



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, which will be nominally split into four grant awarding rounds, to be considered by the Finance and Governance Committee at its January, April, July and October 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.

2.0 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.
- 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:



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- 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

8.0 When Will Decisions Be Made?

8.1 Decisions will be made either at the January, April, July or October 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).



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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	Marina Theatre
Name of account to which payment to be made (explain if not your organisation's name)	Marina Theatre Trust
What does your organisation do? (100 words max)	The Marina Theatre Trust manages the 775-seater Marina Theatre in the heart of Lowestoft. We put on a variety of live shows, screenings, films & community engagement events. Pre-Covid we sold approx 80,000 tickets a year, employed 45 local people & worked with over 40 regular volunteers. We have reopened our café and our auditorium for films and screenings. Our first live show since Covid hit should take place at the end of June.
What relevant local area does your organisation cover?	We are based in Harbour & the majority of our audiences come from NR32 & NR33.
Who are the main beneficiaries of your work?	From age 2 – 92, the population of Lowestoft & surrounding area, as well as from other places within the sub-region.
Are you a charity? If yes, describe the type of charity	Yes. The Marinas Theatre Trusts is a small charity with a big building, providing a wide range of arts and live performance activities befitting Lowestoft audiences and the surrounding area.
If registered, what is the charity number?	1149133
Not-for-profit? If no, describe the organisation	Not-for-profit



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Organisation income (last complete financial year)	£724,794 Including box office reserves)
Organisation expenditure (last complete financial year)	£556,374
Contact details	
Name	REDACTED
Address	Marina Theatre The Marina Lowestoft Suffolk NR32 1HH
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	CEO
Explain how you are authorised to make this application on behalf of the organisation	As the CEO, I manage the day-to-day business & strategic development of the theatre for the Board of Trustees.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	The project is preparing for the reopening to the public of the Marina Theatre's first floor space and bar by installing ventilation into both rooms. These spaces are used for the groups we offer to the people of Lowestoft from ages 9 – 99. We want to ensure that we can open these spaces safely and following all guidelines. The first floor is used for Youth Theatre, Ukulele Orchestra, Marina Choir, Next Stagers group for over 50+.
Total cost of project	£2541.84 + VAT
Breakdown of cost	See attached sheet



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Grant requested from Lowestoft Town Council	£3,050.21
What specifically would the grant from the Council fund?	<p>First Floor Room – to install a 150mm in line intake fan mounted above the suspended ceiling, with intake grill installed through the wall on the North West side and vent grill installed within the suspended ceiling tile. To install a 150mm in line extract fan mounted above the suspended ceiling, with the exhaust grill installed through the South wall and air intake grill installed within the suspended ceiling tile. £1189.38 + VAT</p> <p>Bar – To install 2no Vent Axia 150mm window fans within the North facing windows, wired from the existing spur outlet supplies and connected onto new wall mounted controllers. £1352.46 + VAT</p>
Have any funds been requested/agreed from other sources? Provide details	Arts Council CRF
When are the funds required?	ASAP June/July 2021
Project start date	June/July 2021
Project completion date	June/July 2021
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	YES



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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?	YES

Signed.....REDACTED..... 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.

Revisions	
Date	Amendment