



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, which will be nominally split into four grant awarding rounds, to be considered by the Finance and Governance Committee at its January, April, July and October 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.

2.0 Who is Eligible?

- 2.1 The following organisations are eligible to apply:
- Lowestoft-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.
 - 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:
- From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
 - From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
 - From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
 - From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
 - 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:
- 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.
- 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 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

8.0 When Will Decisions Be Made?

8.1 Decisions will be made either at the January, April, July or October 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.

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).



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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

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	Sunrise Studios
Name of account to which payment to be made (explain if not your organisation's name)	Access Community Trust (Sunrise Studios is a social enterprise that is part of Access Community Trust)
What does your organisation do? (100 words max)	Sunrise Studios is a community production company part of the Access Community Trust family located on the Sunrise Coast in Lowestoft.
What relevant local area does your organisation cover?	Lowestoft and specific wards within the Town i.e., Harbour and Normanston, and the Kirkley ward.
Who are the main beneficiaries of your work?	<p>Individuals, families and households within the communities of Lowestoft, where there are high levels of deprivation and social isolation, above average levels of young people that are not in education, employment or training compared to the east Suffolk district and Suffolk county as a whole will benefit from this project.</p> <p>Including 'young people' who will benefit through this project by gaining valuable experience and training to enable them to produce and record their own podcasts. Whilst fundamentally benefiting a wider audience within Lowestoft of all ages who will then be able to engage and listen to the podcasts; whilst also being digitally available so they can reach and be consumed further afield.</p>
Are you a charity? If yes, describe the type of charity	
If registered, what is the	



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charity number?	
Not-for-profit? If no, describe the organisation	Social Enterprise
Organisation income (last complete financial year)	£855
Organisation expenditure (last complete financial year)	£2,000
Contact details	
Name	Joshua Freemantle
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Development Producer of Sunrise Studios
Explain how you are authorised to make this application on behalf of the organisation	I am the development producer of Sunrise Studios, part of Access Community Trust.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>We will positively address social isolation by hosting and assisting with the production of easily accessible podcasts that will inform, support, and create voices for people within our community in Lowestoft, that will enable the recording of engaging content but also allow the development and training of young people to produce and create podcasts for people of all ages and backgrounds to listen to.</p> <p>Podcasts will inform and support local people, and the community surrounding:</p>



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	<ul style="list-style-type: none"> • Mental Health signposting. • A weekly online forum, on subjects that are specific to each guest speaker. • Updates and Interviews on local topics/Issues, whilst raising awareness and focusing on the positives. <p>Our online podcast outsourcing platform will also allow people within Lowestoft to submit their own recorded voice notes or questions that can be submitted online for future podcast episodes, as an example asking questions for our guest speaker on our weekly forum.</p> <p>We will also be able to signpost and record mental health/wellbeing support podcasts to promote social inclusion and tips for wellbeing/your own mental health, as well as supporting others as the fallout from the pandemic continues, whilst fundamentally signposting mental health user groups; for many covid has been traumatic and our podcasts will be able to engage with local people, as well as strengthening communications between local grassroots organisations for the better which in turn will combat isolation and reintroduce socially isolated individuals within Lowestoft to society again.</p>
Total cost of project	£1,482.33
Breakdown of cost	Rode Podmic Dynamic Podcasting Microphone x4 = £425 Rode RodeCaster Pro Integrated Podcast Production Console = £558 Heavy Duty Studio Arm Mic Stand x4 = £199.96 XLR Microphone Cable, 6m x4 = £23.96 XLR Microphone Cable, 3m x2 = £7.98 HP-210 Stereo Headphones x4 = £28 Headphone Extension Cable, 6m x4 = £50.52 Soundproof Panels = £104.97 100x CDs and Sleeves = £23.94 Postage of CDs = £40 Marketing = £20
Grant requested from Lowestoft Town Council	£1,482.33



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<p>What specifically would the grant from the Council fund?</p>	<p>This grant would enable Sunrise Studios to engage our network of ‘young people’ to produce, record and create high quality thought provoking and engaging podcasts (within our premises already available to us) to create a podcasting studio space by investing in dedicated professional industry standard equipment that is not freely accessible to access and would therefore be able to contribute to the offering of a ‘Podcast Studio’, this allows us to mentor, and develop young people and their recording/podcast producing skills that will allow them to progress in the sector as well as gaining valuable experience. This opportunity also allows us to combat high levels of deprivation and low education/training levels within are targeted areas within Lowestoft.</p> <p>All our content produced with the equipment will be accessible and free for anyone to listen to of all ages through Sunrise Studios ‘Voices from the community’ podcast platform that is available for free on Spotify (and also goes out to all major podcast streaming platforms), and all other associated platforms Sunrise Studios operates; whilst also understanding that not everyone has access to the capabilities of listening to podcasts online, so to combat this we will link up with the Library in Lowestoft to allow people to listen to the podcasts whilst also making the podcasts available to people within our communities via a CD that will go out monthly.</p> <p>At Sunrise Studios we’re passionate about wellbeing and mental health, and our Development Producer is also a local young mental health ambassador and trained mental first aider. Through these podcasts we also want to promote the lived experience of people’s mental health and motivational stories, the ups and downs and support that is out there, as well as showcasing local people in Lowestoft that deserve that recognition and through everything shining a positive light on the people and communities of Lowestoft, as well as the town as whole.</p> <p>Working alongside likeminded grass root organisations and community groups to achieve our goal, we will broaden reach using our established client network within Access Community Trust as a baseline to create new voices that will feature in podcasts through the voice notes submissions online.</p>
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Have any funds been requested/agreed from other sources? Provide details	No	
When are the funds required?	May 2021	
Project start date	May/early June 2021	
Project completion date	Onwards (an ongoing project)	
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

Signature Date..... 8/06/2021

(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