



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:
- Lowestoft-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.
 - 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:
- From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
 - From individuals, private businesses and "for profit" commercial organisations or 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:
- In some significant way make Lowestoft a better place to live, work or play.
 - Provide a long lasting and sustainable benefit to all or part of Lowestoft.
 - 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) for the meeting schedules or contact the office on 0330 053 6019/ 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 (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 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

| About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant | |
|--|---|
| Name of organisation | The Seagull Lowestoft CIC |
| Name of account to which payment to be made (explain if not your organisation's name) | The Seagull Lowestoft Community Interest Company |
| What does your organisation do? (100 words max) | We are a not for profit community arts venue which runs a wide range of activities for our locality. We provide a number of free to access support strands, including one for dementia and older people, alongside subsidised opportunities including youth theatres and music and dance classes. We also provide subsidised access to high quality performances within our venue and seek to support the local creative community to stage more productions, especially those which reflect our heritage. |
| What relevant local area does your organisation cover? | We cover Lowestoft and surrounding villages, but focus especially on the wards with the most deprivation. |
| Who are the main beneficiaries of your work? | We seek to support all local people, but with a particular focus on those who are most vulnerable and those who traditionally lack access to the arts. |
| Are you a charity? If yes, describe the type of charity | No |
| If registered, | N/A |



Lowestoft Town Council Grant Awarding Policy

| | |
|---|--|
| what is the charity number? | |
| Not-for-profit? If no, describe the organisation | We are a Community Interest Company limited by Guarantee and registered with Companies House and with the CIC Ombudsman. Registration number : 06230379 |
| Organisation income (last complete financial year) | £334,567 – please note our income and expenditure is inflated in this year due to a capital grant for building work. |
| Organisation expenditure (last complete financial year) | £351,653 – please note our income and expenditure is inflated in this year due to a capital grant for building work. |
| Contact details | |
| Name | REDACTED |
| Address | The Seagull 19 – 75 Morton Road Lowestoft NR33 0JH |
| Telephone number/s | REDACTED |
| E-mail | REDACTED |
| Position within organisation | Assistant Manager |
| Explain how you are authorised to make this application on behalf of the organisation | Authorised by Board of Directors to undertake all grant applications |
| About your project | |
| Please provide details of the project and how the project will benefit the people of Lowestoft (250 | In August 2024 we will launch an annual Children’s Theatre festival which will take place in the main area of Lowestoft. We propose to site this on Royal Green where we will offer a number of free to access children’s theatre performances alongside other free activities for young people. The event will be during the day (proposed as 10 – 3) and will include a marquee to ensure all weather viability. We intend to incorporate local entertainers as well as bringing new high quality children’s theatre performers into the town. One strand of the performances will |

Lowestoft Town Council Grant Awarding Policy

| | | |
|---|--|-------------------|
| words max). | <p>have an ecological theme to ensure that the climate crisis is included in our work. The aim of the festival is to increase access to high quality children's theatre, raise aspiration and particularly attract families who may not otherwise attend a traditional theatre building. We aim to give as many children as possible their first taste of theatre to inspire families to further engage with the arts and increase aspiration. We also anticipate that the festival will have many knock on impacts for wellbeing and levels of literacy.</p> <p>Please note that this will be an entirely new element of our work in the community and as such is not included in any existing funding we receive from the arts council and others.</p> | |
| Total cost of project | £14,892 | |
| Breakdown of cost | Expenditure | |
| | Marquee hire - 24m x 12m | £ 4,450.00 |
| | Security x 5 | £ 720.00 |
| | Toilet Hire | £ 672.00 |
| | First Aid cover | £ 400.00 |
| | Publicity and Marketing | £ 1,500.00 |
| | Performer costs | £ 2,100.00 |
| | | |
| | Requiring external funding | £ 9,842.00 |
| | East Suffolk Contribution | £ 5,100.00 |
| | Remaining funds required | £ 4,742.00 |
| | | |
| | Contributions from The Seagull CIC | |
| | Project Manager | £ 1,500.00 |
| | Equipment Hire | £ 1,500.00 |
| | Staging and lights construction | £ 1,500.00 |
| | Technical Operators | £ 500.00 |
| | | |
| Total Seagull Contribution in kind | £ 5,000.00 | |
| | | |
| Total Cost | £ 14,842.00 | |
| Grant requested from Lowestoft Town Council | £2,000 | |



Lowestoft Town Council Grant Awarding Policy

| | | |
|---|--|--|
| What specifically would the grant from the Council fund? | The full project currently has a shortfall of £4742. We have a back up plan to have a smaller marquee if we cannot fund the full amount. However we have other grant decisions awaiting. If the Council prefers to fund a specific item – then we can allocate your funding specifically to performer costs or to marketing and first aid. | |
| Have any funds been requested/agreed from other sources? Provide details | We have already secured £5100 from East Suffolks Events fund and are awaiting the outcome of another request to Enabling Communities budgets from local councillors. Together with this application we still have a gap of £1742. We are applying to Suffolk Community fund for this amount – but also have the capacity to operate a slightly smaller marquee if we cannot meet this shortfall. | |
| When are the funds required? | Ideally we would like to know the amounts secured at the end of April to allow us to commission everything in plenty of time. However we can be flexible, | |
| Project start date | April 2024 | |
| Project completion date | September 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 | |



Lowestoft Town Council Grant Awarding Policy

Signed...REDACTED... Date: 28.2.24

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