

## 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	Kirkley People's Forum
Name of account to which payment to be made (explain if not your organisation's name)	Kirkley People's Forum (bank details on request)
What does your organisation do? (100 words max)	<p>We aim to support a resilient community, reduce inequalities, promote good relationships and improve the quality and accessibility of our public spaces. Our aim is that everyone in the community can access the resources they need to reach their economic, physical and intellectual aspirations.</p> <p>We help the community to work with organisations and agencies to make sure that people are proud to live in Kirkley. We help people achieve great things by ensuring that the community is at the heart of the design and implementation of everything we do.</p> <p>We help underrepresented parts of the community to have a voice.</p>
What relevant local area does your organisation cover?	Kirkley, South Lowestoft and all of Lowestoft (True Colours)
Who are the main beneficiaries of your work?	<p>Young people (13-19)</p> <p>People affected by disability</p> <p>The LGBTQ+ community</p> <p>Socially isolated people</p> <p>Whole community</p>
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	No
Not-for-profit? If no, describe the	Constituted Community Group

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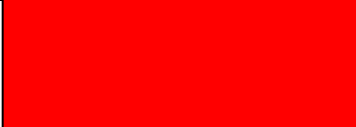
organisation	
Organisation income (last complete financial year)	As Kirkley People's Forum has existed as a steering group for the Local Conversation we did not hold any funding. Community Action Suffolk (CAS) held the project and all of the funding. They held all budgets and accounts. At the end of this year our funding from People's Health trust and support from CAS ends.
Organisation expenditure (last complete financial year)	
Contact details	
Name	
Address	
Telephone number/s	
E-mail	
Position within organisation	Chairperson
Explain how you are authorised to make this application on behalf of the organisation	I am given permission by Kirkley People's Forum to apply for grant funding.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>KPF has sub-groups which tackle issues that have been identified through consultation with the community:</p> <p><b>The Kirkley Conversation</b> ensures that the voice of Kirkley people is always heard and listened to. It manages an "ask a Kirkley Councillor" Facebook group, hosts a weekly drop-in session (with regular visits from local Police, Councillors and our MP), and consultation with our community (polls, surveys, questionnaires).</p> <p><b>Kirkley Youth</b> provide a weekly "youth club" for 14-19 year olds. When they were asked, young people said they wanted a safe space with activities. Expansion (up to 20 young people attending) is planned for next year with funding from a County Councillor already secured.</p> <p><b>Enabling Kirkley</b> aims to improve accessibility for all people affected by disability (physical, mental, sensory impairment etc.). The "Improving Accessibility by Increasing Awareness" incentive has awarded certificates and window stickers to more than 20 Kirkley businesses who have made a change.</p> <p><b>True Colours of Lowestoft</b> supports the LGBT+ community. They regularly meet and support each other. They organise regular social</p>

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	<p>outings (theatre, cinema, bowling, Pride events). They helped Lowestoft Town Council organise the first Lowestoft Pride event. This is our only group which operates across town to meet the needs of this community. It is still based in Kirkley as are most of its members.</p> <p><b>Kirkley Photography Group</b> meets weekly. It is a supportive, friendly, group of people of varying age and expertise, everyone is welcome. They give excellent support and encouragement. They have arranged outings and document KPF events.</p>
Total cost of project	<p>7900 KY 4209 OOH 5280 CS £17,389</p>
Breakdown of cost	<p><i>£7,900 - Kirkley Youth activity, hosting and equipment.</i> <i>£5,280 - Hire of the Community Suite at the Kirkley Centre for 3 days per week inclusive of cleaning and utilities for 1 year.</i></p> <p>Out of hours reception cover for evening meetings @ 3 hours per session for whole year. £15 per hour Jan-Mar = £45 per session, £17 per hour Apr-Dec (NMW increase) = £51 per session. Wednesday evening (weekly) – for <b>Kirkley Photography Group</b>. 50 sessions total £2,478 Thursday evening (monthly) – for <b>True Colours</b>. 12 sessions total £594 Thursday evening (twice every month) – for <b>KPF meeting</b>. 23 sessions total £1,137 <u>Grand total £4,209</u></p>
Grant requested from Lowestoft Town Council	£4,209
What specifically would the grant from the Council fund?	<p>I am asking for help to pay the out of hours (evening) costs, for the year. Although we don't have to pay for the room, we do have to pay for a member of staff to be there for reception and building security. We have explored option of using other venues but as the room also stores a lot of equipment and information it is not practicable.</p>
Have any funds been requested/agreed from other sources? Provide details	<p>£7,900 - Kirkley Youth activity, hosting and equipment. <i>Suffolk County Councillor locality budget</i></p> <p>£5,280 - Hire of the Community Suite at the Kirkley Centre for 3 days per week inclusive of cleaning and utilities for 1 year. <i>People's Health Trust has made the very unusual agreement to "forward fund" us because they respect and value the impact we</i></p>

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	<i>have on the community. We will have the use of the Community Suite every Tuesday, Wednesday and Thursday from 9 until 5.</i>
When are the funds required?	1 <sup>st</sup> January 2024
Project start date	1 <sup>st</sup> January 2024
Project completion date	31 <sup>st</sup> December 2024
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.  ..... Date 27<sup>th</sup> November 2023.....  
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.)