



# Lowestoft Town Council

## Grant Awarding Policy

### 1. 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. 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'.



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May 2022	<p>Point 5a removed (<del>There is a large shortfall in the funding required to complete the project</del>).</p> <p>'On larger budget projects with a budget in excess of £2,000, where there is a shortfall' added at point 5c.</p> <p>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.</p>
October 2022	<p>Amended point 1.3 and 8.1 to reflect the decision for applications to be considered every three months, rather than monthly.</p>



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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	Paper-works* ( partnership of ██████████ )
Name of account to which payment to be made (explain if not your organisation's name)	Paperworks
What does your organisation do? (100 words max)	Artist led partnership currently providing a printmaking studio, printmaking courses & workshops, Persistent Vision public cinema events ( hosted at The Mayfly) and the project which forms the basis of this application Lowdown: a Creative/cultural "what's on" listings zine, produced monthly and distributed for free.
What relevant local area does your organisation cover?	Listings magazine specifically encompasses NR32 and NR33 postcode areas.
Who are the main beneficiaries of your work?	Residents , Visitors and local providers in the cultural and creative sector in Lowestoft
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	Not applicable



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Not-for-profit? If no, describe the organisation	The organisation is a partnership which aims to provide facilities and to enrich the cultural and creative opportunities within Lowestoft. Some of the activities ( eg workshops and services for other arts organisations) provide an opportunity for some income which helps to provide cashflow and capital for new ventures.
Organisation income (last complete financial year)	Total Organisation income £8402.89
Organisation expenditure (last complete financial year)	Total Organisation Expenditure £7466.55
<b>Contact details</b>	
Name	[REDACTED]
Address	[REDACTED]
Telephone number/s	[REDACTED]
E-mail	<a href="mailto:mail@paper-works.co.uk">mail@paper-works.co.uk</a>
Position within organisation	Partner
Explain how you are authorised to make this application on behalf of the organisation	Founding Partner



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About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Lowdown provides a comprehensive and single source of information about cultural and creative events happening in Lowestoft and its immediate surroundings on a monthly basis. It is made available free to all both as a physical printed zine ( 500 copies distributed via independent shops and venues) and also as a freely downloadable pdf ( <a href="http://www.booksandprints.co.uk">www.booksandprints.co.uk</a> ) In addition to information on events and venues the zine includes a variety of articles of local interest which may include art, heritage, music, events , architecture and the environment. The aim is to help develop Lowestoft’s cultural/creative audience, increase awareness and inform people generally about what the town has to offer.
Total cost of project	The total annual cost of the project is approximately £8669.40
Breakdown of cost	Research/writing/editing/printing and distribution £7200 (40 hours per monthly issue at £15/hour) Paper costs £690.60 (based on a circulation of 500 per month of 4 A4 sheets printed double sided ie paper costs at approx £57.55 per month) Printer Cartridges £778.80 (based on achieving 8000 A4 prints per cartridge @£64.90 per cartridge)
Grant requested from Lowestoft Town Council	£1469.40
What specifically would the grant from the Council fund?	The grant would provide the paper and printing costs for 500 copies of (16 page) monthly issues of Lowdown for January 2025 though to December 2025 ( LTC would be acknowledged in each printed edition ) This 12 month period of core funding would give us an opportunity to expand and improve Lowdown and develop ways of increasing its long term viability



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Have any funds been requested/agreed from other sources? Provide details	Funds are separately sought via advertising in and sponsorship of Lowdown. To date this has varied between £50 to £180 per month Funds are also sought via voluntary donations and delivery subscriptions (a total annual estimate of revenue from these sources approximately £200) . The aim is that in 2025 the sponsorship /advertising/donation revenue will be utilised to help fund the development of the lowdown offering. The labour costs of the production of Lowdown are self funded by paper-works Special editions of Lowdown ( eg FolkEast and First Light Festival do not form part of the project for which this application relates)
When are the funds required?	January 2025
Project start date	January 2025
Project completion date	December 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





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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
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Signed..... [REDACTED] ..... Date.....4th November 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.)