



# 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:
- Lowestoft-based charities, clubs, associations, groups or other organisations whose activities benefit all or some of the Lowestoft community.
  - 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:
- From statutory bodies or for statutory purposes normally funded through the taxpayer or central government funding.
  - From individuals, private businesses and "for profit" commercial organisations or for projects which improve or benefit privately owned land or property.
  - From regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for Lowestoft residents.
  - From organisations with political or religious affiliations unless for a specific non-discriminatory purpose offered without exclusivity to a particular political group or religion.
  - 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:
- In some significant way make Lowestoft a better place to live, work or play.
  - Provide a long lasting and sustainable benefit to all or part of Lowestoft.
  - 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. Grant recipients should complete and return the attached proforma to provide the council with the required information.

### 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

### 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 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](http://www.lowestofttowncouncil.gov.uk)) for the meeting schedules or contact the office on 0330 053 6019/ [admin@lowestofttowncouncil.gov.uk](mailto:admin@lowestofttowncouncil.gov.uk) for details.

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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 ( <del>There is a large shortfall in the funding required to complete the project</del> ). 'On larger budget projects with a budget in excess of £2,000, where there is a shortfall' added at point 5c. Point 5d removed ( <del>The project or applicant has been provided with a Council grant recently, especially in one or more of the previous three years</del> ). 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:

- 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	Citizens Advice East Suffolk (CAES)
Name of account to which payment to be made (explain if not your organisation's name)	Citizens Advice East Suffolk
What does your organisation do? (100 words max)	<p>CAES provides the advice people need for the problems they face and improves the policies and practices that affect people's lives.</p> <p>We provide advice to the residents of East Suffolk on matters such as benefits, debt, housing, health, immigration, consumer issues, family issues and employment. Advice is offered through different channels – by phone, email and face to face. Our local presence and local knowledge are an essential part of our organisation.</p> <p>In April 2022 Citizens Advice Felixstowe merged with Citizens Advice Leiston and Citizens Advice Northeast Suffolk to form Citizens Advice East Suffolk (CAES). We cover the whole of the East Suffolk district. The purpose of the merger was to provide a better quality of service to the residents and communities of East Suffolk, including Lowestoft.</p> <p>We have 5 main offices in Beccles, Felixstowe, Leiston, Lowestoft and Woodbridge and 10 Outreaches across East Suffolk.</p>
What relevant local area does your organisation cover?	Lowestoft
Who are the main beneficiaries of your work?	<p>Our statistics reveal the type and spread of issues that we supported Lowestoft residents with during the last financial year:</p> <p>From 1 April 2023 to 31 March 2024, we engaged with 4,810 clients from our Lowestoft office. They presented with 18,515 issues. £455,301 of debt has been written off for these clients.</p>



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	<p>£921,321 of financial gains has been secured. 53% of the clients we have seen in Lowestoft have a long-term health condition with 10% being registered as disabled. 60-64 years is the largest age group we see in Lowestoft. The key issues we have supported clients with in Lowestoft are benefits (tax credits and universal credit), housing and debt. 58% of clients are female, 42% male.</p> <p>This data clearly demonstrates the difficulties people are facing. Clients come to us with increasingly complex issues. Often multiple interconnected problems which can require hours of research, phone calls, emails, letters and dedicated case work from our skilled staff and volunteers.</p> <p>We have a wealth of local knowledge; we maintain an intranet of local services and we have established relationships with many local VCSE (Voluntary, Community and Social Enterprise) organisations. We value these relationships, and we are always looking to expand our contact's and knowledge, so we provide East Suffolk residents with the holistic support they need.</p> <p>We know there is a high level of need in Lowestoft and surrounding area and with funding we can continue to have a presence on the high street to directly support Lowestoft residents.</p>
<p>Are you a charity? If yes, describe the type of charity</p>	<p>Citizens Advice East Suffolk (CAES) is a registered charity. We offer free, confidential advice online, over the phone and in person. We are independent and totally impartial. No one else sees so many people with so many kinds of problems, and that gives us a unique insight into the challenges people are facing today. With the right evidence, we can show organisations—from companies to government—how they can make things better for people. CAES gives people the knowledge and the confidence they need to find their way forward—whoever they are, and whatever their problem.</p> <p>We engage with our local community and know the needs of our community. We are a safe place where anyone can approach us for support, guidance, or signposting. We offer a vital service to our local community.</p>



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	<p>We are seen as the trusted first port of call and gateway to other support services such as food banks, housing options team and other local charities. Our collaborative work is very much part of what we do as very often a client may need help beyond the problem they have presented with.</p> <p>We can all face problems that seem complicated or intimidating. At Citizens Advice, we believe no one should have to face these problems without good quality, independent advice.</p>
If registered, what is the charity number?	1115522
Not-for-profit? If no, describe the organisation	We are a not-for-profit organisation
Organisation income (last complete financial year)	£827,000
Organisation expenditure (last complete financial year)	£899,000
Contact details	
Name	REDACTED
Address	St Margaret's House, Gordon Road, Lowestoft, NR32 1JQ
Telephone number/s	REDACTED
E-mail	REDACTED
Position within organisation	Chief Executive Officer
Explain how you are authorised to make this application on behalf of the organisation	As Chief Executive Officer, I am required to secure funding for our organisation.
About your project	
Please provide details of the project and how the project will benefit the people of Lowestoft (250 words max).	Our office in Lowestoft has offered the community of Lowestoft and surrounding villages a local service for many years. Offering a face-to-face service as well as advice by phone and email means that we can support the needs of a cross-section of the community, and we can support vulnerable clients.



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	<p>We run “Solutions”, Social Prescribers who work in all GP surgeries in Lowestoft. We signpost patients to a range of non-clinical services in the community to improve their health and well-being.</p> <p>We have staff based at the Lowestoft Food Bank, the DWP and Seetec where we are available for Lowestoft residents to easily access our services. We have also set up a pilot project with Age UK Norwich and Access Community trust to work with the older population in Lowestoft.</p> <p>We collaborate with East Coast College from where we have taken work placement students as well as volunteers for our Lowestoft office.</p> <p>Our Lowestoft office continues to serve the needs of the local community but will also be able to access specialist advice when advising, calling on expertise in areas such as housing, benefits and debt that are all available within CAES.</p> <p>Our advice enables families to access the income they are entitled to, to live securely in their homes, to navigate family issues and dealing with their financial problems. Our advice benefits individuals and families and in doing so, benefits the wider Lowestoft community.</p> <p>We are applying for funding to enable us to continue to meet the costs of operating our Lowestoft office which will secure our presence in the town. We are currently reorganising our office – we are selling the large building we own and renting back part of the ground floor. This will provide us with a building which is more affordable long term and secure our presence in Lowestoft. However we need to carry out some work on the property as well as to downsize.</p>
Total cost of project	£233,000
Breakdown of cost	<p>We calculate that our cost per client is around £100. In Lowestoft in the last financial year, we advised 4,810 clients and, of these, 2,330 were seen by our general advisers and were not funded under specific projects.</p>





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	<p>These costs are largely covered by our core funding but our effort to be present in the community, to attend events and outreaches and to be accessible to the population of Lowestoft attracts extra costs. Volunteers claim for travel expenses and we have leaflets about the work we do and how to contact us that we make available to the public and our VCSFE partners:</p> <p>Volunteer Expenses: £1,500 Publicity materials: £500 Laptop for outreach work: £1000 (including set up costs)</p>
Grant requested from Lowestoft Town Council	£3,000
What specifically would the grant from the Council fund?	We are applying for funding to continue the service we provide to Lowestoft residents. A grant will contribute towards the cost of volunteer and staff expenses, publicity materials and IT hardware.
Have any funds been requested/agreed from other sources? Provide details	We continually apply for grants to fund our work in Lowestoft and East Suffolk generally. We apply to all Town and Parish Councils as well as grantmaking trusts and foundations. We currently do not have any other funding specifically for Lowestoft.
When are the funds required?	As soon as possible
Project start date	Ongoing
Project completion date	Ongoing
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





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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            29 July 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).