



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	Home-start in Suffolk (HSIS)
Name of account to which payment to be made (explain if not your organisation's name)	Home-start in Suffolk
What does your organisation do? (100 words max)	HSIS works with families with children aged 0-12 across the county. Annually we have worked with 4600+ people across Suffolk through our team of volunteers offering over 80,000hrs of direct family support. Fundamentally, our vision is that every child in Suffolk is given the best start in life because of the love, support and guidance they receive from their care givers. We focus on the early years because that's where children reap the biggest benefit from parents who are healthy and happy. Our main activities are the provision of 1-1 support to families who display support needs such as Isolation, Mental Health, Bereavement, Illness, Disability, and Domestic Abuse. Providing early help to families, can even minimise the need for professional intervention, or where despite increased needs, a family has shunned the statutory services through fear or mistrust, we can be that first step, the initial foot in the door, supporting with little steps, to help them get to a place where they are able to use the services in their local community. The support and interventions offered are based on an early help model; HSIS's support is recognized as a first point of support, prior or to prevent statutory services becoming involved. HSIS has provided such services for over 20 years.
What relevant local area does your organisation cover?	Lowestoft and Waveney
Who are the main beneficiaries of your work?	HSIS works with families with at least one child under twelve, either via a self-referral or most frequently via a professional from within the Early Years, education, health/midwifery and social services teams. We are a Suffolk-wide organisation and therefore need to fund operations throughout the county, last year we had 66 referrals for Lowestoft and of those 55 then supported on a 1-to-1 basis, ten were the most complex casework (Child-in-Need or Child Protection). The demand for services in



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	<p>Lowestoft continues to be greater than our capacity. and although we receive c.35% income specifically to support Early Help (Tier 2 families), this spreads thinly across the needs of East Suffolk as a whole, and other funding HSIS holds are restricted either geographically or by project focus. This is at a time, when demand for our service offer have increased, perhaps initially through the residual influence of the Pandemic and now, the effects of the Cost of Living crisis on families – both have contributed to an expanded pool of families needing support building resilience and their skills toolkit in order to navigate family life. This early intervention work is known to help reduce future demand on more formal, statutory services which are themselves stretched. The volunteers themselves also benefit through ongoing training developing skills, confidence and arming them with the knowledge to manage a variety of situations, including those related to child protection. It is not unknown for volunteers to later free ready to return to paid employment or education, following time as a HSIS volunteer.</p>
Are you a charity? If yes, describe the type of charity	Yes Charity limited by Guarantee
If registered, what is the charity number?	1105001
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	£536,488
Organisation expenditure (last complete financial year)	£635,073
Contact details	
Name	REDACTED
Address	8a The Square Martlesham Heath Suffolk IP5 3SL
Telephone number/s	01473 621104
E-mail	REDACTED
Position within organisation	Grants & Research Officer
Explain how you are authorised to make this application on behalf of the organisation	As Grants & Research Officer, my role is focused on applying to sources of grant funds, against an agreed schedule of applications, along with input from others in the organisation including members of the Senior Management Team. This is a delegated responsibility from the CEO and Board of Trustees.
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>Whilst family support is managed by staff, it is delivered by our home-visiting volunteers, all of whom receive comprehensive, expert training and ongoing support and development. Funding from Lowestoft Town Council would allow us to run an additional Volunteer Preparation course, targeting 6 volunteers who would subsequently be available to support Lowestoft families in their own homes. Active volunteers are generally able to support up to two families per year, thus extra trained volunteers would enable up to an additional 12 families to be supported in Lowestoft across a year.</p> <p>The recruitment would utilise existing social media links and local radio, leaning on pre-existing connections, and following recruitment we would undertake relevant checks and provide potential volunteers a 25-hour induction course, focusing on family support, safeguarding, listening skills and confidentiality before matching volunteers to a family. Costs to run a Volunteer Induction course, preparing volunteers for their delivery of Home-start in Suffolk Home-Visiting offer is £250 per attendee. Volunteers visit their carefully matched and allocated family every week, supporting needs as identified by both the family and professionals working with them, all with the aim to provide children with the best start in life and support parents to grow in confidence, strengthen their relationships with their children and widen their links with the local community. We have proven positive impacts on health, welfare development and wellbeing of families. Volunteer support with families has helped in the development of areas such as parenting skills, routines, and coping strategies.</p>
<p>Total cost of project</p>	<p>£5,418</p>
<p>Breakdown of cost</p>	<p>Costs are: £250 to recruit per attendee for Home Visiting Preparation course (25hrs of course, plus planning time and supervision, safeguarding and admin. Support) £653 per supported family for home visiting</p> <p>Therefore, recruitment and training of x6 new volunteers £1,500 plus once trained, costs to then support Lowestoft families £3,918 , initially x6 families, but once trained these volunteers are available to then continue being active volunteers and support more Lowestoft families in the longer-term.</p>
<p>Grant requested from Lowestoft Town Council</p>	<p>£5,000</p>
<p>What specifically would the grant from the Council fund?</p>	<p>This grant would specifically fund recruitment of volunteers and training for new volunteers who would then become available to support Lowestoft families.</p>



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Have any funds been requested/agreed from other sources? Provide details	This is the only current application targeted to support Lowestoft families. The excess for the project would be sourced from current unrestricted funding.	
When are the funds required?	We can plan recruitment activities and then the training course once we have the funds in place.	
Project start date	From Autumn 2024	
Project completion date	July 2025	
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.....12th August 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.

Along with a completed [application form](#) can you please also send us the following with your grant application:

- Your constitution, Sending
- Your business plan XXXX
- Your financial accounts XXXX
- Your equality policy and whistleblowing policy Sending
- Your safeguarding policy – Sending adults & children
- The length of time your business has been established 01/1999
- The minutes of your last meeting XXXX
- Any DBS checks that are needed Sending SG policies – adults & children
- A cost breakdown of the amount requested for the project See main Form
- If you have been awarded a grant from us in the past, a report on that project and the reason another grant is needed
- No previous funding received from LTC.



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