



## Lowestoft Town Council Grant Awarding Policy

### 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](mailto:admin@lowestofttowncouncil.gov.uk)

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	St Luke's Whitton Pantry.
Name of account to which payment to be made (explain if not your organisation's name)	St Marks PCC [REDACTED]
What does your organisation do? (100 words max)	<p>St Luke's Whitton Pantry aims to provide local people who find themselves worried or trapped by food poverty with access to nutritious meal items at a reduced cost. A weekly subscription of £3 allows 12 food items to be taken from Pantry stocks. Various "free" items can be added to the weekly "shop" when available.</p> <p>Started in November 2022, the Pantry is open to all. Run entirely by 14 volunteers, the pantry opens each Wednesday between 4:00 to 5:00 pm at St Luke's Church Centre in Homestead Avenue. To date some 23,000 purchased food items have been distributed to subscribers.</p>
What relevant local area does your organisation cover?	South Lowestoft including the Whitton estate in the Elmtree ward.
Who are the main beneficiaries of your work?	Those experiencing food poverty and financial hardship due to inflation and the rise in the cost of living
Are you a charity? If yes, describe the type of charity	<p>Yes.</p> <p>We are part of the Church of England Oulton Team Ministry and operate under the Church of England constitution.</p>



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	The Pantry is based at St Luke's Church in Homefield Avenue.
If registered, what is the charity number?	1131698
Not-for-profit? If no, describe the organisation	The St Luke's Whitton Pantry is Not-for-profit
Organisation income (last complete financial year)	The Pantry financial records are held as a restricted fund within the Oulton Team Ministry accounts but are not augmented from Church funds.  From 1 <sup>st</sup> January 2024 to 27 <sup>th</sup> November 2024, the Pantry income from donations, subscriptions and grants was £5358.
Organisation expenditure (last complete financial year)	From 1 <sup>st</sup> January 2024 to 27 <sup>th</sup> November 2024, the Pantry expenditure on purchased food items was £7205 (averaging £655pm).
<b>Contact details</b>	
Name	[REDACTED]
Address	[REDACTED]
Telephone number/s	[REDACTED]
E-mail	[REDACTED]
Position within organisation	St Luke's Whitton Pantry Team Leader and Co-ordinator.
Explain how you are authorised to make this application on behalf of the	Authorised by the St Mark's with St Luke's Parochial Church Council to act on their behalf in these matters.



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organisation	
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max)	<p>Inflation and the cost of living are rising; for some this means cutting down but for others it means cutting out.</p> <p>St Luke's Whitton Pantry uses money from subscriptions, grants and other donations to purchase good quality food items and assist all local people in the stress of food poverty by providing access to nutritious meal items at a reduced cost.</p> <p>The Pantry opens on Wednesday afternoons at St Luke's Church and for a weekly payment of £3, a selection of 12 items are offered. We aim to turn the £3 subscription into £10 worth of nutritious food. Additionally, any food donations from St Mark's Community Allotment, Morrison's, knitted items and donated hygiene goods are available "free".</p> <p>However, it is not just the food but the social value of the Pantry that is important. We provide tea, biscuits, cake, warmth and time for our users to sit and enjoy each other's company. New friendships have sprung up and problems shared.</p> <p>We have a wonderful team of 14 unpaid volunteers each week who set out and clear away the Pantry stock, make tea and most importantly, engage with our users. The Pantry started in November 2022 and so far we have had 1902 individual visits.</p> <p>We know there is real need (made worse by increased heating charges) but the Pantry can only continue to succeed if there are significant contributions to its finances to cover food provision. It is for this reason that we turn to you again for help with these costs.</p>
Total cost of project	The project is ongoing.
Breakdown of cost	Income will be used to purchase good quality food items for distribution.



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Grant requested from Lowestoft Town Council	£2,000 from the Lowestoft Town Council Food Fund.	
What specifically would the grant from the Council fund?	The grant would be used to fund the purchase of Pantry food items in early 2025	
Have any funds been requested/agreed from other sources? Provide details	Currently there are no requests for grants other than this one.  A grant of £400 a month had been awarded by the Hornsea 3 Community Fund until August 2025 but that will still leave a shortfall each month.	
When are the funds required?	15.01.2025	
Project start date	The project started in November 2022 and is ongoing.	
Project completion date	Ongoing	
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 27.11.2024

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