

Liskeard Town Council - Community Grants Policy

1 - Purpose

Liskeard Town Council is committed to supporting organisations that deliver projects, activities and events which improve the quality of life for the residents of Liskeard.

Each year the Council allocates funding to assist voluntary organisations, charities and community groups in delivering projects that contribute to the Council's vision of creating a thriving, inclusive and vibrant community.

Grant funding is intended to encourage new initiatives, improve community facilities, support local organisations and attract additional investment into the town.

2 - Annual Grants Budget

The Council has an annual Community Grants Budget of **£15,000**.

This budget is divided into two funding streams.

Small Community Grants

- Annual budget allocation: **£7,000**
- Grants available of **up to £500**
- Suitable for smaller community projects, equipment purchases, events or activities.

Community Project Grants

- Annual budget allocation: **£8,000**
- Grants available of **up to £1,000**
- Intended for larger community projects requiring greater financial support.

The Council reserves the right to:

- award less than the amount requested;
- decline any application;
- not allocate the full annual budget if suitable applications are not received.

Grant funding is discretionary and there is no automatic entitlement to funding.

3 - Eligibility

Applications will only be considered where they demonstrate a clear benefit to the residents and community of Liskeard.

Eligible organisations include:

- Registered charities
- Community groups
- Community Interest Companies (CICs)
- Social enterprises
- Companies Limited by Guarantee
- Sports clubs
- Arts and cultural organisations
- Scout, Guide and Cadet organisations
- Residents' Associations
- Schools (for activities outside the statutory curriculum)
- Churches and faith organisations (excluding repairs to places of worship)

Applicants must:

- be non-profit making;
- demonstrate community benefit;
- submit only one application per financial year;
- apply at least **three months before** the project or event is due to commence;
- demonstrate that the project has not already started;
- provide all required supporting documentation.

4 - Ineligible Applications

The Council will not normally fund:

- Individuals.
- Commercial businesses.
- Political organisations.
- Projects that have already taken place.
- Retrospective funding.
- Normal running costs of organisations including:
 - salaries
 - rent
 - utilities
 - insurance
 - stock for resale
 - loan repayments

- Routine repairs or maintenance.
- Repairs, maintenance or improvements to church buildings or other places of worship.

Projects already funded through another Liskeard Town Council grant programme during the same financial year.

5 - What We Will Fund

Examples include:

- Community events
- Youth activities
- Sports development
- Arts and cultural projects
- Environmental initiatives
- Heritage projects
- Community equipment
- Small capital improvements
- Community wellbeing initiatives
- Educational projects outside statutory provision

This list is not exhaustive.

Working in Partnership

Liskeard Town Council encourages organisations with similar aims or projects to work collaboratively where appropriate. Partnership working can maximise community benefit, reduce duplication and make the best use of available funding. Applicants should consider opportunities to work with other organisations for the benefit of Liskeard before submitting an application.

The Town Council also encourages applicants to seek funding from other grant providers, including regional and national funding bodies. Securing funding from external sources helps maximise investment into Liskeard, enables more ambitious projects to be delivered, and allows the Council's Community Grants Programme to support a greater number of local organisations and initiatives.

6 - Supporting Documents

Applications must include:

- Completed application form.
- Bank statement for the organisation dated within the last **three months**.
- Latest annual accounts or financial statement.
- Evidence of any confirmed match funding (where applicable).

Applications that do not include the required documentation may not be considered.

7 - Assessment of Applications

Applications will be assessed against the following criteria:

- Benefit to the residents of Liskeard.
- Number of people likely to benefit.
- Value for money.
- Financial need.
- Deliverability of the project.
- Long-term benefit to the community.
- Availability of other funding sources.

The Council may request further information before making a decision.

8 - Grant Conditions

Successful applicants agree to comply with the following conditions.

Grant funding must:

- only be used for the approved purpose;
- be spent within twelve months of the award unless otherwise agreed by the Council;
- not be transferred to another project without prior written approval.

Recipients must:

- retain all receipts and invoices relating to expenditure;
- provide copies of receipts or other evidence of expenditure upon request;
- complete a follow-up report detailing how the funding was used;
- provide photographs demonstrating the completed project where appropriate;
- acknowledge Liskeard Town Council's support in all publicity, press releases, websites and social media relating to the project;
- use the Council's logo where appropriate;
- be willing, if requested, to give a short presentation about the project at the Annual Town Meeting.

Any element of the grant that remains unspent, or is no longer required for the approved project, must be returned to Liskeard Town Council within 28 days of completion of the project unless otherwise agreed in writing by the Council.

The Council may publish details of successful grants awarded.

9 - Failure to Comply

Liskeard Town Council reserves the right to require repayment of all or part of a grant where:

- the grant is not used for the approved purpose;
- the project does not proceed;
- receipts or evidence of expenditure are not supplied;
- the follow-up report is not completed;
- grant conditions are breached;
- false or misleading information has been provided;
- the Council's support has not been acknowledged where appropriate.

Failure to comply with the conditions of the grant may result in the organisation being required to repay the grant in full and may affect future applications.

10 - Payment of Grants

Grant payments will normally be made by BACS directly into the organisation's bank account.

Grants may be paid in advance of the project or activity commencing, subject to approval by the Town Council and any conditions attached to the grant award.

The Council may request receipts, quotations or invoices before releasing grant funding where appropriate.

11 - Publicity

Successful applicants are encouraged to promote their projects through local media and social media.

Where practical, all publicity should acknowledge:

Supported by Liskeard Town Council using the Council's logo where appropriate.

12 - Monitoring

The Council may contact recipients during or after the project to request updates or additional information.

Grant recipients may also be invited to attend a Council meeting or the Annual Town Meeting to showcase the outcomes of their project.

13 - Data Protection

Information provided as part of an application will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This application form will be shared with councillors and published on the town council website

14 - Review of Policy

This policy will be reviewed every three years or sooner should legislation or Council requirements change.