



Lowestoft Town Council

Grant Awarding Policy - post COVID-19

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 post the March 2020 COVID-19 impacts on the Town. The Council's standard Grant Awarding Policy has been suspended until April 2021. Grant awarding funds have been further increased and allocated to be entirely dedicated to COVID-19 support and recovery. Applications from groups and organisations who are helping with support and recovery from the 2020 pandemic and wishing to apply for a grant should read this policy carefully.
- 1.2 In addition to outlining Lowestoft Town Council's guidelines for awarding COVID-19 related 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 The size of any grant awarded is at the discretion of the Town Council, but will rarely exceed £1500 in any one application.

2.0 Who is eligible?

- 2.1 Applications from the heritage and culture sector will be actively considered in a positive way to sustain their industry in the town.
- 2.2 The following organisations (including but not limited to the heritage and culture sector) are eligible to apply:
 - a. Lowestoft-based charities, clubs, associations, groups or other organisations whose current work or planned project will benefit all or some of the Lowestoft community post COVID-19
 - b. Local branches of regional or national charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community post COVID-19.

3.0 Who is not eligible?

- 3.1 Applications will normally be rejected:
 - a. From individuals, private businesses and "for profit" commercial organisations for projects which improve or benefit privately owned land or property.
 - b. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
 - c. From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
 - d. 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 address the problems associated with the economic, social and environmental recovery from the impacts of COVID-19 felt by communities and organisations within Lowestoft.

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.



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- e. The project or applicant have been previously funded and there has been a failure to comply with the conditions of grants detailed below.
- f. 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 support and recovery from COVID-19 pandemic
- 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

8.0 When will decisions be made?

8.1 Decisions will be made as soon as practical after receipt of a fully completed application. The Finance and Governance Committee has delegated authority to the Town Clerk to award the grants with full reports being provided at the monthly Committee meetings. The Finance and Governance Committee from time to time may review this policy. 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.



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Post COVID-19 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	
Name of organisation	The Hygiene Bank (Waveney Grassroots Project)
Name of account to which payment to be made (explain if not your organisation's name)	Nat West(Waveney) The Hygiene Bank REDACTED
What does your organisation do? (100 words max)	The Hygiene Bank collects public donations of hygiene products from various drop off locations in Waveney which are sorted and distributed to approved Community Partners who then in turn distribute them to their clients and service users free of charge in the local community. The project brings businesses, communities and leaders together to raise awareness and to create social change to end hygiene poverty. By working closely with the Community Partners we can assess their needs and provide a regular and tailored service with funding ensuring that they have essential supplies.
What relevant local area does your organisation cover?	This application is for the Lowestoft area.
Who are the main beneficiaries of your work?	Clients attending the Lowestoft Foodbank and other local Community Partners who find themselves in financial crisis or poverty and therefore have little or no access to hygiene products. With continued funding more approved Community Partners could be served.
Are you a charity? If yes, describe the type of charity	Yes we are a registered Charity.
If registered, what is the charity number?	Charity No:1181267
Not-for-profit?	N/A



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If no, describe the organisation	
Organisation income (last complete financial year)	£7,226,705 £6,350,651 of this includes the value of donated goods distributed
Organisation expenditure (last complete financial year)	£7,058,434 £6,350,651 of this includes the value of donated goods distributed
Contact details	
Name	REDACTED (Local Co-ordinator for Waveney Hygiene Bank)
Address	REDACTED
Telephone number/s	REDACTED
E-mail	waveney@thehygienebank.com REDACTED
Position within organisation	Local Co-ordinator
Explain how you are authorised to make this application on behalf of the organisation	Responsibility for local area sourcing of funding has been delegated to the Co-ordinator for Waveney by The Hygiene Bank, London.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft post COVID-19 pandemic (250 words max).	The project supplies Lowestoft Foodbank monthly with a range of hygiene products who are then able to offer them to their 1200 clients a month. Essential hygiene products that are not donated by the public or in short supply are then purchased with any funding obtained to provide a tailored service to meet the Foodbanks needs and avoid wastage.



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	Other Community Projects are currently on a waiting list but the aim at present with sufficient funding is to supply and support the Foodbank as this is often the first place that people go to if they find themselves in financial difficulty or poverty. Without the donated products the clients would find themselves experiencing hygiene poverty which can have a huge effect on their lives and mental wellbeing. The provision of these donations lessen the financial burden on individuals and families experiencing poverty and thus having to choose between paying utilities, buying food or purchasing products to keep adults and children clean.
Total cost of project	£3000.00
Breakdown of cost	All funding will be used solely to purchase personal grooming and hygiene products on a monthly basis, at present £250 per month is needed to top up donations.
Grant requested from Lowestoft Town Council	£1500 (possibly from part of the Lowestoft Food Network bids as advised by Phil Aves)
What specifically would the grant from the Council fund?	The purchase of basic hygiene and personal grooming products to cover the shortfall from public donations such as shampoo, shower gel, deodorant, toothpaste, period products, soap and nappies.
Have any funds been requested/agreed from other sources? Provide details	July 2023 £1000 from East Suffolk Communities Team. August 2023 £600 from Adnams. December 2023 £100 from Wrentham Parish Council. January 2024 £500 from Reydon Parish Council. January 2024 £200 from The Southwold and Reydon Society. Expected January 2024 £200 from The Lowestoft Church and Town Relief in need Charity.
When are the funds required?	As soon as possible.
Project start date	Continuously ongoing.
Project completion date	Ongoing.



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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.....REDACTED.....Date. 20th January 2024.....
(Signatory must be authorised to act on behalf of the organisation and, if different from the main contact listed above, this should be explained.