



Lowestoft Town Council

Grant Awarding Policy - post COVID-19

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 post the March 2020 COVID-19 impacts on the Town. The Council's standard Grant Awarding Policy has been suspended until April 2021. Grant awarding funds have been further increased and allocated to be entirely dedicated to COVID-19 support and recovery. Applications from groups and organisations who are helping with support and recovery from the 2020 pandemic and wishing to apply for a grant should read this policy carefully.
- 1.2 In addition to outlining Lowestoft Town Council's guidelines for awarding COVID-19 related 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 The size of any grant awarded is at the discretion of the Town Council, but will rarely exceed £1500 in any one application.

2.0 Who is eligible?

- 2.1 Applications from the heritage and culture sector will be actively considered in a positive way to sustain their industry in the town.
- 2.2 The following organisations (including but not limited to the heritage and culture sector) are eligible to apply:
- Lowestoft-based charities, clubs, associations, groups or other organisations whose current work or planned project will benefit all or some of the Lowestoft community post COVID-19
 - Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community post COVID-19.

3.0 Who is not eligible?

- 3.1 Applications will normally be rejected:
- From individuals, private businesses and "for profit" commercial organisations 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 address the problems associated with the economic, social and environmental recovery from the impacts of COVID-19 felt by communities and organisations within Lowestoft.

5.0 What is unlikely to be funded?

- 5.1 It is unlikely that projects will be considered where:
- There is a large shortfall in the funding required to complete the project.
 - They simply replace existing facilities with no significant improvement.
 - There is no clear business or project plan.



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- d. There is limited or no other contributory funding.
- e. The project or applicant have been previously funded and there has been a failure to comply with the conditions of grants detailed below.
- f. 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 support and recovery from COVID-19 pandemic
- 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

8.0 When will decisions be made?

8.1 Decisions will be made as soon as practical after receipt of a fully completed application. The Finance and Governance Committee has delegated authority to the Town Clerk to award the grants with full reports being provided at the monthly Committee meetings. The Finance and Governance Committee from time to time may review this policy. 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.



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Post COVID-19 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	
Name of organisation	Parochial Church Council of Kirkley St. Peter with St John Lowestoft
Name of account to which payment to be made (explain if not your organisation's name)	Kirkley Pantry (Kirkley Pantry is a project of the PCC of Kirkley – it keeps a separate bank account)
What does your organisation do? (100 words max)	Kirkley Pantry provides affordable, high quality, nourishing food for people of Kirkley and beyond who struggle to feed themselves and their families. We ensure "Food on Plates" – diverting good food from waste bins to family homes. We also provide connection to community activities and various social services through pop-ups and partnership projects. We play a part in reducing food waste.
What relevant local area does your organisation cover?	Kirkley and surrounding neighbourhoods in Lowestoft.
Who are the main beneficiaries of your work?	Families and individuals with insufficient income to feed themselves properly. Pensioners and those who live alone enjoy a social time while they wait to shop and drink a cup of coffee. There is a time to talk one-on-one with a volunteer while they shop. This often highlights hidden need.
Are you a charity? If yes, describe the type of charity	Yes. The church is classed as an excepted charity.
If registered, what is the charity number?	
Not-for-profit?	We do not make profit.



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If no, describe the organisation	
Organisation income (last complete financial year)	£7794
Organisation expenditure (last complete financial year)	£7798
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Rector Chair of the Parochial Church Council
Explain how you are authorised to make this application on behalf of the organisation	My position on the organisation authorises me to make the application.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft post COVID-19 pandemic (250 words max).	For a membership fee of £3.50 per week, members of the Kirkley Pantry are able to select food from the broad variety of products we have on the shelves, in the fridge and freezer, and in the fresh-produce bins. There are often many free items as well, donated from various sources. Membership is open-ended, there is not a time limit; people who have been financially stretched through the pandemic are able to lower their food expenditure allowing them to recover financially and eat healthily. Many people were affected by isolation and loneliness during the pandemic and often experienced mental health decline as a result. The Pantry, along with our accompanying Wednesday Café, provides a social outlet, now that they are able to sit and chat with other over a cup of coffee, when



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	they come to select their food.																						
Total cost of project	All the setup costs for the project were covered by various grants. We opened in December 2020 amidst Covid-19 restrictions. Membership fees and donations sustain the project on an on-going basis. Our overheads are minimal (the church owns the building, and the Pantry covers its share of the running costs.) Our first full year costs (2021) were £7,998.																						
Breakdown of cost	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><i>Food Supplies</i></td> </tr> <tr> <td>FareShare deliveries</td> <td style="text-align: right;">2483</td> </tr> <tr> <td>Total Food Supplies</td> <td style="text-align: right;">2483</td> </tr> <tr> <td colspan="2"> <i>Operating Expenses</i></td> </tr> <tr> <td>Utility Bills</td> <td style="text-align: right;">2206</td> </tr> <tr> <td>Equipment</td> <td style="text-align: right;">2116</td> </tr> <tr> <td>Mobile Phone</td> <td style="text-align: right;">396</td> </tr> <tr> <td>Unclassified Expenses</td> <td style="text-align: right;">412</td> </tr> <tr> <td>Insurance</td> <td style="text-align: right;">385</td> </tr> <tr> <td>Total Operating Expenses</td> <td style="text-align: right;">5515</td> </tr> <tr> <td> Total Expenditure</td> <td style="text-align: right;"> 7998</td> </tr> </table>	<i>Food Supplies</i>		FareShare deliveries	2483	Total Food Supplies	2483	 <i>Operating Expenses</i>		Utility Bills	2206	Equipment	2116	Mobile Phone	396	Unclassified Expenses	412	Insurance	385	Total Operating Expenses	5515	 Total Expenditure	 7998
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Grant requested from Lowestoft Town Council	£1,500																						
What specifically would the grant from the Council fund?	We are able to cover the basic food we buy from FareShare. however, it has become apparent to our volunteers that to further support our members in healthy eating and managing their food budget, we would like to keep a regular stock of basic items. These are not always available through FareShare and we will need to purchase them directly. The grant of £1,500 would be sufficient to cover the costs of this; we very much hope that this is a grant we will eventually be able to access annually.																						
Have any funds been requested/agreed from other sources? Provide details	Phil Aves has promised a matching grant of £1,500. This will enable the purchase of a second fridge which will enable us to offer a greater range of chilled items.																						



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When are the funds required?	As soon as possible this year, and we hope they will be awarded annually.	
Project start date	1 st December 2020	
Project completion date	On-going	
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	

Signed...**REDACTED**..... Date.....28.07.2022.....

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