

## Grant Application Form

Please complete this form and send it with:

- a. Your Equality Policy, or equivalent (and Safeguarding Policy if project relates to young and/or vulnerable people)
- b. 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	Oulton Broad Water Sports Centre
Name of account to which payment to be made (explain if not your organisation's name)	Oulton Broad Water Sports Centre
What does your organisation do? (100 words max)	Operating as a not for profit Charitable Incorporated Organisation. Oulton Broad Water Sports Centre is an established training centre that has over many years, introduced a wide range of water sports activities to both adult and children (age 8+) regardless of ability. These include sailing, canoeing, kayaking, wind and wing surfing and power boat and first aid training.
What relevant local area does your organisation cover?	Lowestoft area.
Who are the main beneficiaries of your work?	Children from the Lowestoft area
Are you a charity? If yes, describe the type of charity	Yes, we are a Charitable Incorporated Organisation. We are a not for profit charity, we aim to serve the local community and to encourage more people to be more active more often.
If registered, what is the charity number?	1193626
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last complete financial year)	£58,534.00
Organisation expenditure (last complete financial year)	£55,343.00

<b>Contact details</b>	
Name	REDACTED
Address	Oulton Broad Water Sports Centre Nicholas Everitt Park, Oulton Broad, Lowestoft NR33 9JR
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Centre Manager
Explain how you are authorised to make this application on behalf of the organisation	As part of my role as centre Manager I am required to identify funding, enabling the centre to grow and achieve its ultimate aim of becoming a self funding operation, with the ability to offer free to access sessions to the local community that would otherwise not be able to afford our services.
<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>We increased school's attendance by 300% last year and we have a two year plan to increase that participation again by 50% year on year for the next two years. So, from 1500 children's sessions to 3000 by 2025. We are currently running at a loss of £6.00 per child for each session that we run to keep the activity affordable for the local schools. We aim to be in a position where we can cap the cost to schools and also offer free places to those that still can't afford to come. To achieve this, we need to be able to put more children on the water in larger numbers</p> <p>We currently can offer a maximum of 24 children on the water at once for a school group. We require another safety boat so that we can increase that number to 32.</p> <p>A floating pontoon is required to run sessions on the safest part of the broad on any given day. This changes with the wind direction and we need to be mobile to find a sheltered position to operate from.</p>

	<p>We also require an assortment of wetsuits and buoyancy aids from the smallest child size to an adult size extra large to cater for the wide range of sizes that the children require. We also plan to increase our corporate/hire and adult training activities to offset the cost of the school groups to the charity.</p> <p>It is expected that LTC will work in partnership with the centre by identifying suitable candidates to be offered free access to our service.</p>
Total cost of project	£31,080.00
Breakdown of cost	<p>Safety boat £4,000.00  Floating pontoon £2,500.00  30 wetsuits and 30 buoyancy aids £6,900.00  Total £13,400.00 plus VAT £2680.00</p> <p>At some time during the season, it is planned to employ a part time assistant manager to help with the expected increase in school activity.</p> <p>Their salary of £15,000.00 will be funded by the expected increase in revenue.</p>
Grant requested from Lowestoft Town Council	£2,000.00 seed finance pre-April 2024 then £5,500.00 post April 2024
What specifically would the grant from the Council fund?	<p>We already have received £7,500.00 from East Suffolk District councillors.</p> <p>The Lowestoft grant would be used for seed funding in the short term. The floating pontoon and the wetsuits/buoyancy aids the long term.</p>
Have any funds been requested/agreed from other sources? Provide details	Yes, as stated above we have received a grant of £7,500.00 from East Suffolk Council towards this project.
When are the funds required?	Split funding to meet the plan £2,000.00 in January 2024 and £5,500.00 in spring 2024 please.
Project start date	April 2024
Project completion date	November 2025
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	Yes

can ask us for details of the information we use for this purpose at any time.	
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...REDACTED..... Date.....15/12/2023.....

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