



## **LISKEARD TOWN COUNCIL**

### **GRANT AWARDING POLICY**

**Aim:** Liskeard Town Council allocates a grants budget annually to assist other organisations within the town to achieve projects, services, exhibitions and events of benefit to the town and its residents.

#### **Eligibility Criteria to assist potential applicants and Councillors on the Finance and Strategy Committee**

- Applications can only be considered if they can demonstrate that the grant aid will be of benefit to the community of Liskeard
- Grants will only be given to non-profit making organisations.
- All grant applications must be accompanied by the latest set of accounts, failing this, a current statement of the organisation's funds and balances
- An individual may not receive a grant, although a club or association can apply.
- A single business cannot receive a grant, although a Trade Association or Chamber might put forward an eligible project.
- Grants will not be awarded retrospectively to any project.
- Grants will not be given for normal repairs or maintenance.
- Grants will not be paid against the normal operating costs of an organisation, e.g. wages, rents, stock etc.
- Normally awards of grant will be in the range of £50 - £500. For applications which the Committee considers are exceptional, the Committee can reserve the right to approve a grant of up to £5,000. The approval of a larger sum would need to be ratified by the Town Council under Financial Regulation 5.8 of the Revised Regulations adopted on 20 October 2015.
- The money must be used within two years of being awarded.

- Should a grant be awarded the Town Council requires as a condition of approval that the support of the Town Council is acknowledged in all press releases, Facebook posts etc. and that the recipients of grants give feedback to the Town Council on the use of the monies awarded.
- Applications are welcomed from Community groups, social enterprises, Trusts and Charities.
- Should the project be appropriate the Town Council would encourage applicants to seek the support of other grant bodies including from those outside of the town. This will help to draw down the maximum amount external investment into the town.
- Applications must be made on the form supplied
- Applications to be sent by e-mail to the Town Clerk [townclerk@liskeard.gov.uk](mailto:townclerk@liskeard.gov.uk) or posted or handed into the Town Council Offices at 3-5 West Street, Liskeard PL14 6BW
- Correctly completed applications will be considered by the Finance and General Purposes Committee of the Town Council. The applicant may attend the Committee and present their application to the Committee if the applicant wishes.
- If the proposed project does not comply with the above guidelines, it will not be considered by the Committee.

Adopted by the Town Council 19 January 2016

Modified 25 July 2017

Review January 2018

## LISKEARD TOWN COUNCIL GRANT APPLICATION FORM

**Do not complete the Application Form until you have read the Grant Awarding Policy  
and believe that you comply with it**

**When you have completed this form please send it to:  
The Town Clerk, 3-5 West Street, Liskeard PL14 6BW**

Name of Applicant / Organisation	
Person to contact Position Held Address Telephone Email	
How are you funded?	
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	
A brief description of your project	
Have you previously received a grant from Liskeard Town Council? If 'Yes' please indicate	<b>YES / NO</b>  (a) When (Date)  (b) Amount received £
What is the total cost of your Project? What sum of money are you looking for from the Town Council and what exactly will it be used to support? How is the difference to be funded?	

Name of your Bank Account (Account Payable to)	
Charity Number or Registered Company Number (if applicable)	Signed  Date

**IF POSSIBLE PLEASE PROVIDE AN UP TO DATE COPY OF THE  
ORGANISATIONS ACCOUNTS**