



# 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. Applications will be considered every three months 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.
- 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.



## Lowestoft Town Council Grant Awarding Policy

- 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

### 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



## Lowestoft Town Council Grant Awarding Policy

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.

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.
October 2022	Amended point 1.3 and 8.1 to reflect the decision for applications to be considered every three months, rather than monthly.



## Lowestoft Town Council Grant Awarding Policy

### Grant Application Form

Please complete this form and send it with:

- Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
- 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	Marina Theatre Lowestoft
Name of account to which payment to be made (explain if not your organisation's name)	Marina Theatre Trust
What does your organisation do? (100 words max)	Marina Theatre is an arts and entertainment centre in the heart of Lowestoft town. Just off the high street, we provide entertainment to the town. We would like to encourage more people to take part and bring more footfall to the town centre and beautiful historic areas that surround us.
What relevant local area does your organisation cover?	Most of our community work is within Harbour and Normanston Ward.
Who are the main beneficiaries of your work?	The Marina Theatre is open to everyone to come and take part. We encourage local people to join our regular groups and take part in our activities and events. We often reach out to care homes and would like to start reaching out to community centres and schools in some of the hard to reach areas. We are hoping to do some more collaborative work with Lowestoft Town Council on some of the big events like Pride, Easter, Halloween and Christmas.
Are you a charity? If yes, describe the type of charity	The Marina Trust is the charitable side of the theatre and we provide drama, music and arts classes to the local community. We are hoping to expand what we offer and to reach out to more people in the community and make stronger links with locals and the town council.
If registered, what is the charity number?	1149133



## Lowestoft Town Council Grant Awarding Policy

Not-for-profit? If no, describe the organisation	
Organisation income (last complete financial year)	£1,628,156
Organisation expenditure (last complete financial year)	£1,723,276
<b>Contact details</b>	
Name	REDACTED
Address	Marina Theatre Lowestoft Marina Lowestoft NR32 1HH
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Community Participation Manager
Explain how you are authorised to make this application on behalf of the organisation	As the Community Participation Manager, part of my role is finding and applying for funding for some of our community and charitable projects that we do.
<b>About your project</b>	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	We have several upcoming projects for Christmas and Halloween. Our new amateur dramatics company Marina Company are hoping to put on a production of a Christmas Carol. The benefit of this is that local people are working with a professional director and learning how to create a production, they are working collaboratively with our professional director to build their characterisation and performance. This is building confidence,



## Lowestoft Town Council Grant Awarding Policy

	<p>helping people to socialise and creating opportunities for young people within the arts.</p> <p>We would also like some funds to help cover the cost of special FX makeup that will be used for the Halloween Market, and Halloween Makeup Workshop. We are working with REDACTED at Lowestoft Town Council to offer this as part of the Halloween Market and we would also like to offer face painting and glitter for the Christmas market. This will also go towards skills workshops in special FX, creating opportunities for young people to interact and learn new skills, whilst having fun at Halloween.</p> <p>We are hoping to do an interactive nativity for the town Christmas Market. This will be done with volunteer actors and will be project managed by myself. The plan is for it to be an interactive journey to include dress-up, arts and crafts associated with Christmas. Teaching arts skills and allowing children the opportunity to role-play and use their imaginations as they discover the story of Christmas.</p> <p>Finally our Samba band is currently running without an appropriate budget and we are seeking funding for makeup, glitter and costume pieces for them to wear and for any new samba instruments that may be needed. The Samba band will be performing at the Halloween Market and possibly also at the Christmas Light Switch On. We are also hoping to take performances into the community to care homes and other events in the area.</p>
Total cost of project	£9,890
Breakdown of cost	<ul style="list-style-type: none"> <li>• £7450 is estimated costs for Marina Company (This includes facilitator costs, staffing costs, venue hire, props and costumes)</li> <li>• £890 is estimated costs for Makeup Workshops and Halloween Makeup Events (This includes facilitator fees, makeup, blood, face paint and template purchases, marketing, planning and staffing costs)</li> <li>• £1050 is estimated costs for planning and running the interactive nativity and Christmas arts and crafts event (This includes, planning and staffing costs, venue costs, costumes, props and art and craft supplies)</li> <li>• Our Samba band costs are mostly covered by participation fees, our instructor is seeking additional funding to help</li> </ul>



## Lowestoft Town Council Grant Awarding Policy

	cover his costs, but I would like to request £500 towards new Samba drums and instruments, help to cover performance costs, costumes, props and makeup.
Grant requested from Lowestoft Town Council	£1900
What specifically would the grant from the Council fund?	<ul style="list-style-type: none"> <li>• £250 towards makeup, blood and facilitator costs for makeup workshop and events.</li> <li>• £150 arts and crafts equipment for the interactive Nativity and Christmas Crafts.</li> <li>• £500 towards new Samba band equipment.</li> <li>• £800 to help pay for props and costumes for our production of A Christmas Carol.</li> <li>• £200 to help provide costumes and props for the Nativity.</li> </ul>
Have any funds been requested/agreed from other sources? Provide details	Marina Theatre Trust and Participation fees are covering the facilitation costs for Marina Company. East Suffolk Council have provided some funding towards makeup acquisition.
When are the funds required?	As soon as possible to allow projects to run smoothly.
Project start date	05/09/2023
Project completion date	25/12/2023
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	Yes



## Lowestoft Town Council Grant Awarding Policy

than as agreed as part of the grant award?	
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. 04/09/23

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