



# 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](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 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:

- 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	The Seagull Lowestoft CIC
Name of account to which payment to be made (explain if not your organisation's name)	The Seagull Lowestoft Community Interest Company
What does your organisation do? (100 words max)	We are a not for profit community arts venue which runs a wide range of activities for our locality. We provide a number of free to access support strands, including one for dementia and older people, alongside subsidised opportunities including youth theatres and music and dance classes. We also provide subsidised access to high quality performances within our venue and seek to support the local creative community to stage more productions, especially those which reflect our heritage.
What relevant local area does your organisation cover?	We cover Lowestoft and surrounding villages, but focus especially on the wards with the most deprivation.
Who are the main beneficiaries of your work?	We seek to support all local people, but with a particular focus on those who are most vulnerable and those who traditionally lack access to the arts.
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A



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Not-for-profit? If no, describe the organisation	We are a Community Interest Company limited by Guarantee and registered with Companies House and with the CIC Ombudsman. Registration number : 06230379
Organisation income (last complete financial year)	£487,363 – please note our income and expenditure is inflated in this year due to a capital grant for building work.
Organisation expenditure (last complete financial year)	£513,039 – please note our income and expenditure is inflated in this year due to a capital grant for building work.
Contact details	
Name	REDACTED
Address	The Seagull 19 – 75 Morton Road Lowestoft NR33 0JH
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Assistant Manager
Explain how you are authorised to make this application on behalf of the organisation	Authorised by Board of Directors to undertake all grant applications
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	In August 2025 we will be holding the first full Lowestoft Carnival since 2012. We are seeking support from the Town council to cover some of the costs associated with this event. We have been planning this event for some time and have circumnavigated many of the barriers to such an event. On 17 <sup>th</sup> August the parade will start from Kirkley Park road and process down London Road South as far as the East Point Pavilion. It will then turn and return past Royal Green. Royal Green itself will host our Children’s’ Theatre festival on the 16 <sup>th</sup> (as



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supported by the Town Council in 2024) and then on the 17<sup>th</sup> the Green will have food vendors, a stage of local live music, local traders and some funfair rides. In the morning of 17<sup>th</sup> August, there will also be some sister activities happening in London Road North and the High Street in order to ensure that the northern half of Lowestoft is included. These are yet to be finalised but will be likely to be based on dance and procession in the pedestrianised areas. We are in conversation with the Marina Theatre about how these events could be partnered with them.

One of the key slogans of the Carnival will be “We Love Lowestoft” This simple but powerful message represents the key benefit of the Carnival to Lowestoft. We are determined that this event should be a showcase of Lowestoft Charities and not for profit organisations, many of whom have been the backbone of the town through some very difficult times. We are actively working to facilitate the incorporation of as many of those groups as possible in the Procession.

We believe that the return of the carnival will be a boost for the towns sense of pride in their community. There will undoubtedly be other benefits around increased footfall in some areas and even possible increases in wellbeing and increased spending in local businesses, but the key outcome for us will be improved pride in our wonderful town.

We are acutely aware of the controversy of the date being the same as Beccles Carnival. This is because we have to co-ordinate the availability of contractors, the Royal Green and our own staff. We want to do this event in August 2025 rather than wait another year - hence we chose to proceed with this date. We are reaching out to Beccles to ensure that no harm is done to their event and we genuinely believe that both events can be successful.

Since the announcement of the carnival, we have been swamped with interest. There are already 9 organisations who have asked for a float alongside many others wanting to be involved. We have all of the necessary applications in place and have underwritten the entire venture from our organisations reserves in order to be able to guarantee that this will happen.

We are seeking a contribution from the Town Council for two specific items – both of which we can evidence with quotes/invoices. The first is the cost of the traffic management to put in place the Road Closures. This will be managed by a firm called TMO who have quoted for £4110 (quote attached) Due to the nature of this type of public event we have chosen to go with a well-established company which regularly works in Lowestoft. We have other quotes from other firms which we can provide if required.

The second cost we are seeking to cover is the hire of the stage and tent for Royal Green. This total cost is £2600 which covers the entire weekend as the stage and tent will be used on both days. This is hired from a local firm based in Lowestoft. The total ask from Lowestoft Town Council is £6710

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Total cost of project	Many of the costs of the Carnival are still under quote – however we have listed below both the definite costs and the estimated costs of the carnival	
Breakdown of cost	<b>Expenditure</b>	
	Traffic Management	£4110 – quote attached
	Stage and Tent	£2600 – quote attached
	Security	£1440 – quote available to view.
	Toilet hire	£400 -estimated (awaiting quotes)
	Marketing	£2000 – estimated budget
	Performer fees	£2000 estimated budget
	Insurance (covered under Seagull's own policy)	£11,000 (cost of our full policy annually)
	PA equipment and lighting – all provided by the Seagull – equivalent costs	£3000 (cost if hired commercially)
	Project Management 6 hours a month for 11 months plus 72 hours for the weekend - £25ph	£3450
	Technical staffing (72 hours at £15ph)	£1080
	<b>Total Cost</b>	<b>£ 31,080</b>
Grant requested from Lowestoft Town Council	£6710	
What specifically would the grant from the Council fund?	As stated above, this will cover the traffic management and staging/tent	
Have any funds been requested/agreed from other sources? Provide details	<p>The entire event has been underwritten by the Seagull from our funds. We receive our funding in several ways, including other grants. The funding for the Carnival has been ringfenced from income from shows and events in 2024 – this is traded income which we can use for this purpose.</p> <p>We are actively seeking other funding in order to allow us to release the funding we have set aside, for our normal charitable work.</p>	



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When are the funds required?	The event takes place on 17 <sup>th</sup> August 2025, but the funding can be provided at any point after the 1 <sup>st</sup> April 2025	
Project start date	1 <sup>st</sup> November 2024	
Project completion date	17 <sup>th</sup> August 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: 25.10.24

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