



Lowestoft Town Council

Grant Awarding Policy - post COVID-19

1.0 General information for applicants

- 1.1 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 post the March 2020 COVID-19 impacts on the Town. The Council's standard Grant Awarding Policy has been suspended until April 2021. Grant awarding funds have been further increased and allocated to be entirely dedicated to COVID-19 support and recovery. Applications from groups and organisations who are helping with support and recovery from the 2020 pandemic and wishing to apply for a grant should read this policy carefully.
- 1.2 In addition to outlining Lowestoft Town Council's guidelines for awarding COVID-19 related 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.
- 1.3 The size of any grant awarded is at the discretion of the Town Council, but will rarely exceed £1500 in any one application.

2.0 Who is eligible?

- 2.1 The following organisations are eligible to apply:
- Lowestoft-based charities, clubs, associations, groups or other organisations whose current work or planned project will benefit all or some of the Lowestoft community post COVID-19
 - Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community post COVID-19.

3.0 Who is not eligible?

- 3.1 Applications will normally be rejected:
- From individuals, private businesses and "for profit" commercial organisations for projects which improve or benefit privately owned land or property.
 - From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
 - From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
 - From organisations or in connection with projects which negatively discriminate.

4.0 What can be funded?

- 4.1 It is expected that the project will address the problems associated with the economic, social and environmental recovery from the impacts of COVID-19 felt by communities and organisations within Lowestoft.

5.0 What is unlikely to be funded?

- 5.1 It is unlikely that projects will be considered where:
- There is a large shortfall in the funding required to complete the project.
 - They simply replace existing facilities with no significant improvement.
 - There is no clear business or project plan.
 - There is limited or no other contributory funding.
 - The project or applicant have been previously funded and there has been a failure to comply with the conditions of grants detailed below.
 - Expenditure on general business overheads (running costs)



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6.0 Conditions of Grant

6.1 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 within six months of the grant being made. The Council reserves the right to specify the form, content and any different timescale for reporting.

7.0 What factors will be considered as part of the decision making?

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

- a. General eligibility
- b. Organisational credibility
- c. Impact on support and recovery from COVID-19 pandemic
- d. Community support
- e. Value for money
- f. Any match-funding and other efforts to self-fund the project
- g. Social, environmental or economic impact
- h. Community involvement
- i. Feasibility
- j. Likely effectiveness
- k. Soundness of the business or project plan
- l. Added value and Sustainability

8.0 When will decisions be made?

8.1 Decisions will be made as soon as practical after receipt of a fully completed application. The Finance and Governance Committee has delegated authority to the Town Clerk to award the grants with full reports being provided at the monthly Committee meetings. The Finance and Governance Committee from time to time may review this policy. Please refer to Lowestoft Town Council's website (www.lowestofttowncouncil.gov.uk) for the meeting schedules or contact the office on 0330 053 6019/admin@lowestofttowncouncil.gov.uk for details.



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Post COVID-19 Grant Application Form

Please complete this form and send it with:

- Your Equality Policy (and Safeguarding Policy if project relates to young and/or vulnerable people)
- Your constitution

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) | |



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| | |
| Organisation expenditure (last complete financial year) | |
| 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 project and how the project will benefit the people of Lowestoft post COVID-19 pandemic (250 words max). | |
| Total cost of project | |
| Breakdown of cost | |
| Grant requested from Lowestoft Town Council | |
| What specifically would the grant from the Council fund? | |



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| Have any funds been requested/agreed from other sources? Provide details | |
| When are the funds required? | |
| Project start date | |
| Project completion date | |
| 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? | |

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.)