



## Lowestoft Town Council 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	East Suffolk One Radio
Name of account to which payment to be made (explain if not your organisation's name)	East Suffolk One
What does your organisation do? (100 words max)	Provide high quality community radio 24 hours a day for Lowestoft and neighbouring areas, raise the profile of the area. This includes a focus on local news and weather, community features and what's on's. Online content is also provided with the East Suffolk One app and website, including listen again features on our Community Connections pages. We also have details of events for the area. Thousands of followers on social media and listened online.
What relevant local area does your organisation cover?	Lowestoft and surrounding areas of east Suffolk.
Who are the main beneficiaries of your work?	All those who live in and around the town, with East Suffolk One working with local charities and organisations to promote the good work going on in and around the town – and with a multimedia approach, so radio, social media and website.
Are you a charity? If yes, describe the type of charity	No
If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	We are a 'not for profit' organisation which is included as part of our attached constitution.
Organisation income (last complete financial year)	Sponsorship and donations: £5280 (our financial year ends 31 <sup>st</sup> May – so accounts to 31.05.23 available if required)



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Organisation expenditure (last complete financial year)	£5135 (our financial year ends 31 <sup>st</sup> May – so accounts to year ending 31.05.23 available if required)
Contact details	
Name	REDACTED
Address	REDACTED
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Volunteer/Station Manager
Explain how you are authorised to make this application on behalf of the organisation	Station founder and volunteer, who assists with community engagement in the town and surrounding local areas.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	<p>East Suffolk One has attended and covered countless events and activities since it began. As a way to assist with publicising and promoting our project, we look to produce some materials to assist with marketing our voluntary group over the coming months to assist with community engagement. The project will benefit the people of Lowestoft in numerous ways, as it has in many cases already. The station has helped raise the profile of countless events and organisations, including Kirkley Pantry: <a href="https://www.eastsuffolk.one/community/business/kirkley-pantry-lowestoft/">https://www.eastsuffolk.one/community/business/kirkley-pantry-lowestoft/</a> and Walk and Talk Suffolk: <a href="https://www.eastsuffolk.one/community/business/mens-walk-and-talk-suffolk/">https://www.eastsuffolk.one/community/business/mens-walk-and-talk-suffolk/</a> - this recorded at our Lowestoft studio. Please have a listen <a href="http://www.eastsuffolk.one">www.eastsuffolk.one</a> The project has already produced dozens of radio features that highlight the work of charities and organisations in our area, these are available 'on air' – and to our listen again website features.</p>
Total cost of project	£296:00
Breakdown of cost	<p>2000 x A5 leaflets: £136:00  50 x A4 posters: £60:00  2 x roller blinds: £130:00</p>



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Grant requested from Lowestoft Town Council	£296:00	
What specifically would the grant from the Council fund?	Promotional leaflets / posters / roller blinds	
Have any funds been requested/agreed from other sources? Provide details	No	
When are the funds required?	Summer 2024	
Project start date	June 2024	
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: REDACTED

Date: 10<sup>th</sup> June 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.)