



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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Kirkley People's Forum
Name of account to which payment to be made (explain if not your organisation's name)	Kirkley People's Forum REDACTED
What does your organisation do? (100 words max)	We aim to support a resilient community, reduce inequalities, promote good relationships and improve the quality and accessibility of our public spaces. Our aim is that everyone in the community can access the resources they need to reach their economic, physical and intellectual aspirations. We help the community to work with organisations and agencies to make sure that people are proud to live in Kirkley. We help people achieve great things by ensuring that the community is at the heart of the design and implementation of everything we do. We help underrepresented parts of the community to have a voice.
What relevant local area does your organisation cover?	Kirkley, South Lowestoft Activities based in Kirkley but open to all Lowestoft residents
Who are the main beneficiaries of your work?	Young people (13-19) People affected by disability Socially isolated people including those affected by old age Whole community, including children and families
Are you a charity? If yes, describe the type of charity	No Application pending
If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	Constituted Community Group



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Organisation income (last complete financial year)	We have not completed a full financial year since People’s Health Trust funding ceased in December 2023. Our most recent bank statement is attached.
Organisation expenditure (last complete financial year)	
Contact details	
Name	REDACTED
Address	Kirkley People’s Forum. The Kirkley Centre, 154 London Road South, Lowestoft, NR33 0AZ
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Chairperson
Explain how you are authorised to make this application on behalf of the organisation	I am given permission by Kirkley People’s Forum to apply for grant funding.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>KPF has sub-groups which tackle issues that have been identified through consultation with the community:</p> <p>The Kirkley Conversation ensures that the voice of Kirkley people is always heard and listened to. It manages a “Kirkley Conversation” Facebook group, hosts a weekly drop-in session (with regular visits from local Police, Councillors, etc), and consultation with our community (polls, surveys, questionnaires).</p> <p>Kirkley Youth provide a weekly “youth club” for 14-19 year olds. Currently 15 young people attend regularly. When they were asked, young people said they wanted a safe space with activities. Expansion up to 20 young people is forecast for next year.</p> <p>Enabling Kirkley aims to improve accessibility for all people affected by disability (physical, mental, sensory impairment etc.). The “Improving Accessibility by Increasing Awareness” initiative has awarded certificates and window stickers to more than 20 Kirkley businesses who have made a change. In the next year it is planned to roll out the project across other Kirkley businesses including the hospitality industry.</p> <p>Kirkley Photography Group meets weekly. It is a supportive, friendly, group of people of varying age and expertise. Everyone is welcome. Group members give each other excellent support and</p>

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	<p>encouragement. They have arranged outings and document KPF events.</p> <p>There are 2 pilot projects underway. These are Kirkley Landlords and Tenants Group and Technology Support Group.</p> <p>In addition to the above there are 6 'supported groups' some of which KPF originally set up but are now formally constituted. These groups are:- Friends of Kensington Gardens, Friends of Fen Park, Pocket Parks Group, TrueColours, Suffolk Sober Spaces and a support group for people in recovery from addiction.</p>
Total cost of project	<p>For the period January 2025 to December 2025: £5580 per annum day-time room hire (3 days per week fully inclusive) £8000 Kirkley Youth activity £4300 out of hours use of the Community Suite Total £17,880</p>
Breakdown of cost	<p>£8000 - Kirkley Youth activity, hosting and equipment. £5,580 - Hire of the Community Suite at the Kirkley Centre for 3 days per week inclusive of cleaning and utilities for 1 year.</p> <p>£4300 Out of hours reception cover for evening and weekend meetings and activities @ 3 hours per session for whole year. £17per hour Jan-Mar = £51per session, £19 per hour Apr-Dec (NMW increase) = £57 per session.</p>
Grant requested from Lowestoft Town Council	£1395.00
What specifically would the grant from the Council fund?	With this funding application I am asking for help to pay day time costs, for the period January 2025 to March 2025, i.e. 3 months.
Have any funds been requested/agreed from other sources? Provide details	We have been advised to ask whether Lowestoft Town Council will give consideration to sponsoring Kirkley People's Forum by funding our annual daytime room costs of £5,580 (+ inflation) from April 2025.
When are the funds required?	1 st January 2025
Project start date	On-going
Project completion date	On-going
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	YES



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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?	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 1st October 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.