



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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	LOWESTOFT & DISTRICT INDEPENDENT ARCHIVE
Name of account to which payment to be made (explain if not your organisation's name)	LOWESTOFT & DISTRICT INDEPENDENT ARCHIVE NATWEST BANK [REDACTED]
What does your organisation do? (100 words max)	MAINTAIN ARCHIVES AND LOCAL STUDIES LIBRARY FOR EDUCATIONAL AND RESEARCH PURPOSES
What relevant local area does your organisation cover?	LOWESTOFT, LOTHINGLAND & BECCLES
Who are the main beneficiaries of your work?	LOCAL PEOPLE AND VISITORS RESEARCHING FAMILY AND OTHER HISTORY FOR A VARIETY OF PURPOSES
Are you a charity? If yes, describe the type of charity	YES CHARITABLE TRUST
If registered, what is the charity number?	—
Not-for-profit? If no, describe the organisation	YES
Organisation income (last complete financial year)	£1192-35
Organisation expenditure (last complete financial year)	£1662-90



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<b>Contact details</b>	
Name	[REDACTED]
Address	[REDACTED]
Telephone number/s	[REDACTED]
E-mail	[REDACTED]
Position within organisation	TRUSTEE & TREASURER
Explain how you are authorised to make this application on behalf of the organisation	By a decision of the Trustees on February 13th 2025
<b>About your project</b>	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Rolling archive at Old Court Buildings and rooms at 3 St Peter's Street to keep historical documents in this locality
Total cost of project	£4240
Breakdown of cost	See overleaf, for computer, archive storage containers, office equipment and stationery
Grant requested from Lowestoft Town Council	See overleaf £2210-00
What specifically would the grant from the Council fund?	See overleaf PTO
Have any funds been requested/agreed from other sources? Provide details	£2000 from Locality Budget of ESC Councillor Keith Patience for shelving AND PRINTER/SCANNER
When are the funds required?	As soon as possible
Project start date	December 1st 2024



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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] (CHAIR)  
LADIA Date..... 13-02-2025

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

SIGNED BY CHAIR OF TRUSTEES ON BEHALF OF GROUP.