



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:
- 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.

3. WHO IS NOT ELIGIBLE?

- 3.1 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 unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
 - e. From organisations or in connection with projects which negatively discriminate.

4. WHAT CAN BE FUNDED?

- 4.1 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

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:

- a. Your Equality Policy (and Safeguarding Policy if project relates to young and/or vulnerable people)
- b. 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	BACK 2 LIFE COMMUNITY FUND
Name of account to which payment to be made (explain if not your organisation's name)	BACK 2 LIFE COMMUNITY FUND
What does your organisation do? (100 words max)	RAISES AWARENESS, PROVIDES SUPPORT, FUNDRAISES FOR MENTAL HEALTH IN OUR COMMUNITY. COMMUNITY CHAMPION FOR TIME TO CHANGE. MULTIPLE AWARD WINNING COMMUNITY FUND. UTILISES MUSIC, ARTS, ENVIRONMENT AND OTHER PRACTICES TO FUNDRAISE.WORKS WITH/SUPPORTS ROYAL ANGLIAN REGIMENT, ROYAL BRITISH LEGION (SUFFOLK/NORFOLK), BRAINWAVE INDEPENDENCE GROUP (NORFOLK/SUFFOLK), DEMENTIA ALLIANCE UK (NORFOLK/SUFFOLK).
What relevant local area does your organisation cover?	PRIMARILY LOWESTOFT AND LOCAL COUNCIL AREA (EAST SUFFOLK) ALSO, ON REQUIREMENT, THE NORFOLK AND SUFFOLK REGION.
Who are the main beneficiaries of your work?	MENTAL HEALTH PROJECTS IN OUR COMMUNITY, ROYAL ANGLIAN REGIMENT, ROYAL BRITISH LEGION (SUFFOLK/NORFOLK), BRAINWAVE INDEPENDENCE GROUP (NORFOLK/SUFFOLK), DEMENTIA ALLIANCE UK (NORFOLK/SUFFOLK)
Are you a charity? If yes, describe the type of charity	NO, WE ARE A REGISTERED COMMUNITY FUND



If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	YES
Organisation income (last complete financial year)	£3317.34
Organisation expenditure (last complete financial year)	£1000 ON PURCHASING VITAL PROMOTIONAL EQUIPMENT AS LISTED REQUIRED FOR FUNDRAISING. NO PERSONAL EXPENSES OR DEDUCTIONS TAKEN. 100% OF WHAT WE RAISE GOES TO THE FUND. WE HAVE RECENTLY MADE A DONATION OF £150 TO THE 'NEW BEGINNINGS MENTAL HEALTH SOCIAL GROUP' IN LOWESTOFT
Contact details	
Name	PAUL HAMMOND
Address	15 Reeve Street, Lowestoft, Suffolk, NR32 1UF
Telephone number/s	01502 539843
E-mail	b2lcommunityfund@gmail.com
Position within organisation	PARTNER (CO-PARTNER – SUZANNE CHAPMAN)
Explain how you are authorised to make this application on behalf of the organisation	PARTNER AND AGREED APPLICANT ON BEHALF OF THE PARTNERS (2)



About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	This is a unique community project focussed long term on providing rehabilitation, specialist support, care and individualised access to the arts, crafts, music, conservation, disability sports etc in a safe secure working farm environment within our community. We fundraise throughout Lowestoft and the locality by undertaking a variety of events relating to music/arts within the community, to raise awareness and better understanding. To date we have held themed music nights, street collections, taken part in local fairs, exhibitions and most recently we launched a charity music single for the project, which was written by our Back2Life founder Paul Hammond, in partnership with a Lowestoft Band. What makes this project unique is that Paul has lived with Complex PTSD the last eight years and therefore has first-hand experience of living with a mental health disability. He has also worked with the British Army and is highly qualified within the fields of expertise that we promote. We are seeking funding for the purchase of vital equipment (as detailed in the attached spreadsheets) and for a local community month long art exhibition utilising a number of local venues. The suppliers, designers, printers and promoters will all be Lowestoft based businesses, primarily from the Kirkley community.
Total cost of project	PROJECT 1 (AS SHOWN ON SPREADHSEET) £1,000 PROJECT 2 (AS SHOWN ON SPREADHSEET) £7,000
Breakdown of cost	DETAILS SHOWN ON SPREADHSEETS
Grant requested from Lowestoft Town Council	WE WOULD GRATEFULLY ASK THAT THE COUNCIL CONSIDER THE PROPOSED GRANT TOTTALLING £8,000
What specifically would the grant from the Council fund?	DETAILS SHOWN ON THE ATTACHED SPREADSHEETS
Have any funds been requested/agreed from other sources? Provide details	WE ARE ALSO REQUESTING CONSIDERATION FROM THE COUNCIL LOCALITY FUND BUDGET
When are the funds required?	AS SOON AS POSSIBLE PLEASE



Project start date	1 ST JANUARY 2020	
Project completion date	1 ST 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.