



Lowestoft Town Council 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	SAINT ANDREWS CHURCH
Name of account to which payment to be made (explain if not your organisation's name)	REDACTED Name: St Andrews Church Council REDACTED
What does your organisation do? (100 words max)	We provide services – social justice and religious for people in our locality. NB <i>all of our food programmes are open to all irrespective of religion, race or creed</i>
What relevant local area does your organisation cover?	Historically the Roman Hill area of Lowestoft, however our food based/ social justice activities are open to all irrespective of where they live in the Lowestoft area.
Who are the main beneficiaries of your work?	Mainly residents in the Roman Hill area but open to all in the Lowestoft area
Are you a charity? If yes, describe the type of charity	Yes – being part of the Church of England we are an excepted with an income below the £100,000 annum threshold
If registered, what is the charity number?	Not applicable
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	£56,986
Organisation expenditure (last complete financial year)	£58,135
Contact details	



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Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Vicar (chair of the Church Council)
Explain how you are authorised to make this application on behalf of the organisation	As the Vicar of a Church of England Church I have full authority to make applications of that church and by virtue of role - I chair the church's governing council
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>We offer a free at point of use brunch café that is open to all residents. We work with local charities, such as Realise Futures, to facilitate this. Thus the benefit is two-fold: we provide free food in an area of multiple-deprivation and we provide volunteer placement opportunities.</p> <p>We link with the Lowestoft Foodbank and other charities/council officials. These connections both signpost those in food poverty to the café and from the café to these support facilities. Thus helping those facing difficulties in food provision.</p> <p>Moving forward we wish to finance the café and because we are aware that those in food poverty are also very often in 'hygiene poverty' (i.e. lack the funds to regularly purchase items such as toothpaste – this also supported by evidence from the Hygiene Bank) we would like to offer additional support with personal hygiene materials.</p> <p>For the hygiene project we would like to offer up to 30 'hygiene packs' (toothbrush, toothpaste, shampoo, deodorant, etc.) which would be given out early in 2025. In addition we would hold a 'bank' of products (toothpaste, feminine hygiene products, toilet roll, etc.) which can be given out as individual need arises.</p>
Total cost of project	Brunch café – per annum based on 48 weekly sessions = £5,180 Hygiene project £500
Breakdown of cost	Brunch café: Working on 48 sessions per year.



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	Heat and Light £2000 Water £200 Food and drinks £2400 Equipment £100 Cleaning £480 Hygiene project: Hygiene packs - 25 x £15 = £375 Hygiene bank = £125 Total = £500
Grant requested from Lowestoft Town Council	£1,000 subsidy for brunch café £500 for hygiene project TOTAL = £1,500
What specifically would the grant from the Council fund?	Food consumables for brunch café (covers a six month period) All products necessary for hygiene project
Have any funds been requested/agreed from other sources? Provide details	We have received a Warm Welcome grant to cover the period November 2024 to March 2025
When are the funds required?	As soon as is practical
Project start date	Café is an ongoing project Hygiene project 1/1/2025 (or sooner if possible)
Project completion date	Café is an ongoing project Hygiene project – no fixed end date but the project, as detailed above would be reviewed during the first six months of 2025 to assess impact and future need
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



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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 12 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.