



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 | First Light Festival C.I.C. |
| Name of account to which payment to be made (explain if not your organisation's name) | First Light Festival C.I.C. |
| What does your organisation do? (100 words max) | <p>We produce First Light Festival, creating an exciting and innovative, predominately free 24 hour, multi-arts festival model inspired by Lowestoft's position as the most easterly place in England, with celebrating midsummer's 'first light' in this unique location its USP. First Light transforms South Beach and Kensington Gardens into a welcoming festival space, with opportunities for local artists and performers to showcase their skills alongside world class cultural talent.</p> <p>First Light is committed to positively impacting pride, economic confidence and aspiration in Lowestoft. 99% of audiences surveyed rated the 2019 festival very good/good, describing it as "Energetic, creative, exciting and uplifting".</p> |
| What relevant local area does your organisation cover? | First Light Festival works across Lowestoft with a particular focus on Kirkely & Pakefield where the festival takes place. |
| Who are the main beneficiaries of your work? | The people of Lowestoft with a particular focus on those who for social and economic reasons do not have regular access to cultural events. New projects for 2020 will focus on engaging with an |



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| | increased number of community groups and projects as well as with all the town's schools and colleges. |
| 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) | £288,377 |
| Organisation expenditure (last complete financial year) | £288,377 |
| Contact details | |
| Name | Genevieve Christie |
| Address | Parham House Barn, Brick Lane, Framlingham, Suffolk, IP13 9LQ |
| Telephone number/s | 01728 723321 / 07743429876 |
| E-mail | genevieve@flipsidefestival.org |
| Position within organisation | Director |
| Explain how you are authorised to make this application on behalf of the | As a Director and the lead delivery director of First Light Festival C.I.C. I am authorised to make applications on behalf of the |



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| organisation | organisation. |
| About your project | |
| Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max). | <p>First Light Festival 2020 will be the second First Light Festival to take place in Lowestoft. It will embed the festival and build on the success of 2019, which saw in excess of 30,000 people attending, with over 70% coming from Lowestoft.</p> <p>FLF 2020 will expand the opening parade to engage with more people and establish a Mass Beach Dance to mark sunset - working in collaboration with Dance East and much-loved musicians to engage thousands of members of the community to create a life-affirming festival highlight with Lowestoft people and talent at its heart. The project will programme excellent and accessible music with national and local performers plus a new local First Light Chorus choir strand, participatory arts activities, a science zone with a new Nature Live strand for audiences to debate the science challenges on their doorstep and a new partnership with Suffolk Museums for intriguing local exhibits that will offer audiences pathways to explore Lowestoft's collections. A new Youth Music strand will showcase local music talent and a new Theatre zone will work with High Tide Theatre to showcase new playwriting talent and with Marina Theatre for 'Play in an Hour' activities. The stage in the garden will be repositioned to engage more people.</p> <p>First Light 2020 will work with a wide range of partners to deliver a high quality, joyful, free access festival for Lowestoft with a raft of lead-in activities that will encourage participation across Lowestoft communities.</p> |
| Total cost of project | £434,400 |
| Breakdown of cost | Please see attached cost breakdown |
| Grant requested from Lowestoft Town Council | £5000 |
| What specifically would the | The grant would fund the structures in Kensington Gardens |



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| grant from the Council fund? | including: Garden Stage The Talks Marquee Workshop Marquee Maker's Marquee Science Dome | | | | | | | | | | | | | | | | | | | |
| Have any funds been requested/agreed from other sources? Provide details | <p>Yes funding has been applied for from a variety of other funders. Some has been agreed and some we are awaiting the decision on.</p> <table border="0"> <tr> <td>Suffolk County Council</td> <td>£ 16,700</td> <td>Agreed</td> </tr> <tr> <td>East Suffolk Council</td> <td>£200,000</td> <td>Outline Agreement</td> </tr> <tr> <td>East Anglia Art Fund</td> <td>£ 1,000</td> <td>Pending</td> </tr> <tr> <td>Arts Council England</td> <td>£118,000</td> <td>Pending</td> </tr> <tr> <td>Other Funds and Trusts</td> <td>£ 55,000</td> <td>Pending</td> </tr> </table> <p>Earned income: camping fees, Food & drinks, silent disco & film headphones, Aquarium DJ event, merchandise and advertising</p> <table border="0"> <tr> <td></td> <td>£ 34,700</td> <td>Pending</td> </tr> </table> | | Suffolk County Council | £ 16,700 | Agreed | East Suffolk Council | £200,000 | Outline Agreement | East Anglia Art Fund | £ 1,000 | Pending | Arts Council England | £118,000 | Pending | Other Funds and Trusts | £ 55,000 | Pending | | £ 34,700 | Pending |
| Suffolk County Council | £ 16,700 | Agreed | | | | | | | | | | | | | | | | | | |
| East Suffolk Council | £200,000 | Outline Agreement | | | | | | | | | | | | | | | | | | |
| East Anglia Art Fund | £ 1,000 | Pending | | | | | | | | | | | | | | | | | | |
| Arts Council England | £118,000 | Pending | | | | | | | | | | | | | | | | | | |
| Other Funds and Trusts | £ 55,000 | Pending | | | | | | | | | | | | | | | | | | |
| | £ 34,700 | Pending | | | | | | | | | | | | | | | | | | |
| When are the funds required? | February 2020 | | | | | | | | | | | | | | | | | | | |
| Project start date | 3 rd February 2020 | | | | | | | | | | | | | | | | | | | |
| Project completion date | October 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 | | | | | | | | | | | | | | | | | | | |



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| 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.)