



## Lowestoft Town Council Grant Awarding Policy

### 1.0 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. Applications will be considered monthly by the Finance and Governance Committee. 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.
- 1.4 The size of any grant awarded is at the discretion of the Town Council, but would not normally exceed £2,000 in any one application.
- 1.5 Where the application provides a breakdown of costs, a quotation or other supporting evidence must be provided in respect of the sum being applied for.

### 2.0 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.

### 3.0 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.

### 4.0 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.



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- 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

### 5.0 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, unless a decision is required to secure match 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).

### 6.0 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.

### 7.0 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:



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

### 8.0 When Will Decisions Be Made?

8.1 Applications will be considered during the monthly meetings of the Finance and Governance Committee. Please refer to Lowestoft Town Council's website ([www.lowestofttowncouncil.gov.uk](http://www.lowestofttowncouncil.gov.uk)) for the meeting schedules or contact the office on 0330 053 6019/ [admin@lowestofttowncouncil.gov.uk](mailto:admin@lowestofttowncouncil.gov.uk) for details.

Revisions	
Date	Amendment
February 2021	Amendment made to reflect Council's decision that applications will be considered quarterly, rather than twice per year (with effect from the Annual Meeting in May 2021).
June 2021	Removed the sentence 'For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.' from point 1.3, as it is not applicable for the 2021 – 2022 year.
June 2021	Amended the amount specified at point 1.3 from £500 to £2,000.
June 2021	Amended point 8.1 to reflect that applications will be considered monthly rather than quarterly.
July 2021	Added point 1.5 to specify that a quotation or supporting evidence must be provided where there is a breakdown of costs.
November 2021	Amended point 1.3 to reflect that applications are now considered monthly rather than quarterly. Also removed reference to sports clubs as not applicable under the fee waiver.
November 2021	At point 5.1d added 'unless a decision is required to secure match funding'.
November 2021	At points 7.2a and 7.2b replaced references to specific years to 'the preceding year'.



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### 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](mailto: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 Vision
Name of account to which payment to be made (explain if not your organisation's name)	Lowestoft Vision
What does your organisation do? (100 words max)	MANAGE THE B.I.D IN LOWESTOFT
What relevant local area does your organisation cover?	Lowestoft Town Centre
Who are the main beneficiaries of your work?	THE PUBLIC AND BUSINESSES OF LOWESTOFT
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	£125,000
Organisation expenditure (last	



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complete financial year)	£120,000
Contact details	
Name	REDACTED
Address	
Telephone number/s	
E-mail	
Position within organisation	
Explain how you are authorised to make this application on behalf of the organisation	AUTHORISED BY THE L.V BOARD
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	TO PROVIDE A COMMUNITY RECAUMENT OFFICER TO WORK WITH L.T.C & E.S.C. THE LOWESTOFT COMMUNITY AND TOWN CENTRE BUSINESS TO EDUCATE AND ADVISE ON SUSTAINABLE WAYS OF LIVING IN HARMONY WITH THE WITTIWAYS AND OTHER GROUPS
Total cost of project	£20,000
Breakdown of cost	SALARY
Grant requested from Lowestoft Town Council	£10,000 OR 50% OF COST
What specifically would the grant from the Council fund?	PART PAY THE SALARY OF RECAUMENT OFFICER
Have any funds been requested/agreed from other	50% OF THE COST FROM E.S.C.



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sources? Provide details	
When are the funds required?	1-4-22
Project start date	1-4-22
Project completion date	31-3-25
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

REDACTED

Signed  
(Signature)

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alf of the organisation and, if different from the main contact listed above, this should be explained.

**Job Title:**

Lowestoft Kittiwake Partnership Community Engagement Officer

**Job Advert:**Introduction

This is an opportunity to be the public face of the recently formed Lowestoft Kittiwake Partnership (LKP) which is a collaborative cross-sector initiative to safeguard Lowestoft's kittiwake (*Rissa tridactyla*) colony, one of the few urban colonies in the UK.

The LKP partners include RSPB, Suffolk Wildlife Trust, independent ornithologists, East Suffolk Council, Lowestoft Town Council, Lowestoft Vision, Associated British Ports, BT and Peter Aldous MP (Member of Parliament for Waveney).

The vision of the Partnership is as follows: *Lowestoft is a town where people are proud to live and work alongside kittiwakes, which are welcomed and thrive in safe nesting sites in locations that cause minimal conflict with businesses and residents. All urban gulls will be better understood and causes of conflict minimised through the development of holistic and pragmatic approaches to their conservation. The Partnership will become a self-sustaining, community-led conservation initiative and exemplar of cross-sector collaboration.*

What's the role about?

This role involves leading on delivery of business and community engagement to support the Partnership in the delivery of its objectives, which are to:

1. Improve knowledge and perception of kittiwakes amongst residents, businesses and visitors in Lowestoft so they become a source of pride in the town. Build long-term sustainability and local community ownership of the Partnership through actively engaged residents and businesses becoming champions for kittiwakes in Lowestoft
2. Deliver a pragmatic strategy that will enable kittiwakes to thrive at safe nesting sites in Lowestoft whilst minimising conflict with residents and business through consistent advice, education, delivery and maintenance of nesting ledges, safe deterrents and alternative nest site provision
3. Ensure consistent monitoring of Lowestoft's kittiwakes and other urban gulls and encourage research into local populations and the effectiveness of conservation interventions through involvement of academic institutions and wildlife interest groups
4. Increase awareness of other urban gulls and pursue opportunities to reduce conflict with residents and businesses
5. Make the Lowestoft kittiwake Partnership an exemplar of cross-sector collaboration between conservation NGOs, businesses, public bodies and communities that can provide a template for other coastal communities

The successful candidate will be responsible for raising public awareness and facilitating conservation action for these globally threatened birds through effective engagement with residents, businesses and visitors. They will develop and deliver a co-ordinated strategy to ensure safe nesting sites are maintained and secured whilst minimising conflict with people by working directly with building managers. They will also build a network of kittiwake volunteers and champions to ensure the long-



term sustainability of the Partnership's vision for a thriving kittiwake population that is a source of pride in Lowestoft.

The role will be managed through Lowestoft Vision with direct support of RSPB, Suffolk Wildlife Trust and other partner organisations where appropriate for different elements of the project.

Essential knowledge, experience, skills and qualifications

1. Knowledge of kittiwake and urban-nesting gull conservation issues
2. Experience of effective community and business engagement
3. Ability to engage with a wide range of people face to face
4. Strong verbal and written communication, ability to communicate project messages in a way that is understood by a range of audiences and that engenders their support
5. Ability to work under own initiative.
6. Ability to enthuse and motivate themselves and others.
7. Ability to perform administrative tasks and to deliver accurate reporting to given timescales
8. Standard written and spoken English
9. Computer literacy – Microsoft Office

Desirable knowledge, experience, skills and qualifications

10. Basic knowledge of UK wildlife, habitats and key species
11. Experience of event organisation and management
12. Experience of basic project management
13. Experience of recruiting and supporting volunteers and/or staff
14. Budget management
15. Partnership working
16. Fundraising
17. Experience of promotion, marketing and production of interpretive material
18. Understanding of how to use social media to deliver objectives