



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 monthly 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.



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- b. Provide a long lasting and sustainable benefit to all or part of Lowestoft.
- c. Improve the social, environmental and/or economic profile of Lowestoft.
- 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



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8.0 When Will Decisions Be Made?

8.1 Applications will be considered during the monthly meetings of the Finance and Governance Committee.

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.



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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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	The Parochial Church Council of St Peter & St John, Kirkley Kirkley Rectory Rectory Rd NR33 0ED
Name of account to which payment to be made (explain if not your organisation's name)	REDACTED The Kirkley Pantry is a project of the PCC of St Peter & St John, Kirkley. We keep a separate bank account for our ease of use. All the monies are accounted within the PCC accounts at the end of each year.
What does your organisation do? (100 words max)	Our organisation is a church and one of our ministry and mission projects is to run Kirkley Pantry, providing high quality, affordable food to members, for a small fee. We are part of a food redistribution network ensuring food on plates and reducing food waste.
What relevant local area does your organisation cover?	Kirkley and environs.
Who are the main beneficiaries of your work?	Families and individuals who need a boost to their food budget. We provide a basic shop for 35p an item which supplements their weekly food spend.
Are you a charity? If yes, describe the type of charity	Yes, the church is a charity. We are excepted charity.
If registered, what is the charity number?	The Church of England's charity number is 1155158
Not-for-profit? If no, describe the organisation	As a charity, we are not-for-profit.
Organisation income (last complete financial year)	£44,646
Organisation expenditure (last	£35,379



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complete financial year)	
Contact details	
Name	REDACTED
Address	Kirkley Rectory Rectory Road NR33 0ED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Rector and Chair of the PCC
Explain how you are authorised to make this application on behalf of the organisation	My position authorises me to make this application on behalf of the organisation.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	As well as offering food at an affordable price, Kirkley Pantry has become a safe place for people to gather and chat over coffee. This helps those who are isolated and lonely, as well as hungry. We are a venue for various services to promote how they support the community and their presence at the Pantry helps members access their services more easily. The Pantry has “along-side” projects, joining with organisations such as Suffolk Art Link in some of their projects. This has enables members to join foraging and food projects. Our Kirkley Pantry Community Garden has grown out of this and is now growing food and providing a restful place for people to sit.
Total cost of project	£2000 (food supply supplement for 2024)
Breakdown of cost	£1500 for food £500 for food security. (We need to have lockable storage for food)
Grant requested from Lowestoft Town Council	£2000
What specifically would the	Purchase of food to supplement food we are able to source from



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grant from the Council fund?	FareShare, Neighbourly-affiliated supermarkets, donations etc. The ability to purchase some food affords the opportunity to “fill in the gaps” of staple basics that we are unable to get from our usual sources on a regular basis. We need to provide lockable cabinets for the food because the location is used for other activities outside the Pantry.	
Have any funds been requested/agreed from other sources? Provide details	We have funds from yourselves and various other sources through the life of the project. We rely on grants to enable us to continue.	
When are the funds required?	Immediately	
Project start date	The Kirkley Pantry has been in operation since 1 st December 2020.	
Project completion date	Ongoing	
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...*REDACTED*..... Date.....13th June 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.