



# Lowestoft Town Council

## Grant Awarding Policy

### 1. 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. 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](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



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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:

- 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	Keepers Daughter cic
Name of account to which payment to be made (explain if not your organisation's)	Keepers Daughter CIC
What does your organisation do? (100 words max)	Based out of The Seagull Theatre, we work throughout East Anglia, chiefly in Lowestoft to bring theatre and film making activities to young people. As a company we make small-scale visual theatre that tours rurally isolated communities and screen content that champions young people and little heard voices.
What relevant local area does your organisation cover?	Lowestoft and Pakefield
Who are the main beneficiaries of your work?	Young people; teens to young adulthood in Lowestoft and the surrounding area
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	NA
Not-for-profit? If no, describe the	Community Interest Company



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Organisation income (last complete financial year)	2,500
Organisation expenditure (last complete financial year)	2,492.24
Contact details	
Name	[REDACTED]
Address	[REDACTED]
Telephone number/s	[REDACTED]
E-mail	<a href="mailto:info@keepersdaughter.com">info@keepersdaughter.com</a>
Position within organisation	Artistic Director
Explain how you are authorised to make this application on behalf of the organisation	I'm one of the three company directors
About your project	





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<p>Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).</p>	<p>In 2023, partnering with The Seagull Theatre, we gave four local early career writers a first job. They collaborated with our producer to write five mini-episodes for independent children’s mini-series <i>Time Travelling With Myself</i>. The producer also worked with teenage writers to create world-building micro-shorts as part of the project. The young people learned about honing and structuring a short-form screenplay.</p> <p>We then received funding from National Lottery and East Suffolk Council to film the series. Once again we gave four newly graduated directors paid opportunities and several local young people the chance to direct one of the micro-shorts. They were supported by mid-career professionals. We also trained a team of teenage crew members who rotated between art, sound and camera department, inputting into the production process and gaining a first film set experience.</p> <p>To complete the six community micro-shorts we will offer young people a free summer post-production course focussing on video + sound editing. Professional editors will facilitate the six sessions and impart just how you take raw footage and slot moments together to tell the most engaging story possible. Likewise we’ll explore how sound can add to the storytelling experience, from score through to wind in the trees.</p> <p>The young people who attend this short course will not only learn professional editing skills but are keen to stay involved and see their project through to the end, achieving a sense of pride and ownership over a high quality product.</p>
<p>Total cost of project</p>	<p>Total cost of this specific standalone editing course is £1200 in professional fees plus in kind support of a further £660.</p> <p>£1860.</p>



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Breakdown of cost	<p>Professional video editor @ £600</p> <p>Professional sound editor @ £600</p> <p>In Kind Support</p> <p>Professional project producer to lead workshops £100 per session = £600</p> <p>Room hire at The Seagull Theatre £60</p>
Grant requested from Lowestoft Town Council	£1200
What specifically would the grant from the Council fund?	The council would fund the professional fees of both an experienced video editor and experienced sound editor. Between the two roles these freelancers will lead six workshops over the summer holidays and hone the finished drafts that the young people create, ensuring the finished films are of the highest quality and something the young people can be proud of.
Have any funds been requested/agreed from other sources? Provide details	We are currently in the process of applying for funds to help with post-production on the majority of the series.
When are the funds required?	Summer 2024
Project start date	30 July 2024
Project completion date	31st August 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





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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 Wed 15 may

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