



# Lowestoft Town Council Grant Awarding Policy

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## 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. They simply replace existing facilities with no significant improvement.
- b. There is no clear business or project plan.
- c. On larger budget projects with a budget in excess of £2,000, where there is a shortfall with limited or no other contributory funding, unless a decision is required to secure match funding.
- d. The project or applicant has been previously funded and there has been a failure to comply with the conditions of grants detailed below.
- e. 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 six 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. Likely effectiveness
- j. Soundness of the business or project plan
- k. 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 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



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### 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 ' <i>For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.</i> ' 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'.
May 2022	Point 5a removed ( <del>There is a large shortfall in the funding required to complete the project</del> ). 'On larger budget projects with a budget in excess of £2,000, where there is a shortfall' added at point 5c. Point 5d removed ( <del>The project or applicant has been provided with a Council grant recently, especially in one or more of the previous three years</del> ). Words 'or equivalent' added at sections a and b of the application form.



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### Grant Application Form

Please complete this form and send it with:

- a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
- b. Your constitution or equivalent

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	
Name of organisation	Lowestoft and Northern Parishes Community Partnership (LNPCP)
Name of account to which payment to be made (explain if not your organisation's name)	East Suffolk Council – accountable body for the multi-agency Community Partnership
What does your organisation do? (100 words max)	<p>LNPCP, like all such partnerships in East Suffolk, consists of East Suffolk Councillors, together with key partners from Town and Parish Councils, County Council, Police, Health, businesses, voluntary organisations, community groups and youth representatives.</p> <p>Everyone works collaboratively to solve local problems identified by local people and make a difference on the ground in our communities. East Suffolk Council provides funding of £25,000 a year to each Community Partnership and £300,000 to the East Suffolk Community Partnership Board.</p>
What relevant local area does your organisation cover?	All of the parishes covered by the following parish (and town) councils: Lowestoft, Oulton Broad, Oulton, Corton, Flixton, Blundeston, Lound, and Somerleyton, Ashby and Herringfleet
Who are the main beneficiaries of your work?	All local residents within these parish boundaries, most parishes that could be considered to be within 'greater' or suburban Lowestoft, This specific project will hopefully benefit a cross section of residents from the town and surrounding rural areas, planned as it is on a Saturday when public transport is available to the venue. We are also considering supplementary transport options.



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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	Local Authority Community Partnership, which has the above remit (third box above)
Organisation income (last complete financial year)	A total delivery budget across all eight Community Partnerships and the Community Partnership Board of £1,730,000 across the four years of the current East Suffolk Council (i.e. to May 2023)
Organisation expenditure (last complete financial year)	Community Partnership expenditure last year was £25,000 but Lowestoft and Northern Parishes Community Partnership area also benefitted from a proportion of the Board funding focussed on projects including mental health and wellbeing, Covid recovery, and transport.
<b>Contact details</b>	
Name	REDACTED (Cllr for Kirkley & Pakefield) (covered by the Lowestoft Town Council area)
Address	Riverside 4 Canning Road Lowestoft NR33 0EQ
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	District Cllr as outlined above



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<p>Explain how you are authorised to make this application on behalf of the organisation</p>	<p>As the lead member of the project for the Community Partnership as detailed above. The Community Partnership has supported a range of projects in the area of benefit with different lead organisations and individuals.</p>
<p>About your project</p>	
<p>Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).</p>	<p><b>Game On!</b> The idea emerged from the L&amp;NPCP Task and Finish Group meeting held at East Suffolk Council offices on April 28<sup>th</sup>, focussed on addressing social isolation and mental health (and leading the Lowestoft Warm Rooms initiative as part of the wider East Suffolk programme).</p> <p>It was decided to explore the idea of having a games day in Lowestoft to encourage social re-integration post-Covid; to enable inter-generational interaction; and to help lift spirits in the “cost of living crisis”. Water Lane Sports Centre in Lowestoft, managed by Everyone Active on behalf of ESC, was suggested as being a suitable large venue. A subsequent meeting on May 16<sup>th</sup> between Cllr Louise Gooch and Lee Drewery of Everyone Active, saw the venue agreed in principle with a cost quotation.</p> <p>It is hoped that the event will gather groups and individuals together under an umbrella, including various local groups that currently have small-scale games events to enable networking.</p> <p>The event is being viewed as a pilot to see whether there is community interest to take such free and socially supportive events to another level, across the Community Partnership area on a regular basis, possibly as part of the Warm Rooms initiative and even across the entire district. The ambition is that the event would cover a wide spectrum of games from traditional board games to current gaming systems. People can bring their own or access a library of games that will be available.</p> <p>The anticipated legacy would be increased connection between local community groups, which can support volunteers thereby increasing resilience, and engaged residents through a free event designed to boost social, emotional and physical well-being in what might be a lasting way.</p>
<p>Total cost of project</p>	<p>Total for pilot project = <b>£820</b></p>



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Breakdown of cost	<p>Sports Hall Hire Cost (all day access from 7am-7pm). This will be based on 5 courts. Inclusive of VAT: <b>£570</b></p> <p>Light refreshments: tea/coffee and biscuits or similar: <b>£100*</b></p> <p>Second-hand board games purchased from local charity shops, thus supporting these benevolent organizations and creating a games library: <b>£150*</b></p> <p>Match funding of £370 has been secured from East Suffolk Council. The outcomes of the pilot would be reported back to the Community Partnership for potential longer term funding</p>	
Grant requested from Lowestoft Town Council	£500	
What specifically would the grant from the Council fund?	As above in entirety – the cost of the venue; other equipment would be donated by the volunteers within the community groups that have expressed an interest in the project	
Have any funds been requested/agreed from other sources? Provide details	As above	
When are the funds required?	In advance of November 1 <sup>st</sup> , 2022	
Project start date	Saturday November 5 <sup>th</sup> or 12 <sup>th</sup> 2022 (TBC)	
Project completion date	One-day event with legacy potential as outlined above.	
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	Yes	



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publicity and promotional material including posters, advertisements, press releases and leaflets?	
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: REDACTED Date: Tuesday September 20<sup>th</sup> 2022

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