



# Lowestoft Town Council Grant Awarding Policy

## 1. 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. Any groups or organisations wishing to apply for a grant should read this policy carefully.
- 1.2 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.
- 1.3 It is Lowestoft Town Council's intention to support initiatives from local community groups and organisations and it has set an annual budget for this. Applications will be considered monthly by the Finance and Governance Committee. The annual budget set 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.
- 1.4 The size of any grant awarded is at the discretion of the Town Council, but would not normally exceed £2,000 in any one application.
- 1.5 Where the application provides a breakdown of costs, a quotation or other supporting evidence must be provided in respect of the sum being applied for.

## 2.0 Who is Eligible?

- 2.1 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.

## 3. Who is not Eligible?

- 3.1 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 unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
  - e. 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:
  - 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.



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- c. Improve the social, environmental and/or economic profile of Lowestoft.
- d. Add value and help make projects self-sustaining

### 5.0 What Is Unlikely to be Funded?

5.1 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, unless a decision is required to secure match funding.
- e. The project or applicant have been provided with a Council grant recently, especially in one or more of the previous three years.
- f. The project or applicant have been previously funded and there has been a failure to comply with the conditions of grants detailed below.
- g. Expenditure on general business overheads (running costs).

### 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 6 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 identified local need
- 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

7.2 For grant applications made by sports clubs, evidence will need to be provided for one or more of the following:

- a. How the club has used its income from the preceding year to increase its membership
- b. How the club has used its income from the preceding year to make improvements to its facilities



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c. How the club has maintained its facilities

### 8.0 When Will Decisions Be Made?

8.1 Applications will be considered during the monthly meetings of the Finance and Governance Committee.

Please refer to Lowestoft Town Council's website ([www.lowestofttowncouncil.gov.uk](http://www.lowestofttowncouncil.gov.uk)) for the meeting schedules or contact the office on 0330 053 6019/ [admin@lowestofttowncouncil.gov.uk](mailto:admin@lowestofttowncouncil.gov.uk) for details.

Revisions	
Date	Amendment
February 2021	Amendment made to reflect Council's decision that applications will be considered quarterly, rather than twice per year (with effect from the Annual Meeting in May 2021).
June 2021	Removed the sentence ' <i>For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.</i> ' from point 1.3, as it is not applicable for the 2021 – 2022 year.
June 2021	Amended the amount specified at point 1.3 from £500 to £2,000.
June 2021	Amended point 8.1 to reflect that applications will be considered monthly rather than quarterly.
July 2021	Added point 1.5 to specify that a quotation or supporting evidence must be provided where there is a breakdown of costs.
November 2021	Amended point 1.3 to reflect that applications are now considered monthly rather than quarterly. Also removed reference to sports clubs as not applicable under the fee waiver.
November 2021	At point 5.1d added 'unless a decision is required to secure match funding'.
November 2021	At points 7.2a and 7.2b replaced references to specific years to 'the preceding year'.



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### Grant Application Form

Please complete this form and send it with:

- a. Your Equality Policy (and Safeguarding Policy if project relates to young and/or vulnerable people)
- b. 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](mailto:admin@lowestofttowncouncil.gov.uk)

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Is this application being made on behalf of a sports club?	No
Name of organisation	The Lowestoft Players
Name of account to which payment to be made (explain if not your organisation's name)	The Lowestoft Players Limited
What does your organisation do? (100 words max)	To promote, improve, develop and maintain the education and appreciation in opera music and theatre for the public benefit, by mounting musical and theatre productions as an amateur operation society for the benefit of the community of Lowestoft and its surrounding area and providing facilities for the charity to run as an amateur dramatic society & to assist similar groups in doing the same.
What relevant local area does your organisation cover?	Our membership includes a significant number of members from Lowestoft and the surrounding area. When our building is in operation as the circ.200 seat theatre or events venue, the number of visitors from Lowestoft and the surrounding area dramatically increases.



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<p>Who are the main beneficiaries of your work?</p>	<p>The membership of The Lowestoft Players use the building throughout the week on a regular basis, when meeting, rehearsing or socialising. We also host sub-groups such as 'The Lowestoft Players Choir' which was formed in 2019 and made from a wide range of ages.</p> <p>The Players Theatre hosts other community groups such as The B&amp;B Young Peoples Theatre Group, who also rehearse and perform at the venue.</p> <p>The numbers and range of audience members who have attended events at the theatre over the last year has also increased, when we secured a quarterly comedy night for the 2019 year as well as historical talks and events.</p> <p>Our building is also available for occasions and events where the wider community of Lowestoft have hired the venue for their function. It is sensible to suggest that a large majority of the visitors to the venue live or work within the town itself as well as the surrounding area.</p>
<p>Are you a charity? If yes, describe the type of charity</p>	<p>To promote, improve, develop and maintain the education and appreciation in opera music and theatre for the public benefit, by mounting musical and theatre productions as an amateur operation society for the benefit of the community of Lowestoft and its surrounding area and providing facilities for the charity to run as an amateur dramatic society &amp; to assist similar groups in doing the same.</p>
<p>If registered, what is the charity number?</p>	<p>1130421</p>
<p>Not-for-profit? If no, describe the organisation</p>	<p>N/A</p>
<p>Organisation income (last complete financial year)</p>	<p>£131,194</p>
<p>Organisation expenditure (last complete financial year)</p>	<p>£126,949</p>
<p>Contact details</p>	



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Name	REDACTED
Address	Players Theatre Battery Green Road Lowestoft Suffolk NR32 1DE
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Management Team Member / Company Director
Explain how you are authorised to make this application on behalf of the organisation	We have discussed this application within the committee.
About your project	



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<p>Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).</p>	<p>Over the last decade our organisation has been investing in and seeking ways to improve our historic town centre building to fit the needs of the current day.</p> <p>In the last few years especially, with everyone relying on internet based technology to connect us and the amount of devices now needing to be connected to our internet connection has increased dramatically. In 2020/21 we successfully fundraised for a new HVAC system which utilises the wifi network for additional controls as well as now taking card payments via the internet as our preferred payment type.</p> <p>We have found that with all of the devices relying on our network, it is totally overwhelming the small 'home standard' system we have.</p> <p>We are seeking to replace our no longer fit for purpose networking equipment with a new system suitable for our demands and a complete CCTV system.</p> <p>The updates will make our building more appealing for our members as they will be able to connect their phones and laptops without worry of overwhelming the system. We will also be able to extend a guest network to visitors, which we hope will encourage further use of the building for commercial use and entice other incoming acts and events.</p> <p>The CCTV will help to ensure the safety of all of our volunteers, members and visitors as well as protect the building.</p>
<p>Total cost of project</p>	<p>£1500</p>
<p>Breakdown of cost</p>	<p>£671.10 - Ubiquiti Protect CCTV Cameras and Recording System. £520.00 - Ubiquiti Wifi Access Points and network switches. £308.90 - Associated cabling, conduit, fixings for installation work.</p>
<p>Grant requested from Lowestoft Town Council</p>	<p>£1500</p>



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What specifically would the grant from the Council fund?	The grant would fund the purchase of all equipment.
Have any funds been requested/agreed from other sources? Provide details	The Lowestoft Players would fund the following: <ul style="list-style-type: none"> <li>• Purchase of any additional cables or fixings required as the installation progresses.</li> <li>• Installation of equipment from within the membership.</li> </ul>
When are the funds required?	As soon as possible
Project start date	As soon as possible
Project completion date	As soon as possible. The project would be completed once the equipment is installed. There is currently a back-order of some items due to the global chip shortage.
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



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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?
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YES
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Signed.....REDACTED.....

Date.....10/02/2022.....

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