



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.



Lowestoft Town Council Grant Awarding Policy

- 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

8.0 When Will Decisions Be Made?



Lowestoft Town Council Grant Awarding Policy

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 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.



Lowestoft Town Council Grant Awarding Policy

October 2022	Amended point 1.3 and 8.1 to reflect the decision for applications to be considered every three months, rather than monthly.
--------------	--



Lowestoft Town Council Grant Awarding Policy

Grant Application Form

HighTide is kindly asking the Finance and Governance Committee to consider this application before the December meeting.

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	HighTide
Name of account to which payment to be made (explain if not your organisation's name)	HighTide Festival Productions LTD.
What does your organisation do? (100 words max)	<p>As an East of England theatre company, we believe that bringing the joy of new plays, building a strong community of playwrights, and empowering children with creative writing skills helps to build a more resilient region. We:</p> <ol style="list-style-type: none"> produce new plays by regional playwrights, touring across the East and beyond. run year-round writer development programmes that create spaces for East of England playwrights to thrive. run storytelling programmes in schools to build confidence and employability. <p>We position ourselves as a change-maker in our industry, radically testing new, decarbonising models of making and sharing theatre for a climate-positive future.</p>
What relevant local area does your organisation cover?	We cover all four counties of the East of England but our community engagement work takes place in <u>Lowestoft</u>




Lowestoft Town Council Grant Awarding Policy

Who are the main beneficiaries of your work?	In 23/24: 100+ primary school children and staff in Lowestoft, 400+ playwrights from the East of England, 3500+ audience members
Are you a charity? If yes, describe the type of charity	Yes, we are a theatre company
If registered, what is the charity number?	1124477
Not-for-profit? If no, describe the organisation	Yes.
Organisation income (last complete financial year)	In 22/23: £390,914
Organisation expenditure (last complete financial year)	In 22/23: £358,378 (23/24 accounts are currently being reviewed by an independent financial examiner)
Contact details	
Name	[REDACTED]
Address	London office: 24A St John Street, London, EC1M 4AY Ipswich office: The Eastern Angles Centre, Gatacre Road, Ipswich, Suffolk, IP1 2LQ
Telephone number/s	01473 459200 [REDACTED]
E-mail	[REDACTED]
Position within organisation	Development Manager
Explain how you are authorised to make this application on behalf of the organisation	My job role requires me to write and submit all funding applications on behalf of the charity. I am also an authorised official for HighTide whilst claiming GiftAid from the government.
About your project	
Please provide details of the project and how the project	<i>Story Worlds</i> is HighTide's free primary school programme seeking to boost confidence and enjoyment of reading and writing in Lowestoft. The 10-week programme will support the development of pupils' oracy, literacy,



Lowestoft Town Council Grant Awarding Policy

<p>will benefit the people of Lowestoft (250 words max).</p>	<p>and presentation skills through a mixture of drama and creative writing exercises culminating in a live performance at the local theatre in Lowestoft. This project develops necessary skills the children need for life whilst giving them the opportunity to work with industry professionals.</p> <p>The project benefits the teachers, enabling them to develop their own professional skills and learn more interactive ways to engage the children in the classroom.</p> <p>We will facilitate the project in at least three primary schools in the Lowestoft area. In 23/24 we worked with Worlingham CEVC, Kessingland and Pakefield. We are approaching several other schools in Lowestoft to see if they'd also like to participate in <i>Story Worlds</i> 24/25 including Red Oak, Roman Hill, and Westwood among others. Pakefield said they would have loved to have participated again but are unable to due to scheduling conflicts.</p> <p>This is the second year we will be running <i>Story Worlds</i>. Feedback from 23/24:</p> <ul style="list-style-type: none"> ● <i>“English and topic work (Romans and Celts) has expanded in quality, vocabulary, and confidence since starting the project. There has also been a much higher level of engagement and desire to write” - Teacher</i> ● <i>“Watching all children being included in the performance including those with additional needs and those who previously didn’t want to participate was just brilliant.” - Teaching assistant</i>
--	--

	
Total cost of project	£22,931
Breakdown of cost	<p><i>Please note: We have budgeted for four schools to take part, but this may be lowered to three schools depending on funding.</i></p> <p><u>Freelance Fees</u> Practitioner x 4 @ £1,690 = £6,760 Assistant Practitioner x 1 @ £720 = £720 CPD Practitioner x 1 @ £130 = £130 Literacy Consultant x 2 @ £150 = £300 Author x 4 @ £200 = £800 Technician x 1 day = £200 Photographer x 1 day = £450</p> <p><u>Venue Hire</u> CPD Session x 1 day = £190 Tech rehearsal x 1 day = £1,250 Celebration Event x 1 day = £1,250 Rehearsal space x 1 day = £200</p> <p><u>Materials</u> Workshop Materials (pens, paper etc) x 4 schools @ £100 = £400 Projector Hire = £100 Books x 160 (@ £6) = £960</p>



Lowestoft Town Council Grant Awarding Policy

	<p>Hospitality = £200</p> <p><u>Travel</u> School coaches x 6 (@ £300) = £1,800 Practitioners travel x 48 (@ £30) = £1,440 Support Practitioner travel x 12 (@ £30) = £360 CPD Practitioner travel x 1 (@ £60) = £60 Author travel x 4 @ £30 = £120 HighTide staff travel x 4 @ £65 = £260 Subtotal = £17,950</p> <p>Engagement Manager Contingency @5% of £33,500 = £1,675 Project Contingency @ 10% = £1,796 Access needs = £1,000 Climate Positive Contingency = £500 Total = £22,921</p>
Grant requested from Lowestoft Town Council	£10,000
What specifically would the grant from the Council fund?	<p>Practitioner fees = £6,760 Practitioner assistant fees = £720 CPD Practitioner fee = £130 Coaches = £1,800 Workshop materials = £400 CPD session venue hire = £190</p> <p>Total = £10,000</p>
Have any funds been requested/agreed from other sources? Provide details	<p>We have been pledged between £3,000 - £5,000 from the Ranworth Trust.</p> <p>We will be sending applications to: The Old Possum's Practical Trust, who have asked us to submit an application for this project. We will be requesting up to £10,000. The Sir Robert Gooch Trust for at least £1,000</p>
When are the funds required?	16th December 2024
Project start date	13th January 2025
Project completion date	1st April 2025
Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)	



Lowestoft Town Council Grant Awarding Policy

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:



Date: Thursday 12th September 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.)