

### Grant Application Form

Please complete this form and send it with:

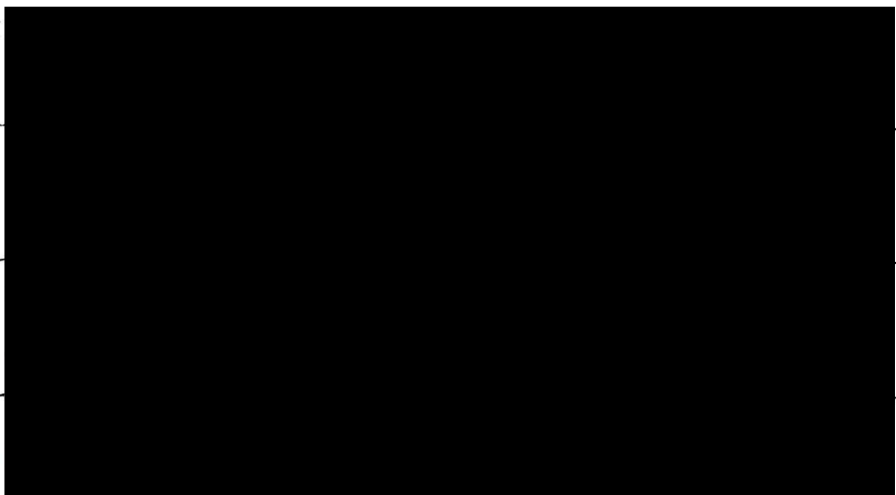
a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)

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	Norfolk & Suffolk Woodcarvers.
Name of account to which payment to be made (explain if not your organisation's name)	Norfolk & Suffolk Woodcarvers. Barclays Bank, Norwich. sort code 20-62-53 a/c no 53088669
What does your organisation do? (100 words max)	Encourage like minded people to work together to foster the Heritage techniques in carving wood using the correct tools and safe working practices.
What relevant local area does your organisation cover?	Based in Lowestoft, covering Norfolk and Suffolk.
Who are the main beneficiaries of your work?	The individual who has handmade an item in natural wood in a relaxed, therapeutic environment.
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	YES.

## Lowestoft Town Council Grant Awarding Policy

Organisation income (last complete financial year)	Our last financial year at December '22 produced a deficit with expenditure over income due to falling membership.
Organisation expenditure (last complete financial year)	Enclosed. Previous years are available.
Contact details	
Name	
Address	
Telephone number/s	
E-mail	
Position within organisation	Treasurer Secretary
Explain how you are authorised to make this application on behalf of the organisation	We are run as a Collective and as such we have been authorised by our membership to apply for this grant.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	See attached information
Total cost of project	£731.68

## Lowestoft Town Council Grant Awarding Policy

Breakdown of cost	See attached sheet 4	
Grant requested from Lowestoft Town Council	£750.00	
What specifically would the grant from the Council fund?	Funding for advertising in local newspapers and magazines.	
Have any funds been requested/agreed from other sources? Provide details	NO	
When are the funds required?	January 2024	
Project start date	December 2023/January 2024	
Project completion date	Open ended	
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	

## Lowestoft Town Council Grant Awarding Policy

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 Signature]

20th November 2023

25th 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.)