



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

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 Art Group
Name to which payment to be made (explain if different to organisation name)		Lowestoft Art Group
What does your organisation do? (100 words max)		<p>The Lowestoft Art group has 30 members who pay an annual fee of £25. We meet twice monthly in the United Reform Church Hall. One session is usually a demonstrator (probably a professional artist) and the second session is a workshop tackling a subject area suggested by the previous demonstrator or by a member of the group. We are a friendly group helping and encouraging each other and welcoming new comers interested in art.</p> <p>In July 2019 the annual exhibition was held in the renovated Parcel Rooms, at Lowestoft Railway Station. Many people viewed the exhibition. The entrance to the rooms has now been improved.</p>
What relevant local area does your organisation cover?		Members come from as far away as Gorleston, Somerleyton but mostly from the Lowestoft area. Everyone is welcome.
Who are the main		Anyone interested in art. Some members are

beneficiaries of your work?		not active artists but like to be involved. We have a social night where we all donate a plate of party food and enjoy learning about our President .Also a Christmas party.
Charity? If yes, describe the type of charity		We are an “Unincorporated Association” with a constitution, We are not a charity.
If registered, what is the charity number?		
Not-for-profit? If yes, describe the organisation		The members pay a subscription of £25 a year or as a guest, £3 a session. One session is usually a demonstrator (probably a professional artist) and the second session is a workshop tackling a subject area suggested by the previous demonstrator or by a member of the group. The demonstrators charge up to £160 and there is the cost of the hall. We have an elected committee, please see our Constitution.
Organisation income (last financial year)		subscriptions =30 x 25 = £750 (was£20 in 2017 now £25) Raffles £230 Teas and coffee £139 (£3 per guest) £45 Other£26 Total £1190 The Exhibition left us with a small profit but was sponsored by Mr Steve Ardley
Organisation expenditure (last financial year)		Hire of hall £590 Professional Artists demonstrators £290 as Lowestoft Town Council had kindly sponsored “three free drawing for all “sessions - £395 (Several members demonstrate for no return) Insurance/other £42 Total £1007
Contact details		
Name		Sally Phillips
Address		1 Station Cottages, Somerleyton, NR32 5QN
Telephone number/s		0502 731795
E-mail		22sallyphillips@tiscali.co.uk
Position within organisation		Chairman
Explain how you were authorised to make		As Chairman I work with the committee including the Treasurer Karen Margetson,

this application on behalf of the organisation		01502 731412
		About your project
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).		To Hold an annual Art Exhibition in the renovated Rooms at Lowestoft Station, to promote the art group as being available and welcoming to everyone.
Total cost of project		£550
Breakdown of cost		Rent £360 Insurance £50 Moving stands and screens £30 Storing screens £50 per year Advertising £60
Grant requested from Lowestoft Town Council		£550
What specifically would the grant from the Council fund?		The Lowestoft Art Exhibition 2020.
Have any funds been requested/agreed from other sources? Provide details		No
When are the funds required?		May
Project start date		June/July
Project completion date		August 2020 depending on availability of Rooms
		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 yes

Signed.....Sally Phillips..... Date.....5/12.2020.....
 (signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.