# 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 Applications from the heritage and culture sector will be actively considered in a positive way to sustain their industry in the town.

2.2 The following organisations (including but not limited to the heritage and culture sector) are eligible to apply:

a. 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

b. 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.

# Who is not eligible?

3.1 Applications will normally be rejected:

1. From individuals, private businesses and “for profit” commercial organisations for projects which improve or benefit privately owned land or property.
2. From regional and national organisations unless it can be clearly demonstrated that the grant

would be used specifically for Lowestoft residents.

1. From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
2. 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:

1. There is a large shortfall in the funding required to complete the project.
2. They simply replace existing facilities with no significant improvement.
3. There is no clear business or project plan.
4. There is limited or no other contributory funding.
5. The project or applicant have been previously funded and there has been a failure to comply with the conditions of grants detailed below.
6. Expenditure on general business overheads (running costs)

# 6.0 Conditions of Grant

6.1 It is a condition of acceptance of a grant that:

1. Lowestoft Town Council support must be acknowledged appropriately on all related publicity and promotional material including posters, advertisements, press releases and leaflets.
2. Grants awarded can only be used for the purpose for which they were given and in compliance with any conditions applied.
3. Grants must not be distributed to any other organisation, other than as agreed as part of the grant award.
4. 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:

1. General eligibility
2. Organisational credibility
3. Impact on support and recovery from COVID-19 pandemic
4. Community support
5. Value for money
6. Any match-funding and other efforts to self-fund the project
7. Social, environmental or economic impact
8. Community involvement
9. Feasibility
10. Likely effectiveness
11. Soundness of the business or project plan
12. 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](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.

**Post COVID-19 Grant Application Form**

Please complete this form and send it with:

1. Your Equality Policy (and Safeguarding Policy if project relates to young and/or vulnerable people)
2. 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)

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| --- | --- | --- |
| About your organisation. Insert ‘yes’ or ‘no’ and/or provide additional information where relevant | | |
| Name of organisation | Keepers Daughter CiC | |
| Name of account to which payment to be made (explain if not your organisation’s name) | Keeper’s Daughter CiC | |
| What does your organisation do? (100 words max) | We work with people on the fringes of society to create genre-theatre and film exploring real-life experiences. We also create small-scale theatre for family and young adult audiences. | |
| What relevant local area does your organisation cover? | We work out of The Seagull Theatre in Pakefield but our work reaches across East Anglia. | |
| Who are the main beneficiaries of your work? | For this project the main beneficiaries will be single fathers + their families and freelance creatives living + working in the local area. | |
| Are you a charity?  If yes, describe the type of charity | N/A | |
| If registered, what is the charity number? | N/A | |
| Not-for-profit?  If no, describe the organisation | We are a Community Interest Company. | |
| Organisation income (last complete financial year) | This is our first year of trading. I ran a Social Enterprise for a decade but started this rebooted version of the company this year with a slight change in focus. | |
| Organisation expenditure (last complete financial year) | As above. | |
| Contact details | | |
| Name | REDACTED | |
| Address | REDACTED | |
| Telephone number/s | REDACTED | |
| E-mail | REDACTED | |
| Position within organisation | Project leader | |
| Explain how you are authorised to make this application on behalf of the organisation | Company director | |
| 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). | *The Single Parent Project* is designed to work alongside lone parents, with a focus on single fathers, to expose real life issues in an artistic way. The project will develop over three phases.  In partnership with The Seagull Theatre we will host a series of gatherings for single parent families. These events will be an opportunity for lone parents to socialise with others in similarly isolating experiences.  A second phase to the project will see local artists work with families to create an audio/visual exhibition that will highlight the real issues affecting single parent families in the area. This exhibition will tour the county in 2023.  The Third phase and culmination of the gatherings is the creation of a low-budget independent feature film. A piece of fiction shot in Lowestoft, made by professional creatives living and working in the area and developed from the true life stories of the lone parent participants.  The professionals employed to create the film will work alongside East Norfolk College students in pre-production and production of the film shoot. We aim to give young people in the area on-set experience of working on a low-budget indie film. This will give a sense of aspiration to local young people. By working with local film makers we hope to encourage the idea that if you work in the arts you really can make a living in Suffolk, and in Lowestoft. I make the majority of my work in Lowestoft, and earn a living through the arts. It really is achievable. | |
| Total cost of project | The total cost of the overall project is in excess of £40,000, for which I have a strategy. I am coming to the Town Council to ask for support in the creation of pre-project publicity. | |
| Breakdown of cost | Sizzle reel shoot for Single Parent project  Actor/marketer - 200  Cinematographer/editor - 250  Director - 200  Sound - 200  Poster Design - 200  Make-up artist - 100 | |
| Grant requested from Lowestoft Town Council | 1150 | |
| What specifically would the grant from the Council fund? | To fund this project I intend to approach a number of funders, both public and private.  In order to attract funding from a broad industry we need to create initial marketing materials, including a sizzle reel - to show the style of the film - interviews with participants, a poster, information brochure and behind the scenes content.  This initial work is vital if we are to have the best chance of pulling in the necessary funds to make this project as far reaching and beneficial to local people as possible. All funds raised to make our initial sizzle reel and poster will go toward paying local professionals. | |
| Have any funds been requested/agreed from other sources? Provide details | Yes. I am in talks with the county council to put some funding into the project and through the Seagull we have applied for funding to lead the single parent gatherings in phase one. For phase 2 we will apply to Arts Council England to help us employ creatives to work with participants to create the audio/visual exhibition. | |
| When are the funds required? | This is the first step in the project and we are ready to begin work in June. | |
| Project start date | For this first stage we wish to begin June 1st | |
| Project completion date | We look to have marketing materials complete by Aug 1st.  The wider project - the film and exhibition - will be complete by the end of 2023. | |
| 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 |

Signed Date 19.04.22

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

