



## 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, NR33 0EQ* or e-mail [admin@lowestofttowncouncil.uk](mailto:admin@lowestofttowncouncil.uk)

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Sparrows Nest Bowls Club
Name to which payment to be made (explain if different to organisation name)	As Above
What does your organisation do? (100 words max)	Encourage anyone who is interested to learn the sport of bowls, play in the club games and competitions and also in the Waveney and Suffolk County competitions meeting other people and enjoying the exercise and fresh air.
What relevant local area does your organisation cover?	Primarily within the local district of Lowestoft, Carlton Colville etc.
Who are the main beneficiaries of your work?	All age groups – children to old age pensioners
Charity? If yes, describe the type of charity	N/A
If registered, what is the charity number?	N/A

Not-for-profit? If yes, describe the organisation	No
Organisation income (last financial year)	2018 £2,683.35
Organisation expenditure (last financial year)	2018 £2,770.73
<b>Contact details</b>	
Name	Mrs Barbara Beevor
Address	6 The Homestead Carlton Colville Lowestoft NR33 8GP
Telephone number/s	01502 561641
E-mail	Barbarabeevor14@gmail.com
Position within organisation	President
Explain how you were authorised to make this application on behalf of the organisation	Committee request
<b>About your project</b>	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Encourage and where necessary teach people how to play the game of bowls, to enjoy the fresh air and get exercise and to meet others both at Sparrows Nest and also members of clubs throughout not only the Waveney area but the County of Suffolk, in some cases other Counties. We have not been charged previously for use of green when teaching/coaching children and the general public and will be unable to continue this if expected to pay the rink fees which will be in the region of £3,780 plus any additional competitions (when winning a further round has to be played). Also the Club has entertained other Counties in the past which would cost £104 per game which we are unable to do this year.
Total cost of project	PROJECTED RINK FEES £3,782.00

Breakdown of cost	See attached sheet
Grant requested from Lowestoft Town Council	£3,782.00
What specifically would the grant from the Council fund?	Rink fees for bowlers of Sparrows Nest Bowls Club and for members of the public who wish to learn and/or further their options into bowls which are provided by club members enabling new members to join our club. Over the years the Council and Waveney Norse have never charged when we have been teaching people how to play
Have any funds been requested/agreed from other sources? Provide details	None
When are the funds required?	As soon as possible
Project start date	20 April 2019
Project completion date	21 September 2019
<b>Conditions</b>	
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..... B. Bevan ..... Date..... 11 April 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.

## SPARROWS NEST BOWLS CLUB

Sparrows Nest Men's Bowls club was formed in 1905, the ladies formed in 1933. In the later 1900s there were six clubs using the green, SNBC Men, SNBC Ladies, Probus, Over 50s, Shell and the Police. Currently there are three, the SNBC men and ladies affiliated in 2009, Shell and the Police no longer bowl at the Nest.

Our club is affiliated to both Bowls England and Federation which allows us to play in various leagues and competitions throughout the summer season. Each player pays a membership fee to cover the cost of affiliations and also helps cover the cost of room hire for general meetings (currently three per annum) and our annual presentation evening. Any 'team' competition entries for the ladies and the men are also paid for by our club. Monies collected also pay for the engraving on trophies each year, also replacement of equipment as required. Any County competitions entered by individuals are paid by themselves as indeed are the rinks fees. Competition entries for the Clubs are made in the spring of the year but when entering the county these have to be in by October/November the previous year – i.e. before rink fees are known.

As an indication of the work undertaken by members, last year the public were encouraged to come and learn to play bowls on a Saturday morning organised by our club members and in the past we have never been charged by either Waveney District Council or Waveney Norse for teaching either children or adults. Our own club membership has increased by more than 25%. Following notification of the fees below is a breakdown of fees which will have to be paid:-

Monday Club game	£ 672.00	
Tuesday League	£ 296.00	
Wednesday League	£ 240.00	
Thursday League	£ 540.00	£1,748.00
County Team games		£ 102.00
Friendlies x 2		£ 144.00
Sunday Club Games x 4		£ 240.00
Club Finals games		£ 96.00
County Competitions at least		£ 42.00
Club competitions		£ 450.00
Saturday morning learners		<u>£ 960.00</u>
Estimated total cost of rink fees for season		£3,782.00

The Club has helped and encouraged members to play and several ladies and men have won their way to the Bowls England National Finals at Royal Leamington Spa, one lady in the past played for England. We have never asked our visitors/competitors to pay rink fees as we do not have to pay when we visit their greens. It would be such a shame for these members not to be able to compete because of the cost.

**SPARROWS NEST BOWLS CLUB**  
(Formed – Men's Section 1905, Ladies' Section 1933)

**CONSTITUTION**

1. THE CLUB SHALL BE NAMED SPARROW'S NEST BOWLS CLUB AND SHALL HAVE ITS HEADQUARTERS AT THE SPARROWS NEST GARDENS, WHAPLOAD ROAD, LOWESTOFT
2. THE OBJECTS OF THE CLUB SHALL BE TO FOSTER THE GAME OF BOWLS AT ALL LEVELS, PROVIDING FACILITIES AND OPPORTUNITIES FOR RECREATION AND COMPETITION OF THE WHOLE COMMUNITY WITHOUT DISCRIMINATION IN ACCORDANCE WITH OUR EQUAL OPPORTUNITIES STATEMENT
3. THE BUSINESS OF THE CLUB SHALL BE RUN BY A MANAGEMENT COMMITTEE CONSISTING OF ELECTED OFFICERS OF BOTH SECTIONS i.e. .PRESIDENT, SECRETARY, AND TREASURER. PLUS UP TO TWO NOMINATED MEMBERS FROM EACH SECTION. THE COMMITTEE SHALL HAVE THE POWER TO CO-OPT ANY MEMBERS WITH A SPECIAL CONTRIBUTION TO MAKE AND WILL APPOINT A CHAIRPERSON (TO BE ALTERNATED BETWEEN BOTH SECTIONS) AND THREE TRUSTEES AT ITS FIRST MEETING FOLLOWING THE A.G.M
4. THE ANNUAL GENERAL MEETING SHALL BE HELD NOT LATER THAN THE END OF THE YEAR, AND ALL MEMBERS SHALL BE ENTITLED TO ATTEND. NOMINATIONS FOR OFFICERS SHALL BE DISPLAYED ON THE CLUB'S NOTICE BOARD DURING AUGUST AND SEPTEMBER. EACH NOMINATION SHALL BE PROPOSED AND SECONDED AND THE NOMINEE TO INDICATE THEIR CONSENT. REPORTS SHALL BE CONSIDERED FROM PRESIDENT AND SECRETARY. THE TREASURER TO GIVE A REPORT AND SUBMIT TO THE MEETING THE AUDITED ACCOUNTS. MEMBERS SHALL BE GIVEN 21 DAYS NOTICE OF THE MEETING. NOTICES OF MOTION FOR DISCUSSION AT THE MEETING MUST BE SUBMITTED TO THE SECRETARY NOT LESS THAN 14 DAYS BEFORE THE MEETING. ANY NOTICE SUBMITTED AT THE MEETING WILL AUTOMATICALLY BE REFERRED TO THE FIRST MEETING OF THE MANAGEMENT COMMITTEE.
5. THE COMMITTEE SHALL MEET AT REGULAR TIMES OR AT TIMES CONSIDERED NECESSARY TO UPHOLD THE SMOOTH-RUNNING OF THE CLUB. A QUORUM AT COMMITTEE MEETINGS SHALL CONSIST OF FIVE MEMBERS.
6. ANNUAL SUBSCRIPTIONS SHALL BE DECIDED AT THE A.G.M. AND BE PAID BY 31 JANUARY EACH YEAR. ANY PLAYER WHO HAS NOT PAID THEIR SUBSCRIPTION OR MADE APPLICATION TO THE MANAGEMENT COMMITTEE FOR EXEMPTION, SHALL CEASE TO BE A MEMBER
7. THE ACCOUNTS SHALL BE CLOSED ON 31 OCTOBER EACH YEAR AND AUDITED IN TIME FOR PRESENTATION TO THE ANNUAL GENERAL MEETING. ANY SURPLUS INCOME OR PROFITS ARE TO BE REINVESTED IN THE CLUB.
8. THE CLUB SHALL BE OPEN TO ANYONE WISHING TO PLAY BY COMPLETING AN APPLICATION FORM AND BE PROPOSED AND SECONDED BY TWO EXISTING MEMBERS. MEMBERSHIP IS ACCEPTED SUBJECT TO PAYMENT OF THE MEMBERSHIP FEE. SOCIAL MEMBERS MUST ALSO BE PROPOSED AND SECONDED BY TWO EXISTING MEMBERS AND UPON PAYMENT OF AGREED SUBSCRIPTION MAY ENJOY ALL THE CLUB FACILITIES BUT WILL NOT BE ENTITLED TO PLAY OR TO VOTE.
9. AN EXTRA ORDINARY GENERAL MEETING SHALL BE HELD AT THE REQUEST OF THE MANAGEMENT COMMITTEE OR ON RECEIPT OF A REQUISITION SIGNED BY NO LESS THAN TEN MEMBERS STATING ITS OBJECT. THE SECRETARY SHALL THEN CALL SUCH A MEETING, GIVING 14 DAYS NOTICE. THE DISCUSSION AT THAT MEETING SHALL BE CONFINED TO THE OBJECT OR OBJECTS AS STATED.
10. ONLY A SPECIAL GENERAL MEETING CALLED FOR THE PURPOSE CAN AUTHORISE THE CLOSURE OF THE CLUB. ASSETS WHICH REMAIN AFTER DISCHARGING ALL DEBTS SHALL BE TRANSFERRED TO ANOTHER REGISTERED BOWLS CLUB, AMATEUR SPORTS CLUB OR CHARITY

SIGNED AND AGREED BY MEMEBERS ON \_\_\_\_\_ BY \_\_\_\_\_

ANNUAL SUMMARY SEASON 2017

OPENING BANK BALANCE	4,194.48
Less un-cleared cheques	631.25
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	3,563.23
INCOME	5,267.25
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	8,830.48
LESS EXPENDITURE	5,466.38
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	3,364.10
BANK BALANCE AS AT 29 OCTOBER	3,439.10
Less un-cleared cheque	75.00
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	3,364.10
OVERALL LOSS	199.13
Business Premium Account Balance	2,218.72

SPARROWS NEST BOWLS CLUB

EXPENDITURE 2017

100704 SCWBA Ladies Federation	57.15
100705 Suffolk County Bowls Federation	126.00
100706 Suffolk BE	54.65
100707 Lowestoft Triples League	18.00
100708 Sunshine League	24.00
100709 Lowestoft & District League	30.00
100710 Bowls England Insurance	86.00
100711 SNBC Expenses	70.00
100712 Tony Fowler donation	20.00
100713 Admiral Tees – Badges	750.00
100714 Co-op Insurance	47.55
100715 SCBA Membership Fee	4.00
100715 WDC May	550.00
100716 WDC June	385.00
100716 WDC July	561.00
100719 Suffolk Family Carers	120.00
100720 WDC August	569.24
100721 Lowestoft Lifeboat	110.00
100722 SCBA Humphrey Cup	15.00
100723 Ladies County Comps 2018	224.00
100724 WDC September	162.25
100725 Key Cobbler	120.21
100726 Hampers	371.35
100727 SC BE Comps Men 2018	29.45
100728 Club Competition Prize Money	300.00
100729 Roger Jefferies	75.00
Milk	43.50
Food & Plates Ladies	30.50
Wine Centenary Plate	51.60
Biscuits etc Margie	45.92
Food & Plates VPs Game	60.50
Wine & Chocs Raffles	12.00
Funeral Card Joe's funeral	4.50
Flowers & Card Judith	9.00
Biscuits etc Margie	21.51
Postage	8.00
Groundsmen	50.00
Raffle Prize & Buffet	60.00
Plastic Box, table cover, raffle	7.50
Invitation Pairs Prize	12.00
Honorarium Secretary	60.00
Hire of Hall	40.00
Longshore Men	70.00
Total Expenses	<u>5,466.49</u>



## INCOME 2017

Donation R Durrant		20.00
Subs & Social Members		1.030.00
Additional Subs		30.00
County Comps		27.80
Green Fees	April – May	613.50
	June	595.00
	July	819.00
	August	556.00
Tea and Biscuits	April – May	70.50
	June	77.50
	July	86.00
	August	63.00
Raffles	April – May	54.00
	July	128.00
Football Cards	April – May	30.00
	June	30.00
	July	40.00
	August	30.00
Sale of Club BADGES		65.00
Humphrey Cup		12.00
Suffolk VPs Game		152.50
Joe's Funeral		120.00
Charity Triples		110.00
Ticket Sales Buffet		200.00
Ladies County Competitions		135.00
Men's County Competitions		29.45
Raffle		93.00
Donation Over 50s		50.00
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		5,267.25