



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.

- 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 Council considers are exceptional, the Council 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 or posted or handed into the Town Council Offices at 3-5 West Street, Liskeard PL14 6BW
- Correctly completed applications will be considered by Town Council. 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.

Adopted: 19 March 2019

Modified: As circumstances require

Reviewed: 25 March 2020

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	<i>Liskeard Radio</i>
Person to contact	<i>Mike Allsopp</i>
Position Held	<i>Events and Marketing</i>
How are you funded?	<i>Self-funded</i>
What benefits will your project give to the town, visibly or in the Community? Who in the Town will benefit?	<p><i>We are a Community Radio Station based in the town centre serving Liskeard and the surrounding area and as such we work closely with local retailers and members of the public to support their businesses and events on a reciprocal basis. We consider ourselves as a key service provider for the local area.</i></p> <p><i>Initially formed in 2013 as a Christmas-period only service we decided to become an 'all-year-round' Community Station in 2020 to support local residents during the pandemic and now broadcast 24/7 with a number of volunteer DJ's and excellent support team.</i></p> <p><i>This event will offer an opportunity for locals to enjoy a night out in the company of friends and family in a safe environment at a time when many are still feeling the after-effects of 'lockdown fatigue.'</i></p> <p><i>Liskeard Radio is looking to involve itself more prominently in community events working with the local council and other organisations and this is an opportunity to raise our profile within the community and raise much-needed funding to cover our running costs.</i></p>

<p>A brief description of your project</p>	<p><i>A team of Liskeard Radio Presenters will host a social dance event at The Public Hall for up to 150 members of the local community to raise both funds for the upkeep of our community station and to raise awareness of the Public Hall facility to a wider audience.</i></p> <p><i>It is hoped that this will be the first of a program of events held at the venue both in fund-raising and supporting of other groups.</i></p> <p>A more detailed description of what the project actually involves...</p> <p>This is a fundraising event hosted by Liskeard Radio which is a self-funded, not-for-profit company.</p> <p>Monies raised are to fund ongoing costs for equipment and promotional materials/merchandise needed for upcoming local community events of which there are several in 2023.</p> <p>Our volunteers attend events such as the Community Fair, Scouts Fun Day, Relay for Life etc usually at no charge to the organisers, however there are costs which we need to have a budget for and fundraisers such as this, are an important means of trying to cover such.</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?</p> <p>What sum of money are you looking for from the Town Council and what exactly will it be used to support?</p> <p>How is the difference to be funded?</p>	<p>The Council cannot fund the normal ongoing operating costs of organisations. This application should not contain such costs.</p> <p><i>We are looking for a grant in the sum of £270.60 to cover the cost of room hire, equipment use, licences, bar facilities and reception staff.</i></p> <p>A more detailed breakdown of the items that make up the cost of the project...</p> <table data-bbox="619 1756 1198 2092"> <tr> <td><i>Public Hall Hire 6pm - 12mnt</i></td> <td><i>£ 99.00</i></td> </tr> <tr> <td><i>Bar TEN application</i></td> <td><i>£ 21.00</i></td> </tr> <tr> <td><i>Bar Licence charge</i></td> <td><i>£ 14.40</i></td> </tr> <tr> <td><i>PRS fee</i></td> <td><i>£ 14.40</i></td> </tr> <tr> <td><i>PA charge</i></td> <td><i>£ 14.40</i></td> </tr> <tr> <td><i>Lighting Charge</i></td> <td><i>£ 14.40</i></td> </tr> <tr> <td><i>Banner & T-shirts</i></td> <td><i>£ 93.00</i></td> </tr> <tr> <td>Total</td> <td>£ 270.60</td> </tr> </table>	<i>Public Hall Hire 6pm - 12mnt</i>	<i>£ 99.00</i>	<i>Bar TEN application</i>	<i>£ 21.00</i>	<i>Bar Licence charge</i>	<i>£ 14.40</i>	<i>PRS fee</i>	<i>£ 14.40</i>	<i>PA charge</i>	<i>£ 14.40</i>	<i>Lighting Charge</i>	<i>£ 14.40</i>	<i>Banner & T-shirts</i>	<i>£ 93.00</i>	Total	£ 270.60
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	<p><i>If necessary any costs beyond this will be covered from funds raised during the event.</i></p>
<p>Charity Number or Registered Company Number (if applicable)</p>	<p>10173262</p> <p>Clarification of the legal status of the constitution – of the organisation...</p> <p>Liskeard Radio is a company 'Limited by Guarantee' which means we are non-profit making and as such any profit made by the company is re-used only for the good of the business as opposed to being paid to shareholders as, I'm sure you are aware, with a Company 'Limited by Shares'</p> <p>Date 12th February 2023 17th March 2023 – Revision</p>

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