

# The Promoting Pakefield Group

*Raising the profile of the area - Bringing the community together to make  
Pakefield a better place to live, work and visit.*



REDACTED

31<sup>st</sup> May 2021

Lauren Elliott  
The Town Clerk  
Lowestoft Town Council  
First Floor, Hamilton House  
Battery Green Road  
Lowestoft NR32 1DE

Dear Lauren

**Lowestoft Town Council - Application for Community Grant for Promoting  
Pakefield Group (PPG)**

Enclosed is our grant application to LTC for assistance with the installation of the steel Silhouette of "The Homage to The Grand Hotel" to be positioned in the new gardens outside CEFAS.

The silhouette will be a perpetual reminder of The Grand Hotel and will help to inform local people and visitors alike about the significant history for the town of the old building.

We hope LTC will be able to support our project and look forward to hearing from you in due course.

Yours very sincerely

REDACTED

Tim Harris  
Project Officer  
Promoting Pakefield Group

Encl: LTC Grant Application Form for PPG's "Homage to The Grand Hotel"



## Lowestoft Town Council Grant Awarding Policy

### 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	Promoting Pakefield Group (PPG)
Name of account to which payment to be made (explain if not your organisation's name)	Promoting Pakefield
What does your organisation do? (100 words max)	A community group that promotes Pakefield and also focuses on making Pakefield a better place for people to live in and to visit. It has collaborated and enabled the community to carry out projects of providing 5 information panels about the history of the area and to set up an historical trail. It has maintained the 3 village signs and contributes to local activities like Christmas tree installation, beacon lighting and to holding fetes and open garden events
What relevant local area does your organisation cover?	Pakefield
Who are the main beneficiaries of your work?	Residents of Pakefield and visitors to the area
Are you a charity? If yes, describe the type of charity	No
If registered, what is the	

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Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	The silhouette forms part of a 3 panel steel structure shaped in the outline of The Grand Hotel with an adjacent lectern style information panel giving the history of the building and illustrated with plans and photographs of The Silhouette
Total cost of project	£5445 + VAT
Breakdown of cost	(a)Steel Silhouette - £2695 (b)Installation of Silhouette - £1600 ©Lectern Style Info Panel +Printing and Art Work - £1150 Total - <u>£5445 + VAT</u>
Grant requested from Lowestoft Town Council	£1600 + VAT = £1920
What specifically would the grant from the Council fund?	The installation of the Steel Silhouette of The Grand Hotel (formally CEFAS HQ)
Have any funds been requested/agreed from other sources? Provide details	No – but an application will be submitted to a District Councillor (Peter Byatt) for a possible grant from his enabling community budget
When are the funds required?	26 July 21
Project start date	Project has been ongoing since middle of 2020
Project completion date	It is hoped the project will be concluded by mid Sept 21
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



## Lowestoft Town Council Grant Awarding Policy

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 ..... Date..31<sup>st</sup> May 2021

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

Revisions	
Date	Amendment