



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 preceeding 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	Liskeard, Looe, Torpoint & Rame Foodbank
Charity Number or Registered Company Number (if applicable)	1183375
Date of the Application	18:09:26
Person to contact Position Held	Catherine Lake Assistant Manager
What does your organisation do?	Supply crisis food to anyone in need Rural Outreach Programme, providing healthy food education to children from nursery age to Year 11.
Website or Social Media addresses	www.liskeardlooe.foodbank.org.uk
How is your organisation funded?	Grants and Donations
Give a brief description of your project.	To support local people in food crisis, give them a safe and welcoming environment to enter. To be able to signpost to other charities ie Citizens Advice so that their income can be maximised and any unclaimed benefits that they may be entitled to, such as Pension Credit and Attendance Allowance. We are moving to new premises and need to renovate the welcome area as it is a former garage. We need to update the current toilet facilities to ensure they comply with legislations for disabled access.

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?	People of the town will be provided with fresh food, non-perishable food, hygiene products. When people are in crisis we are the only people that they can turn to in the town. We are a 'One stop shop of support'. There are currently no other projects of this type in Liskeard.
Have you previously received a grant from Liskeard Town Council? If 'Yes' please indicate	YES (a) When (Date) 2022 (b) Amount received The project was supported with reduced rate occupancy. (c) The Town Council supported the initial set up of the Trussell Trust Rural Pathfinder where we were supported with access to a room at the town council in the New Liskeard room. This project that you supported is still ongoing in 2026 so has proved to be successful and an ongoing benefit to the residents of Liskeard.
What is the total cost of your Project?	£1,840.00 £841.00 renovation of welcome area (firm quote) £1,000.00 renovation of toilet (awaiting firm quote)
What sum of money are you looking for from the Town Council? What exactly will it be used to support?	The Council cannot fund the normal ongoing operating costs of organisations. This application should not contain such costs. Up to £1,840.00 We are asking for a grant of 70% of these costs and we hope to raise the other 30% through donations / sponsorship from members of the public. Renovating the welcome room and renovating the disabled toilet. Once completed these renovations will have a positive ongoing impact for the benefit of anyone seeking support from the foodbank for the foreseeable future.

How will the rest of your project be funded? Have these monies all been confirmed?	Donations Yes
Has your organisation adopted its own Safeguarding Policy?	Yes
Does your organisation conduct DBS checks on staff and volunteers?	Yes
Have you attached a copy of the accounts of your organisation?	Yes