# 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.

# Who is not Eligible?

3.1 Applications will normally be rejected:

1. From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
2. From individuals, private businesses and “for profit” commercial organisations or for projects which improve or benefit privately owned land or property.
3. From regional and national organisations unless it can be clearly demonstrated that the grant

would be used specifically for Lowestoft residents.

1. From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
2. 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:

1. In some significant way make Lowestoft a better place to live, work or play.
2. Provide a long lasting and sustainable benefit to all or part of Lowestoft.
3. Improve the social, environmental and/or economic profile of Lowestoft.
4. 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:

1. They simply replace existing facilities with no significant improvement.
2. There is no clear business or project plan.
3. 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.

1. The project or applicant has been previously funded and there has been a failure to comply with the conditions of grants detailed below.
2. Expenditure on general business overheads (running costs).

# 6.0 Conditions of Grant

6.1 It is a condition of acceptance of a grant that:

1. Lowestoft Town Council support must be acknowledged appropriately on all related publicity and promotional material including posters, advertisements, press releases and leaflets.
2. Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
3. Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
4. 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:

1. General eligibility
2. Organisational credibility
3. Impact on identified local need
4. Community support
5. Value for money
6. Any match-funding and other efforts to self-fund the project
7. Social, environmental or economic impact
8. Community involvement
9. Likely effectiveness
10. Soundness of the business or project plan
11. 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

# 8.0 When Will Decisions Be Made?

8.1 Applications will be considered by the Finance and Governance Committee every three months (at its meetings in March, June, September and December). The Committee reserves the right to consider urgent or time sensitive applications in the interim. If you feel that your application requires consideration outside of the regular three-monthly cycle please ensure this is clearly indicated on your application form. 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.

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| **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’. |
| May 2022 | Point 5a removed (~~There is a large shortfall in the funding required to complete the project~~).  ‘On larger budget projects with a budget in excess of £2,000, where there is a shortfall’ added at point 5c.  Point 5d removed (~~The project or applicant has been provided with a Council grant recently, especially in one or more of the previous three years~~). Words ‘or equivalent’ added at sections a and b of the application form. |
| October 2022 | Amended point 8.1 to reflect the decision for applications to be considered every three months, rather than monthly. |

**Grant Application Form**

Please complete this form and send it with:

1. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
2. 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)

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| About your organisation. Insert ‘yes’ or ‘no’ and/or provide additional information where relevant | | |
| Name of organisation | Kirkley Pocket Parks Group | |
| Name of account to which payment to be made (explain if not your organisation’s name) | The Kirkley Pocket Parks Group | |
| What does your organisation do? (100 words max) | Kirkley Pocket Parks group was set up in March 2022 to help people clean up open spaces within Kirkley. We do this by getting permission from the landowner, once this is obtained we inform the residence’s nearby of our intentions and ask for volunteers to help build and maintain the area afterwards. Sustainability is something that we are passionate about, we keep an eye on the area and support the residents and volunteers with any problems that arise. We need the funding to complete the project but also to top up with new plants when needed. | |
| What relevant local area does your organisation cover? | Kirkley | |
| Who are the main beneficiaries of your work? | The residents who live in the surrounding area, it will help them Take pride in their surroundings, improve their mental health and wellbeing, help create a community feel. It will also make the area looked Loved for anyone who passes the area too. | |
| 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 | N/A | |
| Organisation income (last complete financial year) | Are organisation is community based and only started in February 2022, are accounts started in May 2022. The funding we have at the moment is for 3 projects. Total income is £4,515.86 | |
| Organisation expenditure (last complete financial year) | £2,303.43 | |
| Contact details | | |
| Name | REDACTED | |
| Address | REDACTED | |
| Telephone number/s | REDACTED | |
| E-mail | REDACTED | |
| Position within organisation | Chair | |
| Explain how you are authorised to make this application on behalf of the organisation | As Chair for our group, in a minuted committee meeting it was determined I was the designated person to apply. | |
| About your project | | |
| Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max). | The project is a piece of land on the corner of Cleveland Road and London Road South. It has an electrical sub station owned by National Power who also own the land. We have a license to cultivate the small piece of land to the side and front. The benefits to Lowestoft will be an increase in footfall as people come to view the site and artwork and also help to peoples perception of the area. | |
| Total cost of project | £10,530.00 | |
| Breakdown of cost | East Suffolk council are paying:- for the installation and replacement of hoarding, £3,730 and the artists fee £3,700 totalling £7,430.00  Kirkley Pocket Parks Group are paying:- £1,200 for painting/installation of artwork, £262. Maintenance, £150 Marketing & promotion, £1,488 for cable survey layout and priming totalling £3,100.  We need to find funding for the landscaping, including the planters. | |
| Grant requested from Lowestoft Town Council | £646.09 | |
| What specifically would the grant from the Council fund? | concrete planters | |
| Have any funds been requested/agreed from other sources? Provide details | No, not for the planters, we have a small budget from the Kirkley Peoples Forum of £500 for planting and hardcore | |
| When are the funds required? | Beginning of April 2023 | |
| Project start date | November 2022 | |
| Project completion date | May 2023 | |
| 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........REDACTED..............................................

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