



Lowestoft Town Council 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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	The Hygiene Bank
Name of account to which payment to be made (explain if not your organisation's name)	REDACTED The Hygiene Bank REDACTED
What does your organisation do? (100 words max)	The Hygiene Bank is a national organisation working to make sure everyone in the UK has the right to feel clean. Our local project in Waveney collects public donations of hygiene products from shops and supermarkets in the area. These are then distributed to local Community Partners, in this case Lowestoft Foodbank, who distribute them to their clients. By working closely with the Community Partner the project can assess their needs, provide a regular monthly tailored service and with funding ensure they have regular essential supplies. The project brings communities, businesses and leaders together to tackle hygiene poverty.
What relevant local area does your organisation cover?	The Hygiene Bank is a national charity with local, volunteer-run branches. We have one single bank account shared by the central charity and the local branches, however branches are responsible for their own fundraising and managing their own finances. This application is for The Hygiene Bank Waveney and all funds received will be ringfenced for spending only in the Lowestoft area.
Who are the main beneficiaries of your work?	The Hygiene Bank Waveney supports the clients of Lowestoft Foodbank who are experiencing financial difficulties or poverty and who would otherwise go without essential hygiene products and nappies, e.g. families, young children, disabled people and the homeless. In providing these products it lessens the financial burden on individuals and families and those having to choose between buying food, fuel or products to keep themselves clean.
Are you a charity?	Yes, we are a registered Charity.



Lowestoft Town Council Grant Application Form

If yes, describe the type of charity	
If registered, what is the charity number?	Charity No: 1181267
Not-for-profit? If no, describe the organisation	N/A
Organisation income (last complete financial year)	The income for the The Hygiene Bank as a national charity was £6,857,476.50. £5,834,795.50 of this includes the value of donated goods. We can provide separate management accounts for the local project on request.
Organisation expenditure (last complete financial year)	£6,763,586.50 £5,834,795.50 of this includes the value of donated goods distributed. This is not the local projects expenditure.
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Head of Fundraising, Communications and External Engagement
Explain how you are authorised to make this application on behalf of the organisation	As Head of Fundraising, I am responsible for all grant applications for the organisation. If you require more details from the local project, please contact, REDACTED, Volunteer Project Coordinator for The Hygiene Bank



Lowestoft Town Council Grant Application Form

	Waveney. Waveny@thehygienebank.com
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>The project supplies Lowestoft Foodbank, an approved Community Partner, with hygiene products on a monthly basis who in turn distribute them to their clients free of charge when they collect food and other essentials.</p> <p>Currently there are between a 1000 to 1300 clients per month attending and this is often the first place people will go when in crisis. Funding allows the project to purchase additional products to cover the shortfall in public donations. Currently, donations are fewer whilst the need ever increasing. Funding also allows us to purchase products that aren't typically donated, such as nappies and period products.</p> <p>Hygiene poverty is uniquely oppressive; inhibiting and restricting people's ability to engage in opportunities to lift them out of poverty because they feel unclean and lack confidence. When essential hygiene needs are met individuals can participate in local activities, seek employment, training, education or work, their self esteem is restored and see a reduction in physical and mental health problems.</p> <p>The provision of these items again lessens financial burdens on people who are experiencing poverty and having to make choices between purchasing, food, fuel, clothes and products to keep adults and children clean.</p>
Total cost of project	£3,600
Breakdown of cost	All funding will be used solely to purchase personal hygiene products and nappies on a monthly basis. At present £300 per month is needed to top up the public donations and cover the shortfall and provide a regular tailored supply.
Grant requested from Lowestoft Town Council	£1,600 for 2025/6 Previous funding has been provided via the Food Network Bids.



Lowestoft Town Council Grant Application Form

What specifically would the grant from the Council fund?	It would fund the purchase of basic hygiene and personal grooming products to cover the shortfall from public donations. These include, shower gel, shampoo, deodorant, toothpaste, toothbrushes, period products and nappies.	
Have any funds been requested/agreed from other sources? Provide details	April 2024 £600 from Kirkley Poors Land Trust. September 2024 £1000 Greater Gabbard Offshore Winds Ltd. October 2024 £1000. East Point Rotary Club.	
When are the funds required?	1st March 2025	
Project start date	Continuously 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'.) Ongoing.		
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..08/01/2025.....

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