



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 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:

- a. Lowestoft-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.
- b. 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:

- a. From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
- b. From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
- c. From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
- d. From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
- e. 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:

- a. In some significant way make Lowestoft a better place to live, work or play.
- 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.



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- 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. 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



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or time sensitive applications in the interim. If you feel that your application requires consideration outside 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) 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.
October 2022	Amended point 1.3 and 8.1 to reflect the decision for applications to be considered every three months, rather than monthly.



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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

About your organisation. Insert 'yes' or 'no' and/or provide additional information where relevant	
Name of organisation	Sunrise Film Festival c/o Access Community Trust
Name of account to which payment to be made (explain if not your organisation's name)	Access Community Trust (Sunrise 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, provide hands-on training and enrichment opportunities through film/media and music, and also proudly launched the Sunrise Film Festival (SFF) in 2021 (previously known as Lowestoft Film Festival), as something for the town and community, as well as well as another opportunity to raise aspirations and provide a vital platform for aspiring filmmakers to have their work showcased; our previous successful editions have also generously been supported by LTC.</p> <p>The running of our festival is supported by a team of passionate volunteers, and managed year-round by our full-time staff member (Development Producer of Sunrise Studios).</p> <p>We're excited to be bringing our 2024 edition to our brand-new main venue the Marina Theatre, and now as an accredited BIFA (British Intendent Film Awards) Qualifying film festival.</p> <p>SFF supports enrichment opportunities for people to engage with independent made film, showcase and celebrate upcoming new talent as well as providing mentoring opportunities for local students and young people. Our festival proudly promotes underrepresented talent and independent film that otherwise wouldn't be discovered, and continues to grow year on year.</p>



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What relevant local area does your organisation cover?	Our event/screening venues are located within Normanston/Harbour Ward. Venues this year will include: <ul style="list-style-type: none"> • Marina Theatre • Lowestoft Library • Sams Wellbeing Hub + Café • Outdoor Cinemas that we are proposing to host in Sparrow's nest (also linking in with Pride)
Who are the main beneficiaries of your work?	We work closely with our local BFI film hub year-round. Our key target audience groups in Lowestoft are: <ul style="list-style-type: none"> • Low socioeconomic groups • 16-30 year olds • Families • Audiences who wouldn't otherwise engage with independent film.
Are you a charity? If yes, describe the type of charity	Registered charity
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 - £29,913
Organisation expenditure (last complete financial year)	Sunrise Studios - £27,729
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Development Producer, Sunrise Studios



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<p>Explain how you are authorised to make this application on behalf of the organisation</p>	<p>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 all of our projects.</p>
<p>About your project</p>	
<p>Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).</p>	<p>Our 2024 edition will take place in Summer and will be predominantly based at our brand-new partner venue the Marina Theatre as well as including two outdoor cinema's, and our other partner venues.</p> <p>Following overwhelming feedback, the decision was made to move to the summer, and our confirmed dates for 2024 are 1-4 August.</p> <p>The festival will include both indoor and outdoor screenings alongside associated enhanced screenings like Q&As and workshops (ranging from aspirational talks, BFI scene events, animation character making and much more).</p> <p>Our programming across 2024 will continue to focus across our key themes of societal representation, lived experience (including mental health), LGBTQ+ and coming of age stories. The independent short films screened will once again also range from experimental shorts, documentaries, narrative shorts and animated short films.</p> <p>Aims and objectives: All of SFF's activities during 2024 will be continue to focus on our key aims and objectives which include.</p> <ul style="list-style-type: none"> • Increasing children and family engagement + young people under 25 audience groups. • Supporting increased public access and enjoyment to a wider range of films. • Accessible and affordable screenings. • Addressing obstructions that make it inaccessible for audiences to engage. <p>Want to achieve: Increased diversity and levels of accessibility in audiences.</p> <p>Access has a long history of supporting disadvantaged young people to escape intergenerational poverty, develop skills to fulfil their potential and live successful independent lives. Therefore, we already work within</p>



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	<p>disadvantaged communities and will recruit participants through our projects in the heart of communities, such as supported housing projects, our trusted youth wellbeing hub, mental health crisis hubs and referrals from partners at local schools, pupil referral units and other youth-based organisations.</p> <p>Sunrise Film Festival continues to be an inclusive festival that supports and gives opportunities for anyone of any background. Our open submission process, has enabled an inclusive space for filmmakers to enter their projects without fear of being excluded.</p> <p>We are directly giving training and skills development opportunities to young people we already engage with, and young people that are currently under-represented within our area to work with SFF through our partners, including work experience, skills development for staff and paid employment, and this will also now include new opportunities with the Marina Theatre and through our imminently re-launched film programmer group.</p> <p>The wider population within Lowestoft are able to engage and discover something new, whilst supporting up and coming talent within our region, local communities and internationally, through accessible screenings in a town with some of the high levels of socio-economic impact in our region.</p> <p>We are forever grateful for the support Lowestoft Town Council has given to each of our editions so far, and look forward to hearing an outcome in due course as we continue to grow our grassroots project.</p> <p>You can view our report for 2023’s festival here – https://sunrisefilmfestival.co.uk/wp-content/uploads/Access-Community-Trust-Sunrise-Film-Festival-Report-2023.pdf</p> <p>Our safeguarding policies can be found here - https://accessct.org/wp-content/uploads/2024/04/Safeguarding-Adults-at-Risk-Policy.pdf</p> <p>https://accessct.org/wp-content/uploads/2024/04/Safeguarding-Children-and-Young-People-Policy.pdf</p>
Total cost of project	£41,000

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Breakdown of cost	2024 Budget - Sunrise Film Festival		
	PROJECTED INCOME	Total (£)	
	Film Hub South East	20,000	
	Lowestoft Town Council	5,000	
	Film Submission Fees - 2024	2,000	
	Corporate Sponsorship - 2024	2,000	
	Commercial Services Income Forecast for 2024	12,000	
	Total cash funding	£41,000	
		PROJECTED EXPENDITURE	Total (£)
	Staffing Costs	20,000	
	Outdoor Cinemas x2	3,000	1,500
	Volunteer Expenses (travel etc)	2,500	
	Film Licensing	2,000	750
	Accessibility	3,000	
	Marketing	4,000	1,500
	Workshops	5,000	750
	Venue costs for festival	1,500	500
	TOTAL EXPENDITURE:	£41,000	Total = £5,000
Grant requested from Lowestoft Town Council	£5,000		
What specifically would the grant from the Council fund?	<p>Support will be going towards:</p> <ul style="list-style-type: none"> • Festival programme brochure • Workshops, • Film licensing costs associated with our outdoor cinema's • Costs associated with 2x Outdoor Cinema's (proposed location Sparrow's Nest – inc. one for Pride). • Support towards the venue costs of Marina Theatre as our 2024 main festival venue. 		



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	<p>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.</p> <p>We would also like to make the town council, this year's deadline sponsor, this would include the following:</p> <ul style="list-style-type: none"> • 10x Festival Passes + Award Ceremony Invites (inc. 5 minute slot to open proceedings) • Logo on all digital/print festival marketing* (as presenting partner) • Linked Logo on our website (2023 - 20,000+ visitors) • Logo in the programme with page border advert • 2x dedicated mentions on social media posts • Acknowledgment & Logo in every newsletter • Included in pre-launch publicity, dedicated press release and on all posters • Logo shown before all screenings
<p>Have any funds been requested/agreed from other sources? Provide details</p>	<p>Yes please see our agreed other sources: £20,000 Film Hub South East £2,000 in Sponsorship £2,000 from submission entries £12,000 from our own commercial services reinvested through the social enterprise.</p>
<p>When are the funds required?</p>	<p>If possible, by end of June 2024</p>
<p>Project start date</p>	<p>1 August 2024</p>
<p>Project completion date</p>	<p>4 August 2024</p>
<p>Compliance Agreements (insert 'YES' to indicate your agreement to the questions below. If you do not intend to comply, insert 'NO'.)</p>	
<p>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.</p>	<p>YES</p>
<p>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?</p>	<p>YES</p>
<p>Do you authorise us to use information about your project and organisation as</p>	<p>YES</p>



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part of our publicity and promotion of our grants programme?	
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 01/05/2024

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