



# Lowestoft Town Council Grant Awarding Policy

## 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. Applications will be considered every three months 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.
  - Provide a long lasting and sustainable benefit to all or part of Lowestoft.
  - Improve the social, environmental and/or economic profile of Lowestoft.
  - Add value and help make projects self-sustaining



## Lowestoft Town Council Grant Awarding Policy

### 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. Likely effectiveness
- j. Soundness of the business or project plan
- k. 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
- c. How the club has maintained its facilities

### 8.0 When Will Decisions Be Made?

8.1 Applications will be considered by the Finance and Governance Committee every three months (at its meetings in March, June, September and December). The Committee reserves the right to consider urgent or time sensitive applications in the interim. If you feel that your application requires consideration outside



## Lowestoft Town Council Grant Awarding Policy

of the regular three-monthly cycle please ensure this is clearly indicated on your application form. 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.

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 ( <del>There is a large shortfall in the funding required to complete the project</del> ). 'On larger budget projects with a budget in excess of £2,000, where there is a shortfall' added at point 5c. Point 5d removed ( <del>The project or applicant has been provided with a Council grant recently, especially in one or more of the previous three years</del> ). Words 'or equivalent' added at sections a and b of the application form.
October 2022	Amended point 1.3 and 8.1 to reflect the decision for applications to be considered every three months, rather than monthly.



# Lowestoft Town Council Grant Awarding Policy

## 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](mailto:admin@lowestofttowncouncil.gov.uk)

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Lowestoft Film Festival c/o Sunrise Studios
Name of account to which payment to be made (explain if not your organisation's name)	Access Community Trust (Lowestoft Film Festival is powered by Access's social enterprise Sunrise Studios)
What does your organisation do? (100 words max)	<p>Sunrise Studios is a community production company part of Access Community Trust located in Lowestoft.</p> <p>We promote social inclusion, hands-on training and enrichment opportunities through film/media and music, and also proudly launched the Lowestoft Film Festival in 2022 as something for the town and community (and supported generously by LTC last year).</p> <p>It's run by a team of passionate volunteers, and we're excited to be bringing it back this year as an event that supports social opportunities within the wider media industry, as well as enabling audiences to socially engage with independent film.</p> <p>We proudly promote underrepresented talent and independent film that otherwise wouldn't be discovered.</p>
What relevant local area does your organisation cover?	Our event/screening venues are located within Normanston/Harbour Ward & Kirkley.
Who are the main beneficiaries of your work?	We work closely with our local BFI film hub and other film sector partners to recognise national specific audience beneficiaries of young people aged 16-30/families and specifically for Lowestoft, audiences of all ages within the town who otherwise wouldn't typically engage with independent film.
Are you a charity? If yes, describe the type of charity	Registered Charity



## Lowestoft Town Council Grant Awarding Policy

If registered, what is the charity number?	1135640
Not-for-profit? If no, describe the organisation	Non-profit - Social Enterprise
Organisation income (last complete financial year)	Sunrise Studios - £27,713
Organisation expenditure (last complete financial year)	Sunrise Studios - £24,689
<b>Contact details</b>	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Development Producer – Sunrise Studios
Explain how you are authorised to make this application on behalf of the organisation	I am the development producer of Sunrise Studios, which is part of Access Community Trust and have full authorisation to submit this funding application and seek funding for our projects.
<b>About your project</b>	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>Lowestoft’s population includes pockets of some of Suffolk's most deprived and socially isolated individuals, and we will engage with hard-to-reach individuals within the town.</p> <p>Lowestoft Film Festival (LFF) is a celebration of the UK’s newest undiscovered talent and locally produced short films, ranging from screenings, Q&amp;As/Talks (inc with Screen Suffolk), Film socials, wellbeing/mental health themed screenings, educational workshops ranging from stop motion/cartoon creating/storyboarding and a family friendly trail centred around the town centre.</p>



## Lowestoft Town Council Grant Awarding Policy

	<p>It will build on the success of last years in-person festival, which saw over 2,000 attendees support screenings/events across 7 days in community venues.</p> <p>Our 2023 programming will focus on the key themes of societal representation; LGBTIA+, coming-of-age stories and mental health amongst more traditional themes you would expect from a film festival. This year's selection includes over 130 short films.</p> <p>To remain sustainable, we will create our own contributions to make our screening activities possible, and that is why 28 of our 42 total screenings will be ticketed with subsidised prices.</p> <p>Lessons learnt from 2022 and understanding the challenges that the current economic climate may have on our target audiences, we will be making our ticketed screenings affordably priced at £1.00 + booking fees per showing.</p> <p>Further screenings will include post-film Q&amp;As with lead filmmakers/directors/teams behind screening short films. We will also be working to curate insightful talks around our dedicated screenings that focus on our 2023 key themes as part of our programming efforts.</p> <p>All of LFF's 2023 activities will focus on our key objectives, which include:</p> <ul style="list-style-type: none"><li>• Removing obstacles that make it inaccessible for audiences to engage with independent film.</li><li>• Increasing young people and family engagement.</li><li>• Supporting increased public access and enjoyment to a wider range of films.</li><li>• Creating accessible and affordable screenings.</li></ul> <p>Revenue will support the time put towards the event by our two staff members to supervise each one of our venues to support our volunteers during the festival, and guide them with training sessions to teach people new skills, along with keeping them well informed in how they can ensure our spaces remain as safe social environments for the public to enjoy.</p> <p>Investment in silent headphones will allow us to expand our audience capacity so we can engage people in more challenging</p>
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## Lowestoft Town Council Grant Awarding Policy

	<p>environments (e.g., open access venues like EPP, where other activities will be taking place), they will also allow us to make it a more immersive experience.</p> <p>Screenings will also be more accessible and inclusive for neurodiverse people (allowing them to adjust the volume of the film, and we'd also be able to broadcast different audio streams). They will also be a valuable tool for us to use to further expand our reach with activities across the wider East Suffolk area outside of LFF.</p> <p>To engage a larger proportion of isolated and low-income families and individuals within East Suffolk, we will be offering a travel bursary for those in areas disproportionately affected by geographical, social and economic barriers.</p> <p>Going hand in-hand with our festival taking place over October half term, programming will have an increased focus on families and children in 2023, with specific family friendly showings throughout the duration of the festival, which will include screenings of independent films rated PG and below – This will also contribute to creating a range of free and affordable solutions for families to enjoy during school holidays.</p> <p>Programming will also have an increased focus on film stories that reflect people's lives and that our audiences can relate to (this increases our offering, which will help grow audience attendance).</p> <p>Our festival provides a platform that brings people together, to watch independent film, and be enriched within more broader screen culture activities such as insightful talks, workshops and family friendly activities with film screenings.</p> <p>Lowestoft Film Festival will become a more esteemed and established event, that in turn attracts more entrants and audience members from across the South East region and other areas of the UK with the ambition of one day gaining international reach.</p> <p>Our minimum estimated audience figures our set at 1,825 – This figure is projected from 35 of our 42 bookable screenings (The Grit) with average in-person audience figures at 35 people per screening.</p> <p>Our family friendly screenings taking place at the East Point Pavilion</p>
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## Lowestoft Town Council Grant Awarding Policy

	will have a projected in-person audience figure of 60 per event.
Total cost of project	5,000 Programmes for Lowestoft Film Festival - £735.47
Breakdown of cost	5000x A5 Programmes - £735.47
Grant requested from Lowestoft Town Council	£735.47
What specifically would the grant from the Council fund?	5,000 A5 Programmes promoting Lowestoft Film Festival taking place across community venues during 20-27 October 2023. The Lowestoft Town Council logo will be displayed on the front, and the following will be clearly listed within the programme 'This year's programme has been made possible thanks to the generous support of Lowestoft Town Council', the programme is also 100% sustainably printed on FSC certified paper and the production and delivery of this order is offset to be made carbon neutral with the printer's climate partner Woodland UK.
Have any funds been requested/agreed from other sources? Provide details	na
When are the funds required?	If possible before the 28 August.
Project start date	20 October 2023
Project completion date	27 October 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	YES





## Lowestoft Town Council Grant Awarding Policy

than as agreed as part of the grant award?	
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: REDACTED Date: 31/07/2023

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