as a result of ours relationship with the town we are connected with local partners

	and friends who help us deliver our award-winning 'Resound' programme of community and education projects. These have included 'Sound Around' working directly with young producers in sixth form colleges in Lowestoft and the surrounding area, to gain career related skills such event management and stage production, and be inspired by live orchestral music.
Who are the main beneficiaries of your work?	A variety of people benefit from of our 'Resound' programme including children with special needs, people with impaired vision, prisoners, people recovering from strokes, young migrant mothers, and mainstream primary and secondary school children whose schools have limited music education resource. Last year we reached 10,000 through 'Resound'.
Charity? If yes, describe the type of charity	The RPO is established to promote, maintain and advance education, particularly musical education and to encourage the arts. We are totally committed to our twin objectives of making music of the highest quality and reaching the widest possible audience.
If registered, what is the charity number?	244533
Not-for-profit? If yes, describe the organisation	
Organisation income (last financial year)	£10,644,814
Organisation expenditure (last financial year)	£10,643,840
Contact details	
Name	Liz Purchase
Address	16, Clerkenwell Green, London EC1R 0QT
Telephone number/s	020 7608 8800
E-mail	PurchaseL@rpo.co.uk
Position within organisation	Trusts and Foundations Manager
Explain how you were authorised to make this	I report directly to the Deputy Managing Director of the RPO and my

application on behalf of the organisation	remit is to source funding to support the orchestra's community and education programme.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p><i>Lullaby Project</i> is part of Carnegie Hall's <i>Musical Connections</i> programme and the RPO is the first UK partner, together with the Irene Taylor Trust (who work with some of the most vulnerable and excluded individuals in our society), to run it in England. We work with young parents (most are aged 16-24yrs) facing disadvantage, to write, record and perform their own lullaby for their baby or child.</p> <p>Roughly half of the parents involved in the project will be separated from their children due to imprisonment. The emotional damage caused by this form of separation can be as severe for the child as it is for the parent, who is prevented from having regular and meaningful contact with their child.</p> <p>The other 50% of the target parents (and in turn their children) involved in <i>The Lullaby Project</i> will face significant financial and social disadvantage. They will have experience of traumatic or stressful circumstances as a result of their status as migrants or refugees and/or young parents in situations of poverty and homelessness.</p> <p>The young parents and community groups that we will work with in Lowestoft will benefit from a rare opportunity in a difficult life to strengthen bonds in a meaningful way with their children and each other. Each individual lullaby that flowers from the co-production between participating parents and specially trained musicians creates an important legacy of positive memories, joy and hope. It will also help strengthen mutually supportive networks amongst young parents facing social isolation in the local community.</p>
Total cost of project	£40,135.00 cost of running the project in Lowestoft. (The total project cost covering all three areas that the project will run in, i.e. London/SE, Lowestoft, Hull, is £112,468.60)
Breakdown of cost; LULLABY PROJECT COSTS IN LOWESTOFT	
PLANNING	
Planning Meetings	£ 540.00
Vetting	£ 180.00
Travel	£ 270.84
WORKSHOP	
Musicians; composition. Working together with participants to professionally compose	£ 4,110.00

their lullabies.	
Travel	£ 1,086.12
Porterage	£ 44.56
Resource Usage	£ 152.00
Early call fee	£ 26.73
Overnight fee	£ 1,553.31
Touring supplement	£ 511.67
Other costs: creche, food, travel for parents	£ 1,005.00
RECORDING AND PERFORMANCE	
Orchestration: professional orchestral arrangement and scoring of the participants lullabies	£ 4,800.00
CD production - including copies for the participants	£ 380.00
Recording and mixing of tracks	£ 2,080.00
Musicians; final editing and performance	£ 6,787.50
Vocalist	£ 1,125.00
Travel	£ 1,988.92
Porterage	£ 44.56
Resource Usage	£ 152.00
Early call fee	£ 80.20
Overnight fee	£ 2,624.40
Touring supplement	£ 694.14
Evaluation	
Musicians	£ 450.00
Vocalist	£ 90.00
Travel PM	£ 90.28
Refreshments	£ 10.00
Contingency	£ 800.00
Project Management of both organisations	£ 8,458.10
TOTAL PROJECT COSTS	£ 40,135.33
Grant requested from Lowestoft Town Council	£500
What specifically would the grant from the Council fund?	The grant could go towards the cost @£1,005 of providing a crèche facility, food, and travel costs for the participating parents.

Have any funds been requested/agreed from other sources? Provide details	A total of £74,000 has so far been secured for the entire project cost of £112,468.60. This leaves a funding gap of £38,468 a third of which, i.e. £13,000, is the funding gap for Lowestoft. We have worked hard to fundraise and so far we have secured: Arts Council England £40,000 Trusts and Foundations £30,000 HMP Hollesley Bay £4,000	
When are the funds required?	Autumn 2019	
Project start date	Autumn 2019	
Project completion date	Summer 2020	
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...Liz Purchase Date.....08.02.19.....

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

