



Lowestoft Town Council Grant Awarding Policy

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	Pakefield Community Group
Name of account to which payment to be made (explain if not your organisation's name)	Pakefield Community
What does your organisation do? (100 words max)	We are working to promote togetherness, wellbeing and pride within our community by holding events such as Fetes, quizzes, table top sales etc. During the festive season, we try to involve as many as possible, including erecting a tree in the centre of Pakefield. During the Covid epidemic, we assisted over 200 residents, 800 times with shopping, collecting prescriptions etc. we recently held a commemoration event on the clifftop to mark the 80 th D-Day Anniversary with around 200 attending.
What relevant local area does your organisation cover?	Pakefield
Who are the main beneficiaries of your work?	The community
Are you a charity? If yes, describe the type of charity	N/A
If registered, what is the charity number?	N/A
Not-for-profit? If no, describe the organisation	Yes
Organisation income (last	




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complete financial year)	£1452.95
Organisation expenditure (last complete financial year)	£854.90
Contact details	
Name	[REDACTED]
Address	[REDACTED]
Telephone number/s	[REDACTED]
E-mail	[REDACTED]
Position within organisation	Chair
Explain how you are authorised to make this application on behalf of the organisation	Chairperson, application agreed by committee.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Our aim is to try and involve as many in our community as possible, with all the attractions of a summer fete, as well as a 'Best of Show' competition which gives the opportunity for everyone to show off their skills and talents in gardening, baking and crafting. This will be judged by the public. There will be an opportunity in the evening for people to meet and get together, with live music for entertainment.
Total cost of project	£1125
Breakdown of cost	Saint John Ambulance First Aid cover £150 Public address system £100 Generator hire £200 Live music £500



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	Van hire to move tables, chairs marquees and other equipment £175 Hire of small fire fighting equipment £75 Total £1200
Grant requested from Lowestoft Town Council	£1200
What specifically would the grant from the Council fund?	All of the above, and promoting community togetherness.
Have any funds been requested/agreed from other sources? Provide details	No
When are the funds required?	Asap
Project start date	17/08/2024
Project completion date	17/08/2024
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.....  Date.. 12/06/2024.....



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