



## **LISKEARD TOWN COUNCIL**

### **GRANT AWARDING POLICY**

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

#### **Eligibility Criteria to assist potential applicants and Councillors on the Finance, Economic Development & General Purposes Committee.**

- Applications can only be considered if they can demonstrate that the grant aid will be of benefit to the community of Liskeard.
- Grants will only be given to non-profit making organisations.
- All grant applications must be accompanied by the latest set of accounts, failing this, a current statement of the funds and balances.
- An individual may not receive a grant, although a club or association can apply.
- A single business cannot receive a grant, although a Trade Association or Chamber might put forward an eligible project.
- Grants will not be awarded retrospectively to any project.
- Grants will not be given for normal repairs or maintenance.
- Grants will not be paid against the normal operating costs of an organisation, e.g. wages, rents, stock etc.
- Normally awards of grant will be in the range of £50 - £500. For applications which the Committee considers are exceptional, the Committee can reserve the right to approve a grant of up to £5,000. The approval of a larger sum would need to be ratified by the Town Council under Financial Regulation 5.8 of the Revised Regulations adopted on 20 October 2015.

- The money must be used within two years of being awarded.
- Should a grant be awarded the Town Council requires as a condition of approval that the support of the Town Council is acknowledged in all relevant press releases, social media posts etc. and that the recipients of grants give feedback to the Town Council on the use of the monies awarded. This could include presenting information at the public annual meeting.
- Applications are welcomed from community groups, social enterprises, trusts and charities.
- Should the project be appropriate the Town Council would encourage applicants to seek the support of other grant bodies including from those outside of the town. This will help to draw down the maximum amount of external investment into the town.
- That a project seeking town council grant assistance should not already have been approved for the award of a Town Forum grant. (Note – funds held by the Town Forum have been provided by the Town Council).
- Each applicant will only be permitted one grant approval per financial year.
- Should the grant fund the purchase of an asset or service, which could be used by other community groups when not required, the applicant is encouraged to share the benefit.
- Applications must be made on the form supplied.
- Applications to be sent by e-mail to the Town Clerk [townclerk@liskeard.gov.uk](mailto:townclerk@liskeard.gov.uk) or posted or handed into the Town Council Offices at 3-5 West Street, Liskeard PL14 6BW
- Correctly completed applications will be considered by the Finance, Economic Development & General Purposes Committee of the Town Council. The applicant may attend the Committee and present their application to the Committee if the applicant wishes.
- If the proposed project does not comply with the above guidelines, it will not be considered by the Committee.

Modified: As circumstances require

Review March 2021

**LISKEARD TOWN COUNCIL**  
**GRANT APPLICATION FORM**

**Do not complete the Application Form until you have read the Grant Awarding Policy and believe that you comply with it.**

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

**When you have completed this form please send it to:**

**The Town Clerk, 3-5 West Street, Liskeard PL14 6BW**

Name of Applicant / Organisation	Liskeard TICs (Thought I Couldn't Sing)
Person to contact	Ben Warwick-Potthurst
Position Held	Leader of Liskeard TICs
How are you funded?	Self-funded
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	The project will directly help and aid Liskeard & Looe Foodbank.

<p>A brief description of your project</p>	<p>Liskeard TICs are holding a concert on Wednesday 24 May at 7.30pm entitled "Doing our Bit". Entry to the concert for the local public will be by donation of 3 – 4 items that can be donated straight to the Liskeard &amp; Looe to the Foodbank and the singers of Liskeard TICs (approximately 45 members) will also be donating 3 – 4 items each. The concert will also be featuring between 20 and 30 children from schools t which Ben Warwick-Potthurst teaches, and the children will also be donating to the Foodbank. No money will be exchanged or made.</p>
<p>Have you previously received a grant from Liskeard Town Council?</p> <p>If 'Yes' please indicate</p>	<p>NO</p> <p>(a) When (Date)</p> <p>(b) Amount received £</p>
<p>What is the total cost of your Project?  What sum of money are you looking for from the Town Council and what exactly will it be used to support?  How is the difference to be funded?</p>	<p>Liskeard TICs are requesting a grant to cover or go towards the cost of the hire of the Public Hall for the date in question.</p> <p>Public Hall hire £98.00  Comfort Lighting £7.20  PRS £14.40  <b>TOTAL £119.60</b></p>
<p>Charity Number or Registered Company Number (if applicable)</p>	<p>N/A</p> <p>Date</p>

**IF POSSIBLE, PLEASE PROVIDE AN UP TO DATE COPY OF THE ORGANISATIONS ACCOUNTS**

There are no accounts for Liskeard TICs, and the group do not have their own bank account. Ben Warwick-Potthurst pays for the hire of the room in which we meet on a weekly basis and members of the choir voluntarily contribute a small amount towards the cost of this should they wish to.