



GRANT AWARDING POLICY



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1. GENERAL INFORMATION FOR APPLICANTS

- 1.1 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.
- 1.2 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.
- 1.3 It is Lowestoft Town Council's intention to support initiatives from local community groups and organisations and it has set an annual budget for this, which will be nominally split into two grant awarding rounds, to be considered by the Finance and Governance Committee at its June and December meetings. The annual budget set 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. For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.
- 1.4 The size of any grant awarded is at the discretion of the Town Council, but will rarely exceed £500 in any one application. In the case of grant applications made by sports clubs, the amount may exceed £500 but will not exceed the maximum amount of income paid in fees to Lowestoft Town Council by that club.

2. WHO IS ELIGIBLE?

- 2.1 The following organisations are eligible to apply:
- Lowestoft-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.
 - Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.

3. WHO IS NOT ELIGIBLE?

- 3.1 Applications will normally be rejected:
- From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
 - From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
 - From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
 - From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
 - From organisations or in connection with projects which negatively discriminate.

4. WHAT CAN BE FUNDED?

- 4.1 It is expected that the project will:
- 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

5. WHAT IS UNLIKELY TO BE FUNDED?

5.1 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. The project or applicant have been provided with a Council grant recently, especially in one or more of the previous three years.
- f. The project or applicant have been previously funded and there has been a failure to comply with the conditions of grants detailed below.
- g. Expenditure on general business overheads (running costs).

6. CONDITIONS OF GRANT

6.1 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 within 6 months of the grant being made. The Council reserves the right to specify the form, content and any different timescale for reporting.

7. WHAT FACTORS WILL BE CONSIDERED AS PART OF THE DECISION MAKING?

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

- a. General eligibility
- b. Organisational credibility
- c. Impact on identified local need
- d. Community support
- e. Value for money
- f. Any match-funding and other efforts to self-fund the project
- g. Social, environmental or economic impact
- h. Community involvement
- i. Feasibility
- j. Likely effectiveness
- k. Soundness of the business or project plan
- l. Added value and Sustainability



7.2 For grant applications made by sports clubs, evidence will need to be provided for one or more of the following:

- a. How the club has used its income from 2018 – 2019 to increase its membership
- b. How the club has used its income from 2018 – 2019 to make improvements to its facilities
- c. How the club has maintained its facilities

8. WHEN WILL DECISIONS BE MADE?

8.1 Decisions will be made either at the June or December meetings of the Finance and Governance Committee. Please refer to Lowestoft Town Council's website (www.lowestofttowncouncil.gov.uk) for the meeting schedules or contact the office on 0330 053 6019/ admin@lowestofttowncouncil.gov.uk for details.



Grant Application Form

Please complete this form and send it with:

- Your Equality Policy (and Safeguarding Policy if project relates to young and/or vulnerable people)
- 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	
Is this application being made on behalf of a sports club?	NO
Name of organisation	Lowestoft Armed Forces Day 2020
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)	Support the Country's Armed Forces and Veterans providing a celebration of thanks from the Town of Lowestoft.
What relevant local area does your organisation cover?	The Borough of Lowestoft and Surrounding Areas
Who are the main beneficiaries of your work?	Public
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	0
Organisation expenditure (last complete financial year)	0
Contact details	



Name	Duane Ashworth		
Address	24 Station Road Corton NR325HF		
Telephone number/s	07934470100 01502731009		
E-mail	ash2865@yahoo.com afdlowestoft2020@gmail.com		
Position within organisation	Chairman		
Explain how you are authorised to make this application on behalf of the organisation	As the chairman my task is bring in as much funding as possible with the full backing of the committee		
About your project			
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	We will be putting on a day of celebrations for the Armed Forces and veterans so that the town can show its appreciation 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, BBMF, Parachute display from RAF, stage with entertainment, Emergency services Displays, Drumhead Service and much more this will be held on The Royal Green		
Total cost of project	£25,000-30,000		
Breakdown of cost	Insurance	£850.00	Security Fencing / Bins £1500.00
	Printing, Advertising	£1000.00	Stage, Sound, Lights £3600.00
	Medical Cover	£621.60	Pipe Band £475.00
	Fuel Costs	£250.00	Table and Benches £1200.00
	Parachute Display Team	£3566.00	Transport £1500.00
	Spitfire	£1450.00	
	These are costs that we know for the event so far.		
Grant requested from Lowestoft Town Council	£5,000		
What specifically would the grant from the Council fund?	Insurance, advertising, medical cover, security, Table and benches		
Have any funds been requested/agreed from other sources? Provide details	Sale of Pitches, advertising Space, Event Sponsorship, fundraising from individuals. Suffolk Councillor pledges		



When are the funds required?	As soon as possible.	
Project start date	July 2019	
Project completion date	June 2020	
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..... Date.....

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