



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	Lowestoft Shopmobility
Name of account to which payment to be made (explain if not your organisation's name)	Lowestoft Shopmobility
What does your organisation do? (100 words max)	The Lowestoft Shopmobility scheme was formed in 1996 to improve the quality of life for anyone with mobility impairments, by giving them freedom and independence to enjoy activities that able-bodied people take for granted. We hire out pavement vehicles (scooters, electric wheelchairs, manual wheelchairs, rollators and tri-walkers) either on a daily or a weekly basis, averaging over 600 hires a year. This enables people with disabilities or older people to do their shopping, visit the bank or the Post office, go to the library or hairdressers, socialize with friends or relatives or enjoy the fresh air along Lowestoft sea front. We also provide scooters and wheelchairs to visitors and holidaymakers who are visiting the town.
What relevant local area does your organisation cover?	Mainly Lowestoft, but throughout Waveney and extending to Southwold.
Who are the main beneficiaries of your work?	People with disabilities or old age who have mobility problems.
Are you a charity? If yes, describe the type of charity	Yes – registered Charity
If registered, what is the charity number?	1100208
Not-for-profit? If no, describe the organisation	Yes



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Organisation income (last complete financial year)	£41,968
Organisation expenditure (last complete financial year)	£47,789
Contact details	
Name	[REDACTED]
Address	Lowestoft Shopmobility, 15, Station Square, Lowestoft, Suffolk NR32 1BA.
Telephone number/s	[REDACTED] 01502 588857 (office)
E-mail	[REDACTED]
Position within organisation	Chairperson
Explain how you are authorised to make this application on behalf of the organisation	I have authority from the Management Committee Trustees to complete all funding applications.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	The project is ongoing, as described above. The leaflets we need are because East Suffolk have painted the front of our shop in line with the Regeneration of Station Square and have completely changed the look of our shop front, which is featured on our leaflets. Instead of white and yellow we now have grey and blue. Leaflets are given out to the public about our service. Also, we need flyers for our Scootsafe Day in June, which is a day when we try to educate people about the rules surrounding the use of pavement vehicles.
Total cost of project	£210



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Breakdown of cost	500 A4 double-sided folded Leaflets £140 500 A5 double sided flyers £70	
Grant requested from Lowestoft Town Council	£210	
What specifically would the grant from the Council fund?	All of the above, and each leaflet and flyer will have printed on it that it has been funded by Lowestoft Town Council	
Have any funds been requested/agreed from other sources? Provide details	Not for these.	
When are the funds required?	As soon as possible. Certainly for June when we have our Scoutsafe Day.	
Project start date	Ongoing, and has been for 28 years.	
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	



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Signed..... Date.....1st April 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.)