



## Lowestoft Town Council Grant Feedback Form

As part of the conditions of your grant, we ask that you complete the below form to provide the council with information on the outcome and impact of the grant. This should be completed within six months of the grant being made. You are welcome to include any photos, press releases, newsletters or publicity of your project as part of the feedback form.

Please send the completed form, and any additional information, to *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)

*Lowestoft Town Council reserves the right to specify different timescales for reporting were appropriate.*

| General Details                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of organisation                                                                                                                                               | Disability Advice North East Suffolk                                                                                                                                                                                                                                                                                            |
| Company or Charity Registration Number                                                                                                                             | 1180096                                                                                                                                                                                                                                                                                                                         |
| Summary of the Project details (max 250 words)                                                                                                                     | This grant went towards the re decoration of the additional space we have taken on. This included painting throughout, 2 new carpets, all new blinds, new furniture for all rooms, new kitchen and appliances.                                                                                                                  |
| Timescale of the project                                                                                                                                           | 6 months to get the building completed                                                                                                                                                                                                                                                                                          |
| Date of grant funding award                                                                                                                                        | September 2023                                                                                                                                                                                                                                                                                                                  |
| Amount of grant funding awarded                                                                                                                                    | £10,000                                                                                                                                                                                                                                                                                                                         |
| What did the grant funding help you to achieve?                                                                                                                    | This money helped us to complete the re decoration of the additional space we acquired, so that it was ready to use for our clients. We have returned £3000 to LTC as this was not needed.                                                                                                                                      |
| What impact did the grant funding have on your project?<br><br><i>Please include any information on engagement with the local community, sustainability of the</i> | This grant meant we were able to complete all the work. Initially we thought we would have to wait to replace the kitchen. We now have more space which will enable us to hold groups, and classes for our clients, as well as have more space for confidential meetings with clients, this will help reduce our waiting times. |



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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>project and the impact on local need</i>                                                                                                                                        |                                                                                                                                                                                                       |
| Please evidence or explain how you acknowledged Lowestoft Town Council's grant as part of your project                                                                             | Lowestoft Town Council's logo is on our website under the funders section. This will also be publicised on our grand opening which will be in the near future and there will also be a press release. |
| <b>Contact details</b>                                                                                                                                                             |                                                                                                                                                                                                       |
| Name                                                                                                                                                                               | REDACTED                                                                                                                                                                                              |
| Address                                                                                                                                                                            | C/O<br>161 Rotterdam Road<br>Lowestoft<br>NR32 2EZ                                                                                                                                                    |
| Telephone number/s                                                                                                                                                                 | 01502 511333                                                                                                                                                                                          |
| E-mail                                                                                                                                                                             | REDACTED                                                                                                                                                                                              |
| Position within organisation                                                                                                                                                       | Manager                                                                                                                                                                                               |
| <b>Additional Information</b>                                                                                                                                                      |                                                                                                                                                                                                       |
| Have you included any photos, social media posts, press releases, newsletters or publicity of your project as part of the feedback form?<br><br>Please give details                | This will be done at our Grand opening date to be confirmed                                                                                                                                           |
| Do you authorise us to use the above information, including quotes and photos, about your project and organisation as part of our publicity and promotion of our grants programme? | Yes                                                                                                                                                                                                   |
| If your photos include children under the age of 16, do you have permission to share these with us and for the Town Council to use?                                                | N/A                                                                                                                                                                                                   |

Signed: REDACTED Date: 2<sup>nd</sup> July 2024