



## Lowestoft Town Council

### Grant Awarding Policy

#### **General information for applicants**

Lowestoft Town Council has statutory powers to make funds available to local organisations for the overall benefit of Lowestoft and its residents. These provide an option (not an obligation) to make grants and Lowestoft Town Council has adopted this policy to help guide relevant decisions. Any groups or organisations wishing to apply for a grant should read this policy carefully.

In addition to outlining Lowestoft Town Council's guidelines for awarding grants, this document also formalises the application process to provide clarity, openness and fairness. The Town Council reserves the right to deviate from this policy where it considers it appropriate to do so.

It is Lowestoft Town Council's intention to support initiatives from local community groups and organisations and it has set a £50,000 budget per annum for this (nominally split as £25,000 for each of the two grant awarding rounds (December and June Full Council). This is the maximum budgeted total amount for all grants and does not represent an obligation by the Town Council to spend this money on grants.

The size of any grant awarded is at the discretion of the Town Council, but will rarely exceed £500 in any one application.

#### **Who is eligible?**

The following organisations are eligible to apply:

- a. Lowestoft-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.
- b. Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.

#### **Who is not eligible?**

Applications will normally be rejected:

- a. From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
- b. From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
- c. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.

- d. From organisations with political or religious affiliations or which negatively discriminate or for projects for party political or religious purposes or for the purpose of negatively discriminating.

### **What can be funded?**

It is expected that the project will:

- a. In some significant way make Lowestoft a better place to live, work or play.
- b. Provide a long lasting and sustainable benefit to all or part of Lowestoft.
- c. Improve the social, environmental and/or economic profile of Lowestoft.
- d. Add value and help make projects self-sustaining

### **What is unlikely to be funded?**

It is unlikely that projects will be considered where:

- a. There is a large shortfall in the funding required to complete the project.
- b. They simply replace existing facilities with no significant improvement.
- c. There is no clear business or project plan.
- d. There is limited or no other contributory funding.
- e. They have been provided with a Council grant recently, especially in one or more of the previous three years.

### **Conditions of grant**

It is a condition of acceptance of a grant that:

- a. Lowestoft Town Council support must be acknowledged appropriately on all related publicity and promotional material including posters, advertisements, press releases and leaflets.
- b. Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
- c. Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
- d. The outcome and impact of the grant must be reported to the Council in the form and within the timescale required by the Council.

### **What factors will be considered as part of the decision-making?**

The following are among those matters which are likely to be taken into account:

- a. General eligibility
- b. Impact on identified local need
- c. Community support
- d. Value for money
- e. Social, environmental or economic impact
- f. Community involvement
- g. Feasibility
- h. Likely effectiveness
- i. Soundness of the business or project plan
- j. Added value and Sustainability

### **When will decisions be made?**

There are two decision dates:

- a. December Full Council meeting (deadline for receipt of applications: 15 November)
- b. June Full Council meeting (deadline for receipt of applications: 15 May)



## Grant Application Form

Please complete this form and send it with:

a. Your Equality Policy and Whistleblowing Policy (and Safeguarding Policy if the project relates to young and/or vulnerable people)

b. Your constitution

to *The Town Clerk, Lowestoft Town Council, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR33 0EQ* or e-mail [admin@lowestofttowncouncil.uk](mailto:admin@lowestofttowncouncil.uk)

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Realise Futures CIC
Name to which payment to be made (explain if different to organisation name)	
What does your organisation do? (100 words max)	<p>Realise Futures (RF) is a social enterprise, operating across Suffolk and Essex. We work with people with disabilities and/or disadvantages, to realise their potential. We do this through:</p> <ul style="list-style-type: none"> <li>• Learning &amp; Development – RF deliver a range of adult learning courses across Suffolk in Skills for Work, IT, English, maths, ESOL, Health and Wellbeing, Family Learning.</li> <li>• Employment Services – we deliver a variety of employment support programmes that help people to gain and sustain paid work.</li> <li>• RF Works - Our social businesses that enable us to provide supported work placements and employment for people who are disabled and/or disadvantaged.</li> </ul>
What relevant local area does your organisation cover?	Suffolk.
Who are the main beneficiaries of your work?	Vulnerable adults throughout Suffolk; this includes Lowestoft.
Charity? If yes, describe the type of charity	No, Community Interest Company.

If registered, what is the charity number?	NA
Not-for-profit? If yes, describe the organisation	Yes, Community Interest Company.
Organisation income (last financial year)	
Organisation expenditure (last financial year)	
Contact details	
Name	Jamie Mortimer
Address	Lowestoft Learning Centre, 2 Regent Road, Lowestoft, NR32 1PA
Telephone number/s	07738 704 763
E-mail	<a href="mailto:jamie.mortimer@realisefutures.org">jamie.mortimer@realisefutures.org</a>
Position within organisation	Learning Manager
Explain how you were authorised to make this application on behalf of the organisation	I have financial responsibility for delivering programmes of learning and have delegated authority to spend.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>The aim of the project is to raise and promote the issue of mental health, to encourage people to talk about and share with others their experiences of mental health. All this will be done in a non-threatening and safe environment created using active listening, friendly smiles and a cup of tea. Over a six week course learners will;</p> <ul style="list-style-type: none"> <li>- Explore mental health and how to support others who may be experiencing issues with their mental health.</li> <li>- Research and devise a survey to investigate peoples experiences of mental health and how they use their open spaces.</li> <li>- Select and design a bench to be installed in an open space.</li> <li>- Explore the impact of plastic waste on the environment.</li> <li>- Visit and see how the recycled bench is constructed.</li> <li>- Publicise the installation of the bench to the local community.</li> </ul> <p>The course will be delivered in Lowestoft to a group of between 8 and</p>

	<p>12 local people but the wider community will have an asset in their open space. The bench will be labelled as a 'Time to Talk' bench and encourage people to take the time to talk to each other.</p> <p>This project is to pilot the concept of the 'Time to Talk' course and champion mental health awareness in local communities. If successful this course could be replicated in more open spaces throughout Lowestoft.</p>
Total cost of project	<b>£1971.40</b>
Breakdown of cost	<p>Admin costs (promotion, marketing and booking of learners 10 hours @ £9 per hour) = £90</p> <p>Tutor costs (18 hours @ £32 per hour) = £576</p> <p>Course materials = £100</p> <p>Classroom Costs (9 hours indoors @ £15 per hour) = £135</p> <p>Minibus Hire = £100</p> <p>Bench (approximate cost, TBC in session 3 when learners select bench design) = £450.</p> <p>Bench Installation = £521.40</p>
Grant requested from Lowestoft Town Council	Up to £971.40 (bench and installation costs only).
What specifically would the grant from the Council fund?	The purchase and installation of the bench.
Have any funds been requested/agreed from other sources? Provide details	The other funds will be covered by Realise Futures through the funding that we receive from the Educations and Skills Funding Agency (ESFA) to deliver adult learning in Suffolk.
When are the funds required?	We plan to deliver the 6 session course (1 session per week for 6 weeks) to start on 24/04/2019 and finish on 29/05/2019. We believe the bench will be delivered and installed on 22/05/2019 (the week before half term).
Project start date	24/04/2019
Project completion date	29/05/2019
<b>Conditions</b>	
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	Yes

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?	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 in the form and within the timescale required by the Council?	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            Jamie Mortimer                            Date 18/02/2019  
 (signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.