



Lowestoft Town Council Sponsorship 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	
Name of account to which payment to be made (explain if not your organisation's name)	
What does your organisation do? (100 words max)	
What relevant local area does your organisation cover?	
Who are the main beneficiaries of your work?	
Are you a charity? If yes, describe the type of charity	
If registered, what is the charity number?	
Not-for-profit? If no, describe the organisation	
Organisation income (last complete financial year)	
Organisation expenditure (last complete financial year)	



Lowestoft Town Council Sponsorship Application Form

Contact details	
Name	
Address	
Telephone number/s	
E-mail	
Position within organisation	
Explain how you are authorised to make this application on behalf of the organisation	
About your project	
Please provide details of the how the sponsorship will benefit Lowestoft Town Council (250 words max)	
Please provide details of the how the sponsorship will benefit the people of Lowestoft (250 words max)	
Please define the period of the sponsorship arrangement	
Total amount requested for sponsorship	
Breakdown of how the sponsorship funds would be used	
Have any funds been requested/agreed from other sources? Provide details	



Lowestoft Town Council Sponsorship Application Form

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.	
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?	
Do you authorise us to use information about your project and organisation as part of our publicity and promotion of our grants programme?	
Do you agree to acknowledge the Council appropriately on all of your related publicity and promotional material including posters, advertisements, press releases and leaflets?	
Do you agree not to distribute funds granted to any other organisation, other than as agreed as part of the grant award?	
Do you agree to report the outcome and impact of the grant to the Council as required in the Council's Grant Awarding Policy?	
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?	

Please note awarding of the sponsorship will be subject to successful completion of the Sponsorship Terms and Declaration

Signed..... Date.....

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