



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. They simply replace existing facilities with no significant improvement.
- b. There is no clear business or project plan.
- c. On larger budget projects with a budget in excess of £2,000, where there is a shortfall with limited or no other contributory funding, unless a decision is required to secure match funding.
- d. The project or applicant has been previously funded and there has been a failure to comply with the conditions of grants detailed below.
- e. 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 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:

- 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) 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'.
November 2021	At points 7.2a and 7.2b replaced references to specific years to 'the preceding year'.
May 2022	Point 5a removed (There is a large shortfall in the funding required to complete the project). 'On larger budget projects with a budget in excess of £2,000, where there is a shortfall' added at point 5c. Point 5d removed (The project or applicant has been provided with a Council grant recently, especially in one or more of the previous three years). Words 'or equivalent' added at sections a and b of the application form.



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Grant Application Form

Please complete this form and send it with:

- Your Equality Policy, **or equivalent** (and Safeguarding Policy if project relates to young and/or vulnerable people)
- Your constitution **or equivalent**

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?	
Name of organisation	Suffolk County Football Association (Barnards Soccer Centre)
Name of account to which payment to be made (explain if not your organisation's name)	Suffolk County Football Association
What does your organisation do? (100 words max)	<p>Suffolk FA is the not-for-profit, governing body of football in Suffolk. We grow participation, promote diversity and regulate the sport for everyone to enjoy. Suffolk FA is proud to support football for all.</p> <p>Suffolk FA's vision is 'A Thriving Local Game'. We work with the whole local football community to support, develop and strengthen our game to achieve the vision of football in Suffolk, based on their motivations, expectations and needs.</p> <p>We operate Barnards Soccer Centre in Lowestoft, ensuring football can be accessed to all, improving the physical and mental health to all those that access the facility. We value Barnards Soccer Centre as a key facility in the county to ensure we reach the community of North Suffolk and in particular the Lowestoft region which can sometimes be seen as divorced from the rest of the county.</p> <p>Suffolk County FA was officially registered as a charity on 28/04/22.</p>
What relevant local area does your organisation cover?	<p>North Lowestoft (Harbour and Normanston, St Margaret's (East & West), Gunton.</p> <p>During the process we have consulted with the local community who identify the need for the site to remain open and safe to use. As stated above, the project is identified on the Local Football Facility</p>



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	<p>Plan which is supported by the Government’s Department of Culture, Media and Sport, The FA, The Football Foundation, The Premier League, Local County FA (Suffolk FA), East Suffolk Council, Suffolk County Council and the grassroots community.</p>
<p>Who are the main beneficiaries of your work?</p>	<p>Suffolk FA have taken on the long-term tenancy of the thriving community football facility at Barnards Soccer Centre. As the previous operators went into liquidation the site has no funds attributed to it, including any sinking fund to replacement and repair the site. Unfortunately, the site itself is run down and the 3G pitch turf is at the end of its serviceable life and floodlight system failing.</p> <p>The main beneficiaries of the facility will be the local community. Not only traditional footballers of all ages but also non-traditional sports people who wish to become active and healthy or those who are currently inactive and need some support. The site will host a magnitude of ages, abilities and gender. The majority of the usage will be utilised by youth provision from U6 through to U18s through the local grassroots clubs.</p> <p>There will be NEW additional usage through adults and older ages with dedicated sessions such as Walking Football. Lowestoft has an aging population and there is clear need to offer this group of individuals a safe space to come and take part in informal physical activity sessions. This combined with a safe and warm indoor space for social interaction, tea and coffee will give those who need it most new chances to reduce social isolation. We will be investigation the opportunity for groups such as Sporting Memories, dementia cafés and classes to improve long-term conditions, something the site has never had before. These will ensure the local community benefits from the facility and not just the traditional footballing offer.</p> <p>There is a specific focus, as stated, on women and girls and ensuring that equal access is granted on site, not just with number of slots but the appropriate time slots. NEW ‘Wildcats’ and ‘Squad’ girls’ sessions will be taking place on site and run by the local footballing community. These sessions give an informal chance for 5-11 and 12-14 year old girls to get into football and begin their journeys in a fun, informal environment.</p> <p>We will also be hosting NEW disability sessions such as specific slots</p>



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	<p>to Pan Disability work to ensure inclusivity for all. We are looking to encourage the local club to create disability pathways for all and be more inclusive in their offerings.</p> <p>We will also be engaging with the refugee community as we have in other parts of the county to try and address their physical activity needs. NEW refugee support sessions are being worked up to allow them to have a safe environment to enjoy physical activity.</p> <p>Finally, we have had positive conversations with James Reeder (SCC County Councillor, CYP), who is interested in facilitating a NEW day release alternative education provision in and around the Special Educational Needs and Pupil Referral Unit departments where we can facilitate some educational provision. How this looks is going to be new and open at this stage but could involve offering enrichment, teaching and physical activity to these groups of individuals.</p> <p>As stated above there will be a clear focus on equal access to women and girls and also a specific focus on low social economic groups with the work, we are doing with the Brian Gallagher Football Fund. Without the funding to ensure the site can be improved the site will become unviable and unsafe to service the local community.</p> <p>The site targets key areas of multisport and football whilst keeping the local community active and health, in-turn improving not only physical but mental health.</p> <p>We will be investigating additional use from other sports such as rugby/table tennis and fitness to ensure sustainability for the site. This could be on the pitch itself or using the social spaces inside the pavilion to ensure the site is accessible for all not just football. We will be looking to run physical and mental health programmes from the site and support with those children on free school meals with free access where applicable to our programmes.</p> <p>Barnards Soccer Centre, sits within the Harbour & Normanston Ward. According to the office for Health Improvements and Disparities, Harbour and Normanston Ward is significantly worse than the rest of England in the following areas:</p>
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	<ul style="list-style-type: none"> - Income Deprivation - Child Poverty, Income Deprivation Affecting Children - Older People in Poverty, Income Deprivation Affecting Older People - Older People Living Alone - Unemployment - Limiting Long-Term Illness or Disability - Deliveries to Teenage Mothers - Incidence of Lung Cancer - Life Expectancy at Birth for Males and Females - Deaths From All Causes, Under 75 Years - Deaths From All Cancer, Under 75 Years - Deaths From Circulatory Disease, Under 75 years - Deaths From Causes Considered Preventable, Under 75 years - Deaths From All Causes, All Ages - Deaths From Circulatory Disease, All Ages - Deaths From Respiratory Disease, All Ages <p>What this means, is Barnards Soccer Centre, is vital to support the local community in reducing these inequalities. The site can harness the power of sport, and physical activity to improve the health and wellbeing of the local community. The site offers support for those who are in low-income families with assistance through not only club run sessions but the partners that utilise the site. The site will support employment with partnerships with the local colleges for apprenticeships and opportunities for work placements and real-life experiences. The site will aim to tackle social isolation with groups such as Sporting Memories and Walking Football with added tea and coffee social elements to the sessions.</p> <p>The area suffers from long-term conditions and the site is key to help support this with providing local activity to those that need it most.</p> <p>With increasing investment and development into the town, there will be the need for additional leisure infrastructure. However, in order for this to be successful, we also need to retain and regenerate what the town already has before it is lost.</p>
<p>Are you a charity? If yes, describe the type of charity</p>	<p>YES</p>



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If registered, what is the charity number?	1198767
Not-for-profit? If no, describe the organisation	YES
Organisation income (last complete financial year)	£556k
Organisation expenditure (last complete financial year)	£419k The figures above are for the complete financial year July 21 - June 22 before tax
Contact details	
Name	REDACTED
Address	Suffolk FA Barnards Soccer Centre Barnards Way Lowestoft NR32 2HF
Telephone number/s	
E-mail	REDACTED
Position within organisation	Football Development Manager & Facility and Investment Lead
Explain how you are authorised to make this application on behalf of the organisation	The FDM role sits on the Senior Management Team and oversees Barnards Soccer Centre and its strategic role within the organisation, including its staff. As F&L, I am able to make decisions for relevant investment into the counties football facilities based on strategic need.
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 looking to undertake regeneration towards the 3G pitch and Floodlight system (5 do not work currently), which is tired, outdated and in disrepair. Without the 3G relay and new floodlights the site will be unable to support the current level of provision, especially for women and girls in North Suffolk. LED floodlighting will ensure longevity, sustainability, a reduction in energy consumption, making the site greener in operation. This system will contribute significantly to reducing carbon emissions, supporting the area with its carbon goals.



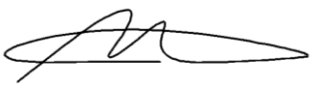
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	<p>It must be stressed that the pitch is on the FA 3G pitch register until May 2024. Given the pitch is 10 years old it is at the end of its life and therefore no affiliated and insured play (training or match play) will be able to take place if it fails the next test.</p> <p>What this then means is the site will be closed and unlikely to be re-opened for the local community of North Lowestoft and beyond. The site is a strategic priority for the County FA, East Suffolk Council and Football Foundation through the Local Leisure Strategy and Local Football Facility Plan.</p> <p>The National Planning Policy Framework places strong emphasis on the need to protect existing open spaces and other community facilities. The Waveney Open Space Needs Assessment (2015) identifies existing open space provision and its condition, and the Waveney Playing Pitch and Outdoors Sports Facilities Assessment (2021) assessed the need for outdoor sports facilities to support people living in the district and highlighted existing issues and the types of open space shortfalls which exist in different locations.</p> <p>Given the LTC's investment priorities listed are around Development of parks and opens spaces to support biodiversity and active lifestyles and to provide facilities for all including children and young people which encourage active lifestyles and mitigate against social isolation. I would hope the LTC would look favourably on the project as the ticks all those boxes.</p>
Total cost of project	£374,400
Breakdown of cost	<p>£20,000 New LED Floodlight System</p> <p>£292,000 NEW 3G Surface Relay (quote to be obtained at tender process through the FF)</p> <p>£3,000 Pavilion Refurbishments</p> <p>TOTAL £378,000</p>
Grant requested from Lowestoft Town Council	£10,000
What specifically would the grant from the Council fund?	Contribution to the 3G pitch relay and Floodlight Replacement
Have any funds been requested/agreed from other sources? Provide details	<p>ASDA Green Tokens (£400, decision end of March 2023)</p> <p>TESCO Blue Tokens (£1500, decision end of April 2023)</p> <p>Lowestoft Town Council Grant (£2000, decision in June 2023)</p>



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	District CIL (£111,500, decision in Sept 2023) Football Foundation (£192,600 October panel, January 2024 decision) East Suffolk Council (£60,000, confirmed)	
When are the funds required?	August 2023	
Project start date	August 2023	
Project completion date	October 2024	
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.....14/04/2023.....

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