



Lowestoft Town Council

Grant Awarding Policy

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

3.0 Who is not Eligible?

- 3.1 Applications will normally be rejected:
- From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
 - From individuals, private businesses and "for profit" commercial organisations or 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:
- In some significant way make Lowestoft a better place to live, work or play.



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- 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

5.0 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



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- 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
- 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) for the meeting schedules or contact the office on 0330 053 6019/ 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'.



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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	
Is this application being made on behalf of a sports club?	No
Name of organisation	Gunton Community News
Name of account to which payment to be made (explain if not your organisation's name)	Gunton Community News
What does your organisation do? (100 words max)	Staffed by a team of local volunteers we source articles and information of interest to the community and edit it into an A5 magazine format and hand distribute it to 1500 homes in the Gunton area of North Lowestoft to reach all homes including vulnerable people. Some funding is obtained through advertising revenue
What relevant local area does your organisation cover?	Gunton St Peters (Gunton Park) in North Lowestoft
Who are the main beneficiaries of your work?	The local community including those not on social medial / internet and vulnerable members of the community

Are you a charity? If yes, describe the type of charity	Yes - not for profit charity status
If registered, what is the charity number?	
Not-for-profit? If no, describe the organisation	Yes Not for profit
Organisation income (last complete financial year)	£4113.75 (April 1st 2021 up to and including 1st April 2022) excluding grant.
Organisation expenditure (last	

Lowestoft Town Council Grant Awarding Policy. Adopted May 2017. Reviewed: January 2018, March 2019, May 2019, March 2020, May 2020, February 2021, May 2021, June 2021, July 2021 and November 2021. Next Review: May 2022



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complete financial year)	£3512.61
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Editor

Explain how you are authorised to make this application on behalf of the organisation	I am the Editor of the Gunton Community News Magazine
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	The Gunton community news magazine was formed in 2018 by is run by a small team of volunteers. The magazine contains a wide range of articles aiming to be of interest to all members of the local community. It sources information from local groups taking place and a directory of local names of numbers for the assistance of those unable to get information from the internet / social media. The magazine is in A5 format and is hand delivered to 1500 homes in the locality. The printing fees are increasing as a direct result of inflation and higher paper costs.
Total cost of project	Approximately £3512.61 per annum including insurance costs. This may increase as printing costs fluctuate.
Breakdown of cost	Approximately £850 per issue. There are four issues per year. Costs entirely depend on fluctuating printing costs and how many adverts we receive.
Grant requested from Lowestoft Town Council	£2000 please.
What specifically would the grant from the Council fund?	The grant will go towards the cost of the printing of the magazine.
Have any funds been requested/agreed from other	Yes. £1000 from the District Councilor locality funding. We anticipate continued advertising revenue which will help with costs, but due to rising costs, this cannot be a guaranteed figure dsceach issue.



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sources? Provide details	
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When are the funds required?	Summer 2022
Project start date	Continuing project
Project completion date	Continuing project
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.....

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

February 2021, May 2021, June 2021, July 2021 and November 2021. Next Review: May 2022