



LISKEARD TOWN COUNCIL

GRANT AWARDING POLICY, CONTEXT AND APPLICATION FORM

Our Vision for Liskeard:

A thriving and inclusive community which serves as the commercial and cultural hub of South East Cornwall.

Our Values:

- Build a strong local community which is proactive, involved, resilient, cohesive and proud of where we live.
 - Support the growth of good quality local jobs and businesses, strengthen the local food and farming sector and attract new investment.
 - Deliver the development priorities which the community has set out in the neighbourhood plan.
 - Improve social and leisure facilities in Liskeard.
 - Protect and enhance the culture and heritage of the town.
 - Facilitate the development of transport and technology infrastructure to meet our current and future needs.
 - Promote and market Liskeard as the commercial and cultural centre for South East Cornwall.
 - Develop and promote the Council's assets for the benefit of the community
- In support of these aims we will also:
- Sustain Liskeard Town Council as an effective and financially sound organisation which is in touch with the needs and wishes of local people.
 - Take pride in our Civic duties.

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

Eligibility Criteria

- 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. Income to cover necessary costs to carry out the project should not normally be considered as profit.
- An individual may not receive a grant, although a club, cadet force, association, or School (only for items that are not part of the statutory curriculum) can apply.
- A single business cannot receive a grant, although a Trade Association, Traders Association (including a project delivery Ltd. company) or Chamber of Commerce might put forward an eligible project.
- Applications are welcomed from community groups, social enterprises, trusts, Community Interest Companies (CIC), companies ltd. by guarantee with charitable and / or beneficial aims and objectives 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.
- 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.
- Where more than one organization or group appear to be offering the same service, products or event already, the Town Council would encourage those groups to consider working together for the benefit of Liskeard before submitting applications for new projects.
- The Town Council may not lawfully give grant aid to a church for works to a church building. However, the funding of otherwise eligible items such as, equipment or events might be considered for grant support.
- A project of the Town Forum might be considered, if eligible.

What we don't fund

- Grants will not be awarded retrospectively to any project.
- Normal repairs or maintenance.
- Grants will not be paid against the normal operating costs of an organisation, e.g. wages, rents, stock etc. A genuinely new service might be supported.
- Each applicant will only be permitted one grant approval per financial year.

- 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).

Amounts to be awarded

- Normally awards of grant will be in the range of £50 £100 - £500 £750. For applications which the Council considers are exceptional, the Council can reserve the right to approve a grant of up to £5,000.

Conditions of use

- The money must be used within one year or capital projects two years of being awarded. Unless the works require anything that might need a longer period e.g. landowners consent, planning permission, approval of match-funding contributions etc.
- Any unspent element of the grant should be repaid to the Town Council.
- Should a grant be awarded the Town Council requires as a condition of approval that the support of the Town Council and the town council logo is acknowledged in all relevant press releases, social media posts etc. and that the recipients of grants give report back to the Town Council on the use of the monies awarded. This could include presenting information at the public annual meeting.
- Upon the completion of a project to submit a report on how the money was spent and how the people and community of Liskeard benefited.

Application process

- Applications must be made on the form supplied.
- All grant applications must be accompanied by the latest set of accounts, failing this, a current bank statement of the funds and balances. For small oneoff projects or events, its sources of income and details of expected expenditure may be acceptable – please contact us for guidance.
- Applications to be sent by e-mail to the Town Clerk townclerk@liskeard.gov.uk or posted or handled into the Town Council Offices at 3-5 West Street, Liskeard PL14 6BW
- Correctly completed applications will be considered by the Town Council. This meets on the last Tuesday of each month. Applications should be received on the Monday of the preceding week. The applicant may attend the Council and present their application to the Council if the applicant wishes.

- If the proposed project does not comply with the above guidelines, it will not be considered by the Council, and the applicant advised accordingly.
- Approved grants will usually be released on production of an invoice or receipts for project costs.

Originally Adopted: 19 March 2019

Most recent revision adopted: 30 May 2023

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 e-mail it to the Town Clerk townclerk@liskeard.gov.uk or drop into the office mailbox:
The Town Clerk, 3-5 West Street, Liskeard PL14 6BW**

Name of Applicant / Organisation	Looe Development Trust
Charity Number or Registered Company Number (if applicable)	1090558
Date of the Application	7 th December 2023
Person to contact	Justin Spreckley
Position Held	Chairman
What does your organisation do?	<ul style="list-style-type: none">• Education and learning to support the skills base and in turn relieve hardship• Preserve and protect amenities• Support recreation and leisure activities <p>These three objectives are why the Trust is the accountable body for the Moor to Sea project partnership of strategic and Looe Valley partners which have delivered a range of projects related to these objectives over the last almost two years; and has now moved to delivering the 'Smugglers Trail' between Looe and Liskeard.</p>
Website or Social Media addresses	Looe Development Trust Millpool Centre www.moortosea.org Moor to Sea: Looe to Liskeard Facebook page: https://www.facebook.com/profile.php?id=100085641885594 Smugglers Trail web page in development
How is your organisation funded?	LDT is funded from a variety of sources for project specific activities. Moor to Sea has been funded 80% by the Heritage Lottery Fund with contributions from Looe Town Council, Liskeard Town Council, the Community Rail Partnership, World Heritage Site, Cornwall Heritage Trust and two Cornwall Councillor community chest funds in the area. Remaining funds

	have been used to match Cornwall Council's Community Chest and the Devon and Cornwall Rail Partnership to support the specific delivery of the Smugglers Trail.
Give a brief description of your project.	<p>The Smugglers Trail already exists using public rights of way and is a matter of historic record but is poorly promoted and waymarked and there is limited accessibility and use. Some of the infrastructure (sign posts and stiles) along the route are broken and it is difficult to navigate in places because of this or the general state of part of the Trail.</p> <p>The project is to develop and cost a signage plan for the route (including how it is marketed) and to engage with landowners and other local stakeholders to scope a section of the route which can be made accessible for wheelchair users. We will also build the partnership's connections to other local and Cornwall-wide organisations.</p> <p>We want to be able to employ clear signage from the town centres to the trail (this project is seeking to evolve the route from Looe to Liskeard, although the historic trail goes up to Boscastle) and for Liskeard direct people to and from the town centre to the train station (where there will be signage and information on the trail) and also connecting with the Moorswater trail which has already been established as part of the Moor to Sea project.</p> <p>This will draw people up the valley and add value to assets such as Liskeard museum (who have been a great partner during the Moor to Sea project), Stuart House, information for the Tourist Information Centre and businesses such as shops and cafes in supporting town footfall and spend in the long term.</p> <p>As we procure designers the project manager is aiming for consultation with local councils and others on waymarkers that represent the spirit and identity of the valley.</p>

What benefits will your project give to the town, visibly or in the impact that the project will have on specific groups or the wider Community? Who in the Town will benefit?

Are there currently any similar projects / services available? If so how is your project different?

- Improved signage and information availability in the town centre; supported by the inclusion of a QR code that can give visitors and local people information on the town and the Smugglers trail
 - It will enhance the area (Dean Street) complimenting seating and public toilets and create some dwell time
 - Connectivity with Liskeard station and the rail heritage centre will be improved, as will knowledge of Liskeard's cultural offer
 - Walking will be encouraged: a key to mental and physical wellbeing and visitors and local people will be informed of green routes that connect the town centre.
 - Design brief focuses on accessibility in terms of colour, design & engagement on what the waymarker will look like
 - Encouraging the use of an apparently greatly under used countryside between Looe and Liskeard which enables another tourism offer to appreciate the heritage and natural environment of the area
 - Moor to Sea has developed strong relationships with the voluntary and community sector in Liskeard including Liskerret and the museum. This is a great opportunity to increase social inclusion and the opportunity of countryside access through the trail. Information on the trail will be deposited in these places, Stuart House, the station etc
 - There is an opportunity to also include the workshed/cattle market. We are giving some thought to how we can market local artists and creators through the QR codes and at the very least we need to engage a couple of story tellers for events in Kilminorth woods before the end of the project.
 - Interpretation at Lock 21 (Moorswater) and similarly Hodges No2 lime kiln which we are currently working on
- There are no similar projects to this.

Have you previously received a grant from Liskeard Town Council?

If 'Yes' please indicate

YES

(a) When: Initially approved 29/10/19 but not drawdown as the project was delayed due to covid. Funding was extended 5/7/22 as a general match fund for the Moor to Sea project.

Nothing for this specific project

(b) Amount received £500

(c) Purpose: Moor to Sea match funding

<p>What is the total cost of your Project?</p>	<p>Smugglers Trail project: £25,537</p>
<p>What sum of money are you looking for from the Town Council?</p> <p>What exactly will it be used to support?</p>	<p>The Council cannot fund the normal ongoing operating costs of organisations. This application should not contain such costs.</p> <p>£750 to support signage in the town centre which connects with the railway station and Moorswater. This will contribute to the costs of design and implementation; as well as marketing and associated events to support local people. It would be helpful to also have the flexibility to spend after April 1st 2024 as we are working at an accelerated speed on this project and Cornwall Council's Community Fund gives us the flexibility to be able to do so if need be.</p> <p>We will continue to work closely with Liskeard Town Council and agencies in the town to promote and enable this work.</p>
<p>How will the rest of your project be funded?</p> <p>Have these monies all been confirmed?</p>	<p>The rest of the project is funded by the Cornwall Council SPF Community Fund (secure and in the LDT accounts) and the Devon and Cornwall Rail Partnership (grant agreed but it can only be drawn down on submission of a successful activity report by March 31st 2024 and will be paid on activity achieved later in the Spring/Summer. There is also some residual monies from the largely completed Moor to Sea project.</p>
<p>Has your organisation adopted its own Safeguarding Policy?</p>	<p>Yes</p>
<p>Does your organisation conduct DBS checks on staff and volunteers?</p>	<p>Yes and individuals working in the project get DBS checked when they are going to work with children and young people.</p>
<p>Have you attached a copy of the accounts of your organisation?</p>	<p>Yes</p>