



## **GRANT AWARDING POLICY**



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## **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, which will be nominally split into two grant awarding rounds, to be considered by the Finance and Governance Committee at its June and December meetings. 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. For sports clubs, a grant fund is available equivalent to the sum Lowestoft Town Council receives via income from the clubs.
- 1.4 The size of any grant awarded is at the discretion of the Town Council, but will rarely exceed £500 in any one application. In the case of grant applications made by sports clubs, the amount may exceed £500 but will not exceed the maximum amount of income paid in fees to Lowestoft Town Council by that club.

## **2. 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. 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.
- c. Improve the social, environmental and/or economic profile of Lowestoft.
- d. Add value and help make projects self-sustaining

#### **5. 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.
- 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. 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. 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 2018 – 2019 to increase its membership
- b. How the club has used its income from 2018 – 2019 to make improvements to its facilities
- c. How the club has maintained its facilities

## **8. WHEN WILL DECISIONS BE MADE?**

8.1 Decisions will be made either at the June or December 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.



## 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	fundraiser to help Tilli with her rehabilitation after a stroke
Name of account to which payment to be made (explain if not your organisation's name)	
What does your organisation do? (100 words max)	We are a family raising money to get my 5yr old Granddaughter onto a rehabilitation programme in Manchester
What relevant local area does your organisation cover?	
Who are the main beneficiaries of your work?	My 5yr old Granddaughter Tilli
Are you a charity? If yes, describe the type of charity	NO
If registered, what is the charity number?	no
Not-for-profit? If no, describe the organisation	No- I am organising a cake and raffle sale which will take place at Whitton Hall on Saturday 11th June



Organisation income (last complete financial year)	
Organisation expenditure (last complete financial year)	
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	
E-mail	REDACTED
Position within organisation	grandma
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 (250 words max).	
Total cost of project	
Breakdown of cost	
Grant requested from Lowestoft Town Council	YES



What specifically would the grant from the Council fund?	A PLACE TO HOLD A FUNDRAISER TO RAISE MONEY FOR A LITTLE GIRL WHO HAS HAD A STROKE WAS TOLD SHE WOULD RECEIVE DAILY PHYSIO AND SHE GETS 1HR PER WEEK WAITING ON A HOSPITAL APPOINTMENT IN SURREY FOR REHAB BUT CAN BE UP TO 3 MONTHS WAIT WE HAVE INQUIRED ABOUT ANOTHER HOSPITAL IN MANCHESTER WHERE SHE WILL BE THERE A MONTH FOR REHABILITATION AND WE ARE HOLDING THIS EVENT SO THAT WE ARE ABLE TO SEND HER THERE	
Have any funds been requested/agreed from other sources? Provide details	THERE IS A GO FUND ME PAGE UP AND RUNNING	
When are the funds required?	IMMEDIATLY	
Project start date	STARTED	
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.	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.....1/05/2022.....  
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact, this should be explained.)

REDACTED