



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, Economic Development & General Purposes 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 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 relevant press releases, social media posts etc. and that the recipients of grants give feedback to the Town Council on the use of the monies awarded. This could include presenting information at the public annual meeting.
- 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 of external investment into the town.
- That a project seeking town council grant assistance should not already have been approved for the award of a Town Forum grant. (Note – funds held by the Town Forum have been provided by the Town Council).
- Each applicant will only be permitted one grant approval per financial year.
- Should the grant fund the purchase of an asset or service, which could be used by other community groups when not required, the applicant is encouraged to share the benefit.
- Applications must be made on the form supplied.
- Applications to be sent by e-mail to the Town Clerk 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, Economic Development & 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: 19 March 2019

Modified: As circumstances require

Review March 2021

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.

By making the application you are giving consent for the information to be shared with Councillors and the public

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

Name of Applicant / Organisation	Looe Development Trust
Person to contact	Dr Sue Brownlow
Position Held	Looe Valley Trails project lead
How are you funded?	Looe Development Trust is a registered charity. Our income comes from operating the Millpool Centre in Looe and from various grant or community funded projects.
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	<p>This application requests a grant contribution towards a new project, Moor to Sea – Looe Valley Heritage.</p> <p>The project will engage members of the local community in the Looe Valley, including Liskeard, in activities to develop, promote and celebrate the valley's heritage.</p> <p>We intend to work with a number of local groups in Liskeard to deliver the programme including: Liskeard Museum, local heritage groups working to restore Lock 21, Liskeard School and Community College, Liskeard Together, Caradon Youth Theatre and Youth Music and a range of Community Choirs.</p> <p>Through this we hope to achieve broad engagement with the heritage story of the Valley linked to the Cornish Mining World Heritage Site, including those from harder to reach parts of our community, as well as specific opportunities for individual volunteers to be trained to play a hands-on role in the heritage and creative activities proposed.</p> <p>Among the tangible outputs of the project, we expect to generate new oral history and exhibition material which will be available to Liskeard Museum and the new Rail visitor centre on Liskeard Platform 3, to create a new guided trail at Moorswater including the consolidation of an important limekiln, and to organise a Community festival in 2021/2 with events and activities up and down the branch line.</p>

	<p>The longer term aim of the project is to continue to develop the capacity of local organisations to work together effectively. We will set up a new Forum for stakeholders to help guide and deliver the project activities. If all goes well, we hope to foster an appetite to continue this organisation after the life of the project and develop it so that it can continue to promote other activity in the Looe Valley in the future, rather in the manner of a Local Landscape Partnership (e.g. the Tamar Valley). If successful, this could have a transformational impact on the town and the wider area in the future.</p>
<p>A brief description of your project</p>	<p>The project builds on previous activity supported by Liskeard and Looe Town Councils and a range of other funders, to complete feasibility studies into the development of a Network of new cycle trails connecting Plymouth, Looe, Liskeard and Lanhydrock, and a follow up piece funded through the railway CCIF fund which has enabled us to prepare a heritage activity plan for the Looe Valley, linked to the branch line. Cornwall Council have committed to taking forward the physical development of the Trails and work is underway to prepare detailed designs and costings and to reach access agreements with landowners so that a strong case for grant funding for capital build can be made.</p> <p>The purpose of this Moor to Sea project is to develop local Community engagement in the trail route, specifically focusing on the East Looe Valley. The project will involve a wide range of local people in a range of heritage, environmental and</p>

creative activities and will build the capacity of official heritage organisations.

The project will have four strands:

Valley Stories partnering with local museums to train volunteers to (a) undertake documentary research and oral history recording and curate the material (b) produce material for a touring exhibition and Looe Valley website (c) use the material to co-produce creative ways of sharing these stories through the visual and performing arts.

Environmental Explorers partnering with local environmental groups to engage local people in citizen science projects such as surveys and monitoring through a programme of activities, events and training. We will particularly seek to involve young people in this strand and link to Cornwall Council's Climate Change Strategy.

The Moorswater story working with and training local heritage volunteers to create a walking trail with downloadable information / leaflet exploring the industrial history and archaeology of this major transport hub which linked the Valley to the world heritage site mines and quarries on Bodmin Moor. This would include a condition survey and consolidation work on one of Cornwall's most significant lime kilns.

Celebrating the Looe Valley working with creative and performing arts groups co-produce events and a Looe Valley Festival exploring and celebrating the valley's heritage from a wide range of perspectives. We will train volunteer guides to lead a programme of cultural and environmental heritage walks and cycle rides. The project will work with the Devon and Cornwall Rail Partnership to integrate the railway and stations into these programmes eg birdwatching from the train, singing trains with local choirs, using stations as starting points for walks and activities, improving habitats observable from the railway.

In support of this, we will also develop a website and design guides so that information, literature etc can be coherently presented.

We propose that the project will start in April 2020 and complete by April 2022.

The project is guided by a Steering Group on which Liskeard Town Council is represented.

<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p>YES / NO</p> <p>(a) When (Date) 2016 (paid in 2017)</p> <p>(b) Amount received £5,000</p> <p>This was a contribution to the initial feasibility study for the Trails project</p>																												
<p>What is the total cost of your Project?</p> <p>What sum of money are you looking for from the Town Council and what exactly will it be used to support?</p> <p>How is the difference to be funded?</p>	<p>The Council cannot fund the normal ongoing operating costs of organisations. This application should not contain such costs.</p> <table border="0"> <tr> <td>Total project budget</td> <td style="text-align: right;">£148,071</td> </tr> <tr> <td>Of which</td> <td></td> </tr> <tr> <td>Staff and direct organisation costs</td> <td style="text-align: right;">£ 49,520</td> </tr> <tr> <td>Programme expenditure</td> <td style="text-align: right;">£ 18,500</td> </tr> <tr> <td>Project strand expenditure</td> <td style="text-align: right;">£ 13,000</td> </tr> <tr> <td>Limekiln consolidation</td> <td style="text-align: right;">£ 60,000</td> </tr> <tr> <td>Contingency @ 5%</td> <td style="text-align: right;">£ 7,051</td> </tr> </table> <p>Funded by</p> <table border="0"> <tr> <td>National Lottery Heritage Fund</td> <td style="text-align: right;">£ 93,271</td> </tr> <tr> <td>CCIF</td> <td style="text-align: right;">£ 40,000</td> </tr> <tr> <td>Rail Development Partnership</td> <td style="text-align: right;">£ 5,000</td> </tr> <tr> <td>Cornwall Heritage Trust</td> <td style="text-align: right;">£ 6,300</td> </tr> <tr> <td>Cornish Mining World Heritage Site</td> <td style="text-align: right;">£ 2,000</td> </tr> <tr> <td>GWR (volunteer travel subsidy)</td> <td style="text-align: right;">£ 500</td> </tr> <tr> <td>Liskeard and Looe Town Councils</td> <td style="text-align: right;">£ 1,000</td> </tr> </table> <p>We are therefore requesting a grant of £500 from Liskeard Town Council which will contribute to the costs of specific activity in the Liskeard area.</p> <p>The Cornish Mining World Heritage Site funding is confirmed. All the rest is being applied for currently.</p> <p>We note the requirement that any Liskeard TC monies should be spent within two years of the grant award and will ensure that the funding is allocated to activities that fall within this timescale.</p>	Total project budget	£148,071	Of which		Staff and direct organisation costs	£ 49,520	Programme expenditure	£ 18,500	Project strand expenditure	£ 13,000	Limekiln consolidation	£ 60,000	Contingency @ 5%	£ 7,051	National Lottery Heritage Fund	£ 93,271	CCIF	£ 40,000	Rail Development Partnership	£ 5,000	Cornwall Heritage Trust	£ 6,300	Cornish Mining World Heritage Site	£ 2,000	GWR (volunteer travel subsidy)	£ 500	Liskeard and Looe Town Councils	£ 1,000
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IF POSSIBLE, PLEASE PROVIDE AN UP TO DATE COPY OF THE ORGANISATIONS ACCOUNTS

Name of Applicant / Organisation	Looe Development Trust
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The information on this page of the Application Form will not be made public. It will be used for processing the application and remain confidential.

Person to contact	Dr Sue Brownlow
Position Held	Looe Valley Trail project lead
Address	The Millpool Centre West Looe PL13 2AF
Telephone	01503 265947 (Millpool Centre) 07713 810967 (project lead direct dial)
Email	manager@millpoolcentre.org suebrownlow@gmail.com
Name of your Bank Account (Account Payable to)	Looe Development Trust
If you a prefer BACS payment please complete:	Barclays Bank (Looe / Liskeard)
Account Number	83420817
Sort Code	20-50-40

Office Use Only:	
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Grant Awarded	Yes / No
Amount of Grant	£
Date	