

# Community Led Local Development (CLLD) Full Application Form (FA1)

## Before you start your Full Application Form:

- Make sure you know when your submission deadline
- Take into account any conditions applied at the EOI stage and make sure you address them
- Re-read any relevant Guidance notes

## Sending us your application form:

- Once you have completed the form, please email it to your Facilitator
- Make sure you have included any other relevant documents
- Be prepared for us to ask you questions – we want to make sure your project is fundable and that we have all the right information
- Feel free to ask us any questions during the process

### Notes from the Facilitator (to be added once application has been reviewed and ECC completed)

Click here to enter text.

## A. About You and Your Organisation

1. Project and Contact Details	
Please give the project references and details of the main point of contact.  If anything has changed since your EoI please amend accordingly	SE0032
	Cattle Market Makers Project
	Mr
	Stephen Vinson
	Liskeard Town Clerk
	01579 559560
	07929 780902
	townclerk@liskeard.gov.uk
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty	All details above are correct <input checked="" type="checkbox"/>

2. Organisation Details	
Please give the details of the business/organisation who will be the applicant for the project	
Registered/ Legal Name of Business/Organisation (Including Trading Name)	Liskeard Town Council
Business/organisation address and contact details (main postal address) including postcode	Liskeard Town Council 3-5 West Street Liskeard Cornwall PL14 6BW
Correspondence address (if different to above)	Please enter an alternative correspondence address if you would like us to contact you at a different location.
General contact details and Website address	townclerk@liskeard.gov.uk
	01579 345407
	www.liskeard.gov.uk
Which best represents the legal status of the business/organisation/applicant?	Other If 'Other', please specify: Town Council – non statutory body
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty	All details above are correct <input checked="" type="checkbox"/>

### What does your business do?

Please provide a description of your business and what it does.	Town Council is a non-statutory public body.
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### Other company details

Companies House Registration number	Companies House no.	Charity Commission Registration number (if applicable)	Charity Commission no.
VAT Registration Number	818323925		
Do you have a business plan, set of accounts or P&L?	We have a set of accounts which is profit and loss based.		

Which Business /organisation sector are you in?	<b>Public Sector</b> If 'Other', please specify: <a href="#">Click here to enter text.</a>		
Business/organisation size	Small 10-49 If 'Other', please specify: <a href="#">Click here to enter text.</a>		
Business Start Date	01April 1974	Trading age at the start of support	yy/mm.
Turnover for the last complete financial year	Enter in whole £ here.		
R&D spend in the last financial year	Enter in whole £ here.	Number of product or process innovations in the last three financial years	Enter number here.
Do you have any "linked businesses"?	Yes <input type="checkbox"/> If 'Yes', please specify: <a href="#">Click here to enter text.</a>		
If you are a limited company, please provide details of the shareholders of the company – name and % share allocation			
Name	% share allocation	Do they own shares in another company?	Other company and % shareholding
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
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<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Does your business/organisation own shares in another company?		<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Please provide any further clarification of shareholders as required	<a href="#">Click here to enter text.</a>		
Have any of the business/organisation principals been:			
Disqualified as a Director?	Yes/ No	Listed on the individual insolvency register?	Yes / No
Subject to bankruptcy proceedings?	Yes/ No	Subject to a County Court Judgement?	Yes/ No
If you answered 'yes' to any part of this question please provide details below:			
<a href="#">Click here to enter text.</a>			
Size of business/organisation – please review the criteria below and confirm if you meet either of the definitions of a small or medium size organisation:			
SMALL You have a headcount of less than 50 employees; and/or You have a turnover on the last financial year of €10m or less			Choose an option

<b>MEDIUM</b> You have a headcount of less than 250 employees; You have a turnover on the last financial year of €50m or less; You have a balance sheet in the last financial year of €43m or less		Choose an option
Has your organisation received any grant funding (State Aid) support in the last 3 years	Yes <input type="checkbox"/> If 'Yes', please specify: <a href="#">Click here to enter text.</a>	
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty	All details above are correct <input type="checkbox"/>	

## B. About your Project

<h3>3. Project Details</h3> <p>Please provide a brief outline of your project/activity</p>	
<p><b>Please give a description of your project, make sure you include:</b></p> <ul style="list-style-type: none"> <li>The aim of your project</li> <li>What is involved in your project? Explain what will happen and how.</li> <li>How have you identified the need for your project? What issue will it address?</li> </ul>	<p>Liskeard cattle market is a priority regeneration site for Cornwall Council and its partners. Recent high quality community consultation has resulted in a vision to regenerate the old cattle market site in Liskeard to create a new community heart which catalyses the upcycling of the town. Key themes include boosting the local economy via workspace for startups and small businesses, and making it a place where people of all ages and backgrounds can come together, including those experiencing deprivation and isolation to participate in and enjoy a range of cultural and community activities.</p> <p>The aim of this project is to build a community of makers, bringing creativity and vibrancy to the site, helping people and businesses to develop in an inclusive way, and providing effective mean-while uses while the longer-term plans for the cattle market site are taking shape. It will expand the existing creative and craft industries sector in Liskeard, to help raise the profile of the town centre as a destination for local people, and visitors. This application will provide premises, advice and support to enable business start-ups and expansions. It will enable excluded individuals to be brought a step closer to the mainstream economy.</p> <p>The Government's Index of Multiple Deprivation in 2015 (and the new 2019 version) show the serious deprivation issues in Liskeard with one LSOA being in the worst 10% of LSOA's nationally and the two adjacent the worst 10-20% nationally. The Town Council and business and community partners identified during the Neighbourhood Plan development process from 2014 the serious need for further employment space. In particular, for a range of small-scale units to support business starts up and expansions in the town centre. This prompted the submission of a bid for 25 workspaces (10 offices, 10 workshops and 5 food processing units) under the Food Enterprise Zone initiative in 2015. The proposed location was the cattle market on the site of the sheep pens. This is the location for the containerised workspace element of this 2019 project. Further demand studies, showed, the need for business space. A Cornwall Council commissioned study in 2017 indicating the cattle market site as an excellent location for quality office space. The Town Council and partners (including the LEP), 2018 study which continued to show a need for small scale business units in the town centre. However, it showed a clear demand for sites and premises of a larger size and activities not suited to a town centre location. Hence, a parallel proposal to extend a business park.</p>

<p><b>Who will benefit from the project?</b></p> <ul style="list-style-type: none"> <li>• Who is helped by your project?</li> <li>• How will it make a difference?</li> <li>• How will it deliver the expected outputs?</li> </ul>	<p>Existing businesses and potential start-ups are helped by the project - There are already some creative and artisan businesses in the town centre and a number of people interested in turning an idea into a start-up arts and craft business. The provision of the workspace and access to the technical advice and facilities offered by this project would represent a step change in their number, coordination and visibility. Over 2 years a Project Coordinator employed by Liskeard Town Council will run a project aimed at several strands of people: starting with established makers, who can help as trainers and technicians, and potential entrepreneurs, who need help establishing businesses and getting products to their market. After the first six months we would also include economically inactive people whose interest and confidence can be stimulated by participating in creative and craft activities as steps towards education, job search or self-employment.</p>
<p><b>What is innovative about your project?</b></p> <ul style="list-style-type: none"> <li>• What is new or different?</li> <li>• How do you know that this will work?</li> </ul>	<p>Current business support is general and only occurs on a pop-up basis. The provision of small business premises linked directly with help and advice has not occurred locally since 2003. This project will enable business support combined with a range of opportunities from an opportunity to exhibit to a full-time workshop.</p> <p>One way in which it is innovative is that it will include the different strands mentioned above. The inclusion of established makers will provide an immediate impact and role models and mentors as well as people who can run courses and bring technician skills. Equally, the inclusion of potential entrepreneurs and targeting of people who are not currently economically active will mean that it truly is an inclusive project, widening networks and bringing new energy and ideas.</p> <p>As far as is known, this is a uniquely comprehensive approach in combining physical regeneration, through the expansion of local businesses in such a way that some excluded individuals could secure employment with businesses supported by the project. Others will have achieved a step towards the economic mainstream through, the acquisition of arts and crafts skills that might provide them with a near future opportunity, to secure employment in an expanding sector of the local economy.</p> <p>It is also believed to be a unique Town Council led project in terms of its wide range of partners and stakeholders: Cornwall Council, Plymouth College of Art, a local charity ECCABI, the Liskerrett Community Centre, Adult Education, Primary Schools, Community Interest Companies such as, Community Treasure Chest, Lighthouse Community Centre, and the Liskeard Together programme..</p> <p>We know that similar types of project have been successful elsewhere (for example, the Krowji initiative) in providing artists workshops. Furthermore, the Liskeard Together project which includes ECCABI, who have successful worked with the ESF participant groupings. Between our partners and stakeholders have a wide range of experience. We have also consulted with local artists and makers to understand their needs.</p>
<p><b>After the funding</b>          What will be the lasting impact of your project?</p> <ul style="list-style-type: none"> <li>• What is the legacy of your project?</li> <li>• How will you continue to deliver the project post CLLD (if applicable)?</li> </ul>	<p>The kick starting of the regeneration of a part of the former cattle market site will provide an historic opportunity to develop an existing arts and crafts community into a larger and more competitive sector of the towns economy. This will feed into the larger provision of workspace on the site, which is expected to be completed at the end of 2021. The town continues to suffer from high levels of deprivation. The provision of an arts and crafts route to social inclusion will help to supplement the activities of other partners in the town. The contracts of employment for the two posts created through the project would be for the duration of the project. However, there are discussions about combining the post 2023 roles of managing the containerised workspace units created through this application in conjunction with the 1,200 square metre office workspace units created by Cornwall Council into a single post. Although, there would be a range of other costs associated with the projects, it is possible that some of the income from rents could support a single post to cover both sites.</p>

<p>Have there been any changes to your project since your EOI? If so, explain what they are and what the impact will be.</p>	<p>It had originally been the proposal to consider the possible reuse or meanwhile use of some the existing buildings for the purposes of providing business units. This would have been in conjunction with the provision of containerised units. Advice from Cornwall Council has been that the poor condition of the existing buildings makes it impractical and uneconomic to attempt to keep the properties as business units. The premises element of the project is only container-based. The original estimate of premises provision was (350 square metres workshop and 150 square metres support facilities e.g. exhibition space / equipment and advice hub. This amounted to approximately 500 square metres. This was based upon the purchase cost of the containers. However, it has been suggested that the containers could be leased for the period that is possible under the ERDF grant regulations. This should permit a significant increase in the amount of container space that could be provided for the same budget. Possibly doubling the amount. This would have a corresponding doubling of the ERDF outputs to: Number of Enterprises receiving support 20 – Number of new enterprises receiving support 6 – Employment increases in supported businesses 8 – Total number of entrepreneurs assisted to be enterprise ready 24 – 1,000 square metres of floorspace.</p>
<p>If there were any conditions or queries attached to the acceptance of you EOI please list them below and explain how you have addressed them:</p>	
<p>Would your project be able to consider an increase in participant numbers to a minimum of 30; split the Project Coordinator salary between ESF and ERDF according to time spent on project and/ or provide justification/ assumptions as to the reasons for the high amount per participant.</p>	<p>We are able to split the Project Assistant Part Time costs down between the ERDF – ESF cost centres (£13,442 per centre – rather than the full cost accruing to the ESF element. This would reduce the cost per participant.</p>
<p>Please confirm the length of life for the Containers you are looking to procure;</p>	<p>Cornwall Council are investigating the length of life for the containers.</p>
<p>Please provide us with the lease from Cornwall Council and planning permissions to install the containers</p>	<p>We are in discussion with Cornwall Council on whether a lease, or license of their land would be preferable or a partnership approach in which we might lease the containers from Cornwall Council rather than purchasing them outright. This would enable more outputs to be achieved for the available ERDF grant. Would there be grant implications if we were to lease rather than purchase containers. The landowner is the Planning Authority Cornwall Council. A consultancy retained by them is preparing a planning statement for the former cattle market site. This will include the Cornwall Council mainstream ERDF workspace application as well as other elements such as, the Town Council Cattle Market Makers project. It is understood that this will be a RIBA stage 3 application including the location of services and put in place the planning consent necessary for the Cattle Market Makers project to proceed.</p>
<p>How will you engage with businesses in the local area?</p>	<p>The Town Council has an Economic Development Working Party upon which the Chamber of Commerce and non-Chamber members have representatives that have supported the need to regenerate the cattle market. There have also been meetings with craft and artisan businesses and individuals expressing an interest in market testing whether their ideas have sufficient merit to be run as businesses. Further contact including the demand studies is outlined immediately below.</p>
<p>How will you engage with Potential Entrepreneurs in the local area?</p>	<p>We have been engaging with potential entrepreneurs on an ongoing basis. The Town Council (in conjunction with a local CIC Cornwall Quality Livestock Producers) submitted a Food Enterprise Zone bid in 2015 for workspace on the cattle market. This bid for office, workshop and food processing units and was not successful. However, it did establish a need for town centre workspace. A 2017 demand study by Thomas</p>

	<p>Lister Associates on behalf of Cornwall Council showed a need for a good quality workspace. It identified the cattle market site in Liskeard as a key workspace site for east Cornwall. This directly resulted in the inclusion of the Cornwall Council mainstream ERDF workspace project which is now being progressed. In 2018, the LEP helped along with other partners to fund a demand study into the need for business premises in the town centre and associated business parks and industrial estates. It has been adopted by the Town Council for implementation and this application for business space on the former cattle market seeks to help answer part of that need. Creative Kernow are currently (October 2019) undertaking a survey of interested pre business starts and existing businesses to assess demand for these premises.</p>
<p>How will you recruit and engage with local people for the ESF element of your project?</p>	<p>The Town Council has presented the idea to various local organisations ranging from the local community centre (Liskerrett), but also the local primary schools, a local charity ECCAB, the Lighthouse Community Centre, Primary Schools – can encourage participation by offering after school workshops that include the parents and grandparents of the children.</p>
<p>How will you ensure progressions for people following the ESF element of the project?</p>	<p>The project will work with a number of organisations to offer ESF participants a progression path. These include: Plymouth College of Art – offer a range of over 20 short courses. Adult Education (Liskeard) – offer a venue at Laity House and a programme of suitable activities. Community Treasure Chest (CIC) – in Liskeard can offer volunteering options. Liskerrett Centre – as well as offering possible training and meeting spaces immediately adjacent to the former cattle market site, there some volunteering options connected with the operation of the centre. Lighthouse Community Centre (CIC) – offer some local volunteering options.</p>
<p>Can you clarify what is meant by accountable body costs;</p>	<p>Some of the time of Town Council staff (e.g. Town Clerk and the Responsible Financial Officer) will be involved in the support of the Cattle Market Makers Project. The Town Council seeks to cover that element of their time (salaries, NI etc.) spent on the project.</p>
<p>Have you considered a small budget for potential entrepreneurs?;</p>	<p>We have a “Participants Costs” concept in mind. Whereby, if an item or service is needed by a business or start up e.g. printing, professional advice or technical courses not already covered within the range of providers, it might be funded to provide support through a critical start up or expansion.</p>
<p>Can you confirm in more detail the match funding for your project;</p>	<p>Cornwall Council has agreed to provide £60,000 as a cash contribution to the project. Please see attached letter (letter required).</p>
<p>At Full application can you provide us with 2 years of accounts;</p>	<p>Yes. The accounts are audited annual by an Internal Auditor and an External Auditor.</p>
<p>Please clarify the relationship between the Town Council and the delivery partners.</p>	<p>Liskeard Town Council will be the accountable body for the project. Cornwall Council and the Plymouth College of Art are key delivery partners and memoranda of understanding will be produced to outline the various roles and relevant services and facilities (including relevant fees). Presently, the other partners and stakeholders do not play a role requiring such a formal written agreement. Their support will be indicated by letters of support that they have provided. However, should the project develop in such a way that a more formal agreement is needed this can be done. It should be noted that the Town Council is represented upon the Cornwall Council Cattle Market Working Party. This is overseeing the regeneration of the cattle market including</p>

	the wider planning context, the Cornwall Council mainstream ERDF application for 1,200 square metres of office workspace and the Town Council CLLD bid for container workspace.
Please confirm the Business mentors links in the project and how you will ensure they are qualified to deliver Business support.	Since 2017, the Town Council's Economic Development Working Party has been attended on a fairly regular basis by a representative of the Growth Hub. They have provided advice on Growth Hub services. We have helped to promote these services and other initiatives to the local business community. This Cattle Market Makers project has been framed to provide workspace which is something that is in short supply locally. We have met with the Growth Hub and a representative of the Skills Hub regarding this project. They were able to confirm that the project helps to cover one of the gaps in their portfolio of products and services. In particular, the pre business start-up in which help was not provided under their course programme. It was agreed that our project and the Growth Hub and Skills Hub would refer each other appropriate enquiries to their mutual benefit and to assist local businesses. Once the Cattle Market Maker Project Coordinator and part time Assistant posts are filled there will be familiarisation and training in the business mentors and services provided by both Growth Hub and Skills Hub.

4. Timescales			
What are your anticipated project timescales			
Project start date	DD/MM/YYYY Y	Project completion date	DD/MM/YYYY

**C. Where will your project deliver?**

5. Local Action Group Details	
Which Local Action Group Area or Areas will benefit from your project activity?	
Which Local Action Group Area will be the main beneficiary?	South & East
If the project will benefit more than one LAG area, please select the additional LAG areas	<input type="checkbox"/> AMLAG <input type="checkbox"/> C2CLAG <input type="checkbox"/> SELAG <input type="checkbox"/> WCLAG
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty	All details above are correct <input checked="" type="checkbox"/>

**D. What will your project deliver?**

Double click on this table to open it. In the first column, use the drop down menu to select which LAG is relevant. Then use the drop down menu to select which of the LDS Strategic Objectives your project will deliver.



## 6. Strategic Objectives

Which of the Strategic Objectives will your project meet?

LAG	SELAG 1. Stimulating new and existing local businesses to provide local work opportunities including by making them as competitive as possible
LAG	SELAG 3. Developing community led initiatives/ community based projects to work with people to build capacity, confidence and skills for progression towards employment and training
LAG	SELAG 4. Raising community aspirations by targeting locally distinctive initiatives to achieve an economic step change (an objective in its own right and an underpinning objective)
LAG	

## 7. Strategic Fit and Need for your Project

Please explain how your project will meet the objective(s) identified and provide details of the planned activities to be delivered by the project.

The creative industries are the fastest growing part of the UK economy. They are defined by the UK government as “those industries which have their origin in individual creativity, skill and talent and which have a potential for wealth and job creation through the generation and exploitation of intellectual property”. Since 2010, the GVA of the creative industries has increased by a massive 53.1%. The sector now generates 5.5% of the UK economy. There are more than 2 million (2,040,000) jobs in the creative industries. Creative jobs have increased by 30.6% since 2011. In 2017, the sector contributed £101.5bn gross value added (GVA). The creative economy is a wider description that includes creative occupations outside the sector, such as designers in the automotive sector or architects in the construction sector. The creative economy accounts for 1 in 10 jobs across the UK and employ 700,000 more people than the financial services. In 2018, over 3.2 million (3,202,000) people worked in the creative economy. Creative jobs are future-proof jobs: 87% of creative jobs are at low or no risk of automation. [Source: Creative Industries Federation] Cornwall is fully committed to growing and supporting its creative sector, with the ambition to be “A leading rural region for creativity and culture: where excellence is achieved by keeping in balance community engagement, high value creative industries and cultural distinction.” [Source: Cornwall Council White Paper for Culture edition 2.3] The Creative Sector is named as the first opportunity in Cornwall and Isles of Scilly LEP’s ‘10 Opportunities’ LEP chairman Mark Duddridge said: “We’re pitching a 21st Century economy to Government and investors that shows off our strengths and sells opportunity. We should be the workplace of choice for fast-growing sectors like digital tech and creative industries.” We [COIS LEP] expect to use the 10 Opportunities as a basis for a CloS response to a Local Industrial Strategy in the coming months.

Who are your competitors? What differentiates your project from what they are doing?

We don't believe that there are competitors locally, however there are a number of organisations we see as collaborators and we have met with them to discuss how we can ensure we are complementing what is already provided and cross refer to enable local people to have the best support. In reality, in Liskeard there is a critical shortfall of key facilities, such as, premises, equipment, advice and support. This prevents the economy from growing and exacerbates the issues of deprivation. When we approached the Growth Hub and Skills Hub asking to identify possible areas of joint working and to reduce any overlap of provision, it became clear that they both welcomed being able to pass on enquiries from people ineligible to receive their help for example pre business start up advice. The Cattle Market Makers project will be even more constrained by the needs to provide such a high proportion of participants and businesses from the core areas within the town. The project will pass on those enquiries from outside the core and functional areas to the Growth Hub and Skills Hub. This will also include businesses from non-eligible sectors of the economy. We intend to rely upon experienced and specialist providers such as, Cultivator who provide an excellent service. They are based in Redruth. They have supplied a letter of support to provide highly focused support and assistance to eligible participants provided by the project.

What other funding have you considered for this project? Why are you requesting funds from CLLD?

The CLLD has the combination of ERDF and ESF that enables a more comprehensive approach. This supports investment in infrastructure and individuals to provide a better balanced regeneration of the community of Liskeard.

What would happen to your project if you did not receive all or some of the CLLD funding?

If no grant support were forthcoming from the CLLD programme the project would not happen. The Town Council does not have a "duty" to promote economic development. It has one of the smallest budgets of any of the Town Councils in Cornwall. Depending on the amount of grant allocated and the balance of the ERDF / ESF approved, we would discuss changes to activities with our partners. This could include a reduction in the number of containers obtained. There are issues of economies of scale where costs would still be incurred even if divided into a smaller number of container units. The range of partners and the corresponding offers to ESF participants could be scaled back. However, a number of the ESF participants have been excluded perhaps for several years. A more extensive range of options might be the most cost effective way of moving them towards the mainstream economy.

## 8. Project Management and Delivery

Will the project involve any delivery partners? If yes please provide details below:

*NB A Delivery Partner is another organisation or company who will help you deliver your project and are integral to its success.*

Yes

Who are the delivery partners?	Summarise their experience and what will their role will be in this project?	Is there a Service Level Agreement or Memorandum of Understanding in place?
Cornwall Council	Cornwall Council has considerable experience of delivering economic development and regeneration capital projects. Cornwall Council is the landowner and they will provide £60,000 as a cash contribution to the project. Discussions are ongoing concerning whether they will be partners in the project and provide the land as a capitalised contribution and/or actually own the containers which we will lease from them as opposed to us purchasing the containers outright.	To be drafted
Plymouth College of Art Liskeard Arts and Media Body (LAMB)	Plymouth College of Art - has a specialist knowledge of this sector - (some current students are from the local area and a number of their alumni live within the catchment area.) They have offered to help with practical workshops, masterclasses, pop-up markets and community art. Furthermore, the College has the capacity to offer access to equipment such as, kilns, fablab, jewellery workshops and glass blowing facilities etc. This would have to be charged (in terms of technician support to ensure health and safety and direct consumables and costs etc) but the project could perhaps subsidise or even pay fully for this for participants depending on their circumstances. In addition, the College would be keen to explore how it can provide access for artists and makers in the Liskeard area to its postgraduate programmes such as the MA in Entrepreneurship for Creative Practice. It would also be a real opportunity for postgraduate	Yes

	<p>students to be involved in the development of the Cattle Market Makers Project. The College also offers over 20 short courses in a range practical arts based skills which, is hoped will provide some ESF participants with options in the next steps progression</p>	
<p>Stakeholders</p>	<p><b>. Liskeard Arts and Media Body (LAMB)</b> is a Community Interest Company. It's vision is to celebrate and promote Liskeard, helping to create a sense of belonging and pride and giving a voice to a wide range of people. It publishes the quarterly Lyskerrys magazine which is delivered free to every household. The magazine will be an important way to communicate about the project, including to people who are excluded from other forms of communication. Businesses and potential entrepreneurs involved in the project can be profiled in the magazine, and LAMB can also provide support to makers around how to write about and publicise their work.</p> <p><b>Liskerrett Centre</b> – say they will be providing secure studio space at affordable rates,</p> <ul style="list-style-type: none"> <li>•opportunities to exhibit work in our public areas</li> <li>•links from Liskerrett's web site to artist's own</li> <li>•coverage of artists exhibitions, projects and successes in our monthly newsletter</li> <li>•opportunities for network and creative sharing</li> <li>•use of the Centre's facilities including free wi-fi, café on site</li> <li>•opportunities to contribute and participate in community arts and heritage projects</li> <li>•rental of additional rooms for occasional use for workshops and exhibitions at discounted community rates</li> </ul> <p>We particularly like to support artists who will use their studio space</p> <ul style="list-style-type: none"> <li>•to develop their practice/business;</li> <li>•commit to using their studio regularly;</li> <li>•have plans to grow their practice;</li> <li>•have a commitment to continuing professional development;</li> </ul> <p>have a commitment to the community ethos of the Liskerrett Centre</p>	<p>Letter of support received</p>

ECCABI	Have offered to refer mutually eligible or suitable participants.	Letter of support received
Cultivator	Cultivator will be able to support the project by offering tailored creative business support to creative entrepreneurs in Liskeard; skills workshops, networking sessions and other business and skills development opportunities.	Letter of support received
Adult Education	Offer a venue for some activities. Would be happy to refer suitable participants to the project and receive referrals from the project.	Letter of support understood to being drafted
Primary Schools	Possible venues for intergenerational project work that should bring in ESF participants not accessible through mainstream channels.	Letters of supported anticipated
Community Treasure Chest	Providing upcycled materials to assist with the craft workshops	Letter of support anticipated
Lighthouse Community Centre	Providing activities for possible participants.	Letter of support anticipated.

If you are an established organisation, what is your track record of running similar projects? Provide examples of where you have delivered activity in similar areas or to similar target groups. What did your project achieve and how did the evaluation of that work help in shaping this project?

Click here to enter text.

Who will manage, run and monitor the project? Please provide a short summary of the relevant skills and experience of each member of staff who will be working on this project. If not the main project contact, who are they in relation to the applicant?

Click here to enter text.

What systems do you have in place for managing the project, including the preparation of claims and recording and reporting of outputs?

Click here to enter text.

All applicants must meet publicity requirements (set out in the guidance), please clarify how you will meet these needs and ensure all materials are correctly branded?

Click here to enter text.

Is this project a feasibility or test project?

No

If yes, please outline the reasons for this and the areas of your business/organisation's plans it will address. Do you intend to submit further applications to CLLD for this activity?

Click here to enter text.

What arrangements will be made to evaluate the impact of the project?

Click here to enter text.

## 9. Project Participants (Projects supporting Potential Entrepreneurs and ESF projects only)

Tell us how you will recruit participants to the project. How you will promote the project to ensure you target participants from CLLD's core areas? How will you evidence that the beneficiaries are from CLLD's target areas?

Click here to enter text.

What evidence do you have that your delivery model is the most effective for the target group? Provide an outline of a participant journey from initial contact to exiting the programme

Participant Journey example – Liskeard Makers CLLD application 2019: Whilst she was growing up Lucy was always seen as the creative one in her family and she took real enjoyment in arts subjects at school. She was successful in her creative studies and fifteen years ago she completed a Foundation Degree in Art and Design. At the time Lucy didn't feel able to pursue studying for a degree and she has since built up a career outside the creative sector. Lucy currently balances motherhood with working part-time in an administrative role. As her children are now at secondary school Lucy is looking for a new challenge for herself, she has always continued to make artwork, mostly prints and cards as gifts for family and friends – Lucy's never thought about selling her work and doesn't see any commercial value to it. 2020: With both trepidation and a sense of excitement Lucy decides to sign up for a couple of printmaking workshops at the Liskeard Makers project. These really reignite her interest in making work and she begins producing lots of prints and experimenting with techniques and other media that she's not tried previously. As Lucy becomes more aware of what's on offer through the Makers project she signs up for a variety of business skills, creative courses and mentoring and also undertakes a short course at Plymouth College of Art. In 2021 one of the shipping container studios becomes vacant and Lucy takes it on. Lucy now has an understanding of how to market her work and she begins to selling, she is delighted to start making enough money to cover the rent and her materials. The container next door rented is a graphic designer, Jen, who is also getting back into making work after some time out. Jen and Lucy find that they have much in common and start working on projects together. They find that collaborating in this way builds their confidence and willingness to experiment with ideas. In addition they find that their differing business strengths also complement each other. 2022: The newly-built permanent creative workspaces at Liskeard Cattle Market open in spring 2022. Lucy and Jen have set up a company together and decide to take the plunge and sign up for a year's tenancy in one of the smaller studio spaces. They have built up a distinctive brand and their work is selling well both on-line and through local galleries; they have undertaken a couple of direct commissions for local companies and they have recently started supplying an retail outlet in London. Lucy also decides that now is the time to resign from her administrative job to devote herself full-time to the business.

There are a range of ways we might make first contact with an ESF participant but two of the most promising are via the after-school craft clubs we will run at local primary schools for parents and grandparents to make with their children and as referrals from Liskeard Together. Our project manager will visit these sessions to talk to participants about what we can offer. The next stage might be to attend a making course at the Craft Containers in the Cattle Market, enabling the participant to learn more about a particular craft and make a regular time commitment. While there, they will be introduced to the making space and Fab Lab and meet artists and makers in their adjacent workshops. They'll also have the opportunity to meet staff from the adult education Skills for Life programme and National Careers Service. The project is designed to be flexible to meet individual needs. Possible ways for ESF participants to progress are: taking further courses at the craft containers, including creative digital courses; using the making space to progress their own work; joining the potential entrepreneurs strand for further support; going on to Skills for Life or other adult education courses; taking a short course at Plymouth College of Art; or building on their increased confidence to move into employment.

We'll use the links with our partners and stakeholders to give participants options which meet their aspirations and needs and enable them to take achievable steps.

How will you capture the participant's progression to ensure your planned outputs and results targets are met?

Click here to enter text.

**(For ESF projects only)** What links do you have to local employers? How will you ensure that the activity you are delivering addresses the needs of local employers as well as participants?

Click here to enter text.

Tell us about any indirect outputs or wider impacts your project may generate that you haven't told us about already

The release of the former cattle market site from use as a livestock sales venue (1905-2018) provides an historic opportunity. At 3.2 acres the site is large enough to embrace several uses and phases of development including that proposed in this application. The development of a new purpose for a part of the former cattle market site is critical. This site is significant both for the ongoing health and vitality of the town centre and the surrounding hinterland for several decades into the future. Taking part in cultural activity is proven to increase mental and physical well-being. People who had attended a cultural event in the previous year were 60% more likely to report being in good health than those who had not. (Source: Arts Council England).

## 10. Permissions and Building Regulations and Standards

Does your project require planning permission?	Application in progress
Does the project need to meet building regulations/local authority standards?	Application in progress
Do any building alterations require your landlord's approval?	Application in progress
Do you or the project require any other relevant licences?	Not applicable

Use the space below to provide any further details necessary:

The landowner is the Planning Authority Cornwall Council. A consultancy retained by them is preparing a planning statement for the former cattle market site. This will include the Cornwall Council mainstream ERDF workspace application as well as other elements such as, the Town Council Cattle Market Makers project. It is understood that this will be a RIBA stage 3 application including the location of services and put in place the planning consent necessary for the Cattle Market Makers project to proceed.

## 11. Project risks

Tell us what you see as being the main risks to your project and what you have done/will do to mitigate them:

Risk	Mitigation – how you will minimise the risk
<p>The achievement of ESF outputs is often difficult to realise both with regards recording completely compliant outputs. In this CLLD area, in particular, the very marginalised nature of the people that most need help can make them difficult to engage through conventional approaches such as Job Centre +.</p>	<p>We have engaged a range of potential partners to find alternative routes to participation. These including Primary Schools (that are looking at after school – intergenerational craft sessions), Liskeard Together project (which aims to build individuals confidence to manage debt through the participation in the “Money Matters” skills building), the Liskerrett Centre – provides a venue as a training and meeting facility. They are well used by community groups and organisations, such as, a Youth Group. Community Treasure Chest upcycles items - much of the upcycled items are reused with the local community which is a deprived area.) Lighthouse Community Centre (CIC) - provides services for children, young people and their families in the town. The CIC runs activities and events that inspire, educate and help to develop skills and confidence for future life. They hold various workshops and events around the town that are designed to be engaging and fun whilst providing real life learning that is transferable to future employment and life. Lighthouse Community Centre (LCC) are running upcycling workshops aimed at teenagers over this summer, with support from TeX in Bodmin, a social enterprise which focuses on recycling textiles in imaginative ways.</p>
<p>That there is a lack of demand for the small workspace, that is, being provided by this project.</p>	<p>Various demand studies have been and are currently being undertaken that show that there is a good demand for this workspace. The Cornwall Council commissioned 2017 demand for workspaces in East Cornwall showed a need for workspace in Liskeard (the cattle market site being specifically mentioned as a venue.) The Town Council commissioned (funded by the LEP and Chamber of Commerce etc) demand study in 2018 showed a need for a range of different sized buildings and plots including small workspace. Creative Kernow are currently running a demand study for that type of unit. In addition, the 6 small business units owned by the Town Council are full occupied as are the Cornwall Council owned small units within the former cattle market site. There has been no provision of a range of workspace for letting to business start-ups or small business expansion since 2003. In fact, a number of workspace units have been taken out of business use when their sites have been redeveloped for housing (Gas Lane, Dark Lane, Routledge Court and Victoria Place – and now Trevecca.</p>

Conflict with the Cornwall Council workspace proposals.	The Town Council is part of the Cornwall Council Cattle Market Working Party. Two Cornwall Council councillors are Town Council
Click here to enter text.	Click here to enter text.

## E. Cross cutting themes

12. Cross Cutting Themes.					
All projects are expected to show how they will address the 2 cross cutting themes of Equal Opportunities and Sustainability					
Does your business/organisation hold the following policies, with accompanying Implementation Plans? (They must have been signed and dated within the last 12 months and copies will need to be provided)	Sustainability/ Environmental Development Policy	Signed policy?	Gender Equality & Equal Opportunities Policy	Signed policy?	
<b>(For ESF projects only):</b> You will also need policies and implementation plans for each of the following:					
GDPR/Data Protection	Yes	Safeguarding	Yes	Anti-fraud	Signed policy?
Thinking about the environmental impact of your project, tell us about the impacts, positive and negative, your project may have. Also explain the steps you are taking to mitigate any negative impacts. Refer to your policy when completing this section.					
Risk			Mitigation – how you will minimise the risk		
Click here to enter text.			Click here to enter text.		
Click here to enter text.			Click here to enter text.		
Click here to enter text.			Click here to enter text.		
Click here to enter text.			Click here to enter text.		
Tell us how you project will have a positive impact in promoting equality of opportunity or access to your product/services defined in the Protected Characteristics, as defined in the Equality Act 2010. This could include your procurement process, how you market your product or how you will deliver your project.					
We are in the process of revising our current policy and will have an "Equality and Diversity" policy and a supporting implementation plan for the project. This will fully reflect the requirements of the Equality Act 2010. The town council and its partners will ensure the implementation of the project without disadvantage to staff, businesses and participants with the following 'protected characteristics' :-Age - Gender - Race - Disability - Pregnancy & Maternity - Religion & Belief - Gender Reassignment - Marriage & Civil Partnership - Sexual Orientation. The "Equality and Diversity" implementation plan will apply to all aspects of the project including the recruitment of staff and working with businesses and participants. This will include the use of venues which have disabled access, and are safe and well lit. The venues will also be accessible by public transport. Nursery facilities will be present or provided at the time of the course. The courses will be held at times to enable participants with caring responsibilities, such as, avoiding the "school run" and half-term holiday					



times. The course will also be mindful of those participants with caring responsibilities that might include aged parents. As a public authority we have additional duties under the Public Sector Equality Duty.

Please confirm how you will ensure any delivery partners will pass on your sustainability and equal opportunities responsibilities:

Our delivery partners Cornwall Council and Plymouth College of Art have their own sustainability and equal opportunities policies and both institutions are aware of the need to monitor their compliance in respect of the receipt of ERDF/ESF funding. Where the project is utilising the services or using the facilities of smaller organisations, copies of their policies will be requested and filled for future reference. At the commencement of the project those staff and partners staff involved in the delivery of the project will be briefed in the nature of the sustainability and equal opportunities.

### 13. Current Workforce Baseline data

As part of the requirement of the funding we need to collect some information on your employees, this is all anonymous data.

Current Full Time Equivalent staff								Number of FTE's.	
How many of your current workforce consider themselves to have a disability? This can be a physical disability, a learning difficulty or mental ill-health.								Click here to enter text.	
How many of your current workforce fall into each of the following age categories?									
16-24	Click here to enter text.	25-29	Click here to enter text.	30-34	Click here to enter text.	35-39	Click here to enter text.	40-44	Click here to enter text.
45-49	Click here to enter text.	50-54	Click here to enter text.	55-59	Click here to enter text.	60-64	Click here to enter text.	65+	Click here to enter text.
Prefer not to say	Click here to enter text.								
How many of your workforce are male?		Click here to enter text.			How many of your workforce are female?		Click here to enter text.		
How many of your current workforce consider themselves to fall into the following ethnic groups?									
Select an option			Click here to enter text.		Select an option			Click here to enter text.	
Select an option			Click here to enter text.		Select an option			Click here to enter text.	
How many of your current workforce identify as Cornish? (Optional)								Click here to enter text.	

## F. Financial details

### 14. Financial Details

You will not receive your grant until <b>AFTER</b> you have paid the total costs of your project and your claim is approved			
Are you applying for Gross or Net costs?	Gross	If you are VAT registered and are unable to recover your VAT, please explain why <i>NB please include a letter from your accountant or from HMRC to evidence this.</i>	818323925
Do you have sufficient funds to cover the project funding requirement?	Yes	Final Financial claim submission date	Click here to enter text.
If your accounts show a significant growth or decline in the last few years please provide an explanation. If you are in decline, what is the impact of those losses on your organisation?	"The Town Council did in the last few years conduct a refurbishment of our Public Hall. This was the largest investment in the building since the mid-1990's. This will result in the relevant year being significantly higher than a normal years expenditure.		
Please provide any additional information you would like to include about the financial position of your organisation.	We will need to obtain specialist VAT advice on whether to opt to tax and it is understood that we have until February 2020 to make the decision regarding reclaiming VAT .		

## G. Other Funding / Projects you have

15. Previous Grant Funding Received				
Has the business/organisation received any public sector funds or support in the last 3 years?				
Date of Funding Award	Source of Funding	Description of the Expenditure/ Activity	Date when the grant was paid	Value of Grant Claimed/Paid £
May 2017	Locality – British Government	Neighbourhood Plan preparation grant	May 2017	£4,900
March 2018	Cornwall Local Enterprise Partnership	Agri-hub Employment land and premises demand assessment	March 2018	£5,000
March 2016	WRAP – British Government	Rural Community Energy Programme – consultancy to assess sustainable energy options for council and partner buildings – PV installed	March 2016	£9,700
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty			All details above are correct <input checked="" type="checkbox"/>	

## 16. Other Current Projects

Please provide details of any other projects/ applications that you are wishing to apply for to any other funder or CLLD before this project will be completed

Type of Funding	Organisation	Timescale	Value of funding required	Project description	Progress update on application/project
None	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty				All details above are correct <input checked="" type="checkbox"/>	

## H. Applicant Declarations

Please tick to show your confirmation	
<input checked="" type="checkbox"/>	I declare that I have the authority to represent the above named organisation in making this application.
<input checked="" type="checkbox"/>	I understand that acceptance of this application does not in any way signify that the project is eligible for ERDF or ESF funding support or that ERDF/ESF funding has been approved towards it.
<input type="checkbox"/>	On behalf of the above named organisation I confirm: <ul style="list-style-type: none"> <li>• That the information provided in this application is accurate.</li> <li>• I am not aware of any relevant information, which has not been included in the application, but which if included is likely to affect the decision whether to endorse the application.</li> </ul>
<input type="checkbox"/>	If you have supplied personal information relating to third parties (e.g. delivery partners) as part of your application, you must ensure that you inform those third parties about how you use this information and inform them that this information will be passed to and processed by us as set out in this policy.
<input type="checkbox"/>	I/we understand that neither the decision makers nor any of its representatives or partners is liable for any expense incurred by me/us in the making of this Application.

<input type="checkbox"/>	I/we confirm that the project has not started and will not start until such time as an Offer Letter is received.
<input type="checkbox"/>	I/we confirm that the applicant business/organisation complies with all relevant UK and EU legislation.
<input type="checkbox"/>	I/we understand that the investment to which this Application relates will not be progressed if any aspect of the Application is deemed to be ineligible.
<input type="checkbox"/>	I confirm that the quotations provided are compliant with my specification
<input type="checkbox"/>	I confirm that my organisation has no relationship or conflict of interest with the chosen preferred suppliers
<input type="checkbox"/>	<p>No orders should be placed with these suppliers before you have been informed by CDC that you have been awarded a Grant.</p> <ul style="list-style-type: none"> <li>* The suppliers listed will be detailed in your Offer Letter (the contract offering you the Grant) if awarded a Grant.</li> <li>* Paid invoices from these suppliers are the only expenditure that will be considered eligible for any grant to be paid against.</li> <li>* ONLY IN EXCEPTIONAL CIRCUMSTANCES can changes to these suppliers be made WITH THE PRIOR PERMISSION OF CDC.</li> <li>* In no circumstances should any payment be made to an alternative supplier without CDC's permission; any expenditure incurred before permission is granted by CDC may be considered ineligible and will not qualify for any grant.</li> </ul> <p><b>I have read and understood the above conditions and confirm that all information on this form is correct.</b></p>

### Important Information

- You should not commence project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services, before your application has been formally approved and you have entered into a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support.
- If you knowingly or recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, an additional financial penalty and exclusion from other schemes operated by the UK Government/ EU. By submitting this form you are confirming that you have read and agree with the above declarations and you consent to us processing the information that we collect from you in accordance with our Privacy Policy.

### Privacy Information

- CDC will hold the information that you provide to us confidentially and we will share certain elements of this information with the relevant Local Action Group(s)/CLLD Executive Group(s) and with other support service providers (as appropriate to your needs). Your information will be collected, processed and held securely in accordance with the Data Protection legislation and the General Data Protection Regulation (GDPR) and any other directly applicable European legislation relating to privacy. Our privacy statement is on our website [www.communityledcornwall.co.uk](http://www.communityledcornwall.co.uk) or can be supplied by email or post if requested.

- We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public to information held by us. This means that, whilst we will respect the sensitivity of the information you provide, there may be legal requirements which oblige us to disclose this information.
- We will use the information you provide to administer, process and assess your application for funding under the CLLD Programme and to administer any funding if your application is successful. We may publish details about this application on our website (this may include all or some of the project and applicant details).
- Information you provide may also be shared with other government departments, agencies and third parties appointed in connection with the administration of the CLLD Programme. Such organisations may use this information to contact you for occasional customer research aimed at improving the delivery of this programme.
- Your information may also be shared with other government departments and agencies for the purpose of fraud prevention. The application and evaluation of grant funding is also subject to audit and review by both internal and external auditors who may need to access the information you submit in your application.
- You may be asked to supply some sensitive personal data as part of your application such as information about racial or ethnic origin, political opinion, religious beliefs, trade union membership, physical or mental health, criminal offences or proceedings. We will only use this information for the purpose of processing your application and for statistical analysis. If it is shared with other government bodies for the purpose of statistical analysis, it will be shared on an anonymised basis.

We will not hold your information for longer than is necessary. We will hold the majority of your information for three years after the programme closure in December 2033 as this is a requirement we have with our Managing Authorities, unless we have a legitimate reason to hold this for longer, for instance in defending any legal proceedings brought by any person or body in relation to your application or any funding we have provided, or as required by law or any relevant code of practice. All personal information held by the CLLD Programme is held safely in a secure environment.

<b>Full Printed Name</b>	Stephen Ronald Vinson
<b>Position</b>	Town Clerk
<b>Date</b>	8th November 2019
<b>Signature</b>	Click here to enter text.

## I. Additional Documents checklist

Supporting documents to be submitted with your application:	
CLLD FA2 Full Application Appendices	Choose an option
Most recent bank statement	Included
Evidence of your ability to cash flow the total project cost if not reflected in your bank statement	Included
Full set of final audited accounts for the last 2 years	Included
Management accounts if the last financial year's annual accounts are more than 6 months old	Included
If you are unable to recover VAT, evidence of this from your accountant / HMRC	Not applicable
A copy of a personal credit check for sole traders and Partnerships	Not applicable
A copy of your business plan	Choose an option
Evidence of your match funding (letters from funders etc)	Choose an option
Procurement evidence – quotes, screenshots, tender documents etc	Choose an option
Copies of any permissions/licences	Choose an option
Consent from landlord to carry out works	Choose an option
Copy of lease and landlord consent	Choose an option
Letters of support	Choose an option
Job Descriptions for any roles funded through this project	Choose an option
Any SLA's with delivery partners	Choose an option
Policies and implementation plans Gender Equality and Equal Opportunities; Sustainable Development; GDPR; Anti-fraud; Sustainable Development Implementation plan (ESF only)	Choose an option
Governance documents for non-limited companies	Not applicable
Use the space below to provide any further information necessary:	
Click here to enter text.	