

Lowestoft Town Council Grant Application

For

Promoting Pakefield Group (PPG)

The Homage to The Grand Hotel (HTTGH) at CEFAS

List of Documents attached to the application:-

1. LTC Grant Application
2. Simulation of HTTGH showing Silhouette and Information Panel in front of CEFAS Offices
3. PPG – Constitution
4. PPG Equality and Diversity Policy



Project Officer PPG





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.



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- 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



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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.



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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	Promoting Pakefield Group (PPG) (Copy of Constitution is attached)
Name of account to which payment to be made (explain if not your organisation's name)	Promoting Pakefield [REDACTED]
What does your organisation do? (100 words max)	PPG is a community group that promotes and focuses on making Pakefield a better place for people to live in and to visit. It has collaborated and enabled the community to carry out projects of providing 5 information panels along the cliff path about the heritage and history of the area. It has maintained the 3 village signs and contributes to local activities like Christmas tree installation and beacon lighting
What relevant local area does your organisation cover?	Pakefield
Who are the main beneficiaries of your work?	Residents of Pakefield and Lowestoft and Visitors that come to the area
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	PPG aims to raise the profile of the area - developing a sense of community to make Pakefield a better place to live, work and visit
Organisation income (last complete financial year)	No events have been organised in the last financial year



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Organisation expenditure (last complete financial year)	Refurbishment of Village Sign at roundabout adjacent to South Lowestoft Industrial Estate (£147.83)
Contact details	
Name	[REDACTED]
Address	[REDACTED]
Telephone number/s	[REDACTED]
E-mail	[REDACTED]
Position within organisation	Project Officer
Explain how you are authorised to make this application on behalf of the organisation	As the Project Officer I coordinate a subcommittee on behalf of PPG who are planning and organising this heritage project - HOMAGE TO THE GRAND HOTEL (HTTGH) in the grounds of CEFAS Pakefield Road Lowestoft, NR33 0HT
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	An outline of the project is attached to this application along with a simulation and location of the Project Silhouette and Information panel in the grounds of CEFAS.
Total cost of project	<p>Design/Manufacture of Grand Hotel Silhouette (GHS) - Paid by PPG £3234.00</p> <p>Installation and Landscaping of location for GHS Paid and installed by CEFAS November 2021 £1667.00</p>



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	<p>Information Panel – Design, manufacture Historical Research, Graphic Layout and Installation of QR code (dialogue and recording) £2415.00</p> <p style="text-align: right;"><u>Total Cost of Project</u> <u>£7317.00</u></p>
Breakdown of cost	<p>Layout and Manufacture of Information Panel £1814.00 Historical Research for Information Panel £158.00 QR Code – registration, dialogue and recording £250.00 Graphic Design for Information Panel £193.00 <div style="text-align: right;">Sub-Total £2415.00</div> <p style="text-align: right;">PPG - Contribution £500.00 <u>Total</u> <u>£1915.00</u></p> </p>
Grant requested from Lowestoft Town Council	Grant Requested <u>£1865.00</u>
What specifically would the grant from the Council fund?	Manufacture, Graphic Design, Layout, Historical Research, Registration of QR Code and Its Dialogue and Recording (as at Breakdown of cost above)
Have any funds been requested/agreed from other sources? Provide details	Suffolk County Council and East Suffolk District Council
When are the funds required?	As soon as is practical
Project start date	<p>21st March 2021 – Recommended January 2024</p> <p>(Change of Suppliers and manufacturers caused delays, cost increases and Covid Epidemic curtailed progress. PPG could not get access to the CEFAS gardens whilst building work was being completed on the new offices and then there was further delay getting access to the site as it needed re-scaffolding as CEFAS needed to carryout remedial work to waterproof all the windows and rebuild part of the new offices brickwork)</p>
Project completion date	End of 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	Yes



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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.	
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 17th May 2024.

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



Grand Hotel Information Board

Clients: Promoting Pakefield/Cefas

The board measures 1000mm by 700mm and will need to be weatherproof so that they will last for several years.

The Cefas site manager expects to be responsible for installing the board.

Background Colour: Grey = RAL 7043 Traffic Grey B (To match colour of building exterior and sculpture)

1871: Robin View
 In 1871, the site of the Grand Hotel was a rocky outcrop overlooking the sea. It was the site of a small, one-story building known as Robin View. The building was built by the local landowner, Mr. John Pakefield, and was used as a summer residence. The building was built in a style known as 'Robin View' and was a popular spot for the local gentry.

1892: Opening of The Grand Hotel
 The Grand Hotel was built on the site of Robin View. The hotel was built by the local landowner, Mr. John Pakefield, and was opened in 1892. The hotel was built in a style known as 'Robin View' and was a popular spot for the local gentry.

1914 - 1918: The Great War
 The Grand Hotel was used as a hospital during the First World War. The hotel was used by the local landowner, Mr. John Pakefield, and was used as a hospital for the local gentry.

1919 - 1938: Between The Wars
 The Grand Hotel was used as a hotel during the inter-war period. The hotel was used by the local landowner, Mr. John Pakefield, and was used as a hotel for the local gentry.

1939 - 1945: During World War II
 The Grand Hotel was used as a hospital during the Second World War. The hotel was used by the local landowner, Mr. John Pakefield, and was used as a hospital for the local gentry.

1945 - 1952: After World War II
 The Grand Hotel was used as a hotel during the post-war period. The hotel was used by the local landowner, Mr. John Pakefield, and was used as a hotel for the local gentry.

THE GRAND HOTEL 1892 - 1952
 On this site stood the Grand Hotel. It remained a hotel, except for the duration of the two world wars. In 1982 it became the premises of the Dictionary of Felbray Research.

Suffolk County Council
 The Dictionary of Felbray Research



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phantasmagroph
 design for print • film • video • theatre



The Promoting Pakefield Group

Raising the profile of the area - Bringing the community together to make Pakefield a better place to live, work and visit.



CONSTITUTION

NAME

Our Group will be called Promoting Pakefield Group

AIMS

Our aim is to raise the profile of the area for both residents and visitors, develop a sense of community giving a "feel good factor" to make Pakefield a better place to live, work and visit. To make the group open to all who live in the Pakefield area, welcoming different ages, races, cultures, abilities and sexual orientation.

OFFICERS

Officers will be nominated and elected at the AGM, other officers can be co-opted on as required

There will be a chairperson (the person on charge of the meeting), or the vice-chairperson will take the chair.

A secretary will take minutes of meetings, chase actions, keep a list of members and be in charge of all letters.

A treasurer will be in charge of group money matters and keep accurate accounts of money received and spent. This person will make and receive payments on behalf of the group.

A Publicity officer will manage press releases and photography, deal with advertising and the web site.

MEETINGS

Meetings will normally be held monthly between 6.30 and 8pm or as otherwise stated.

Core decision group must be at least 2 officers and 3 committee members.

Other meetings can be held as necessary and members will be given at least 7 days notice.

An Annual General meeting will be held as appropriate.

At any meeting the rights and views of each individual shall be respected and meetings shall be carried out in a way that lets everyone take part positively and without fear of intimidation.

MONEY

A bank account will be opened in the name of the group into which all group money will be paid.

The treasurer and 2 other members will be able to sign cheques. Each cheque must be signed by 2 of these 3 people.

The accounts will be requested at meetings as appropriate and any member of the group can look at them.

The financial year will end on March 31st and the accounts will be audited annually as legally required.

MINUTES AND RECORDS

Minutes of the meetings will be kept. Records of all group money matters will be kept in an appropriate manner.

CHANGES TO THE CONSTITUTION

Changes to the constitution need to be agreed by over half of the committee.


DISSOLUTION

The group may at any time be dissolved by a resolution (statement that needs a decision) agreed by two thirds of the members.

If necessary, such a resolution must say which group the rest of the money and resources will go to, after any grants have been repaid to the funders. The group or body we give the money and resources to must have similar aims to ours.

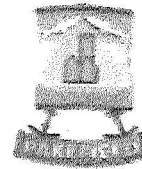
This constitution was adopted on Monday 26th January 2009


Chairman
Promoting Pakefield Group


26th January 2009

The Promoting Pakefield Group

Raising the profile of the area - Bringing the community together to make Pakefield a better place to live, work and visit.



Equality and Diversity Policy

Introduction

Promoting Pakefield Group (PPG) is committed to equality in its activities. It is committed to the creation of a non-discriminatory environment. This policy applies to the committee, members, users and volunteers.

Statement of values

PPG are committed to social justice and working with those who are most excluded and disadvantaged.

PPG celebrates our society as diverse in race, culture, faith and other beliefs, sexuality, abilities, gender and age.

PPG is committed to challenging disadvantage and inequality, and aims to promote diversity and equality in all areas of its community activities.

PPG believes:

- In working towards a just and participatory society
- That all people have equal rights to social justice and to participate in decision-making processes and local action
- That priority should be given to working with communities and groups whose full participation in society is limited by economic disadvantage or discrimination
- That the role of PPG is to affirm and enable all people to fulfil their full potential within the group.

Discrimination

Direct Discrimination is when you treat someone less favourably than others for unlawful means, because of their gender or disability. PPG will treat direct discrimination as a disciplinary matter.

Indirect Discrimination is when a policy, practice or procedure that applies to everyone might disadvantage a particular person. PPG will monitor and regularly review its policies, practices and procedures in order to ensure that they do not disadvantage any particular people.

Discrimination by association is direct discrimination against someone because they associate with another person who possesses one of the applicable protected characteristics (age, disability, gender reassignment, sex, race, religion or belief and sexual orientation). It is unlawful and PPG will treat it as a disciplinary manner.

Perception discrimination is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not possess that characteristic. It is unlawful and PPG will treat it as a disciplinary matter in relation to age, race, religion or belief, sexual orientation, disability, gender reassignment and sex.

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. PPG will treat harassment as a disciplinary matter.

Victimisation is when you treat someone less favourably or discriminate against them because they have pursued or intend to pursue their rights relating to alleged discrimination. PPG will treat victimisation as a disciplinary matter.

Positive discrimination is unlawful.

Statement of intent

Our intention is to ensure that no user of PPG services receives less favourable treatment due to a protected characteristic (i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation), unrelated criminal convictions.

We aim to create a culture that respects and values each other's differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to PPG's performance and to develop an organisational culture that positively values diversity.

Every possible step will be taken to ensure that individuals are treated fairly as users of PPG services.

We will ensure that venues that we use for meetings, workshops and training events are accessible and will make reasonable adjustments where necessary.

We will aim to ensure that our communications are accessible. When necessary we will make specific provision, such as the engaging a British Sign Language interpreter, to ensure that our communication is accessible.

We will bring this policy to the attention of all members when they join PPG and by making use of our communications.

We will monitor the use of our services and make use of this monitoring information when planning future developments.

Review

The Committee will keep this policy under review.


Chairman
Promoting Pakefield Group

Implemented 26th Jan 2020